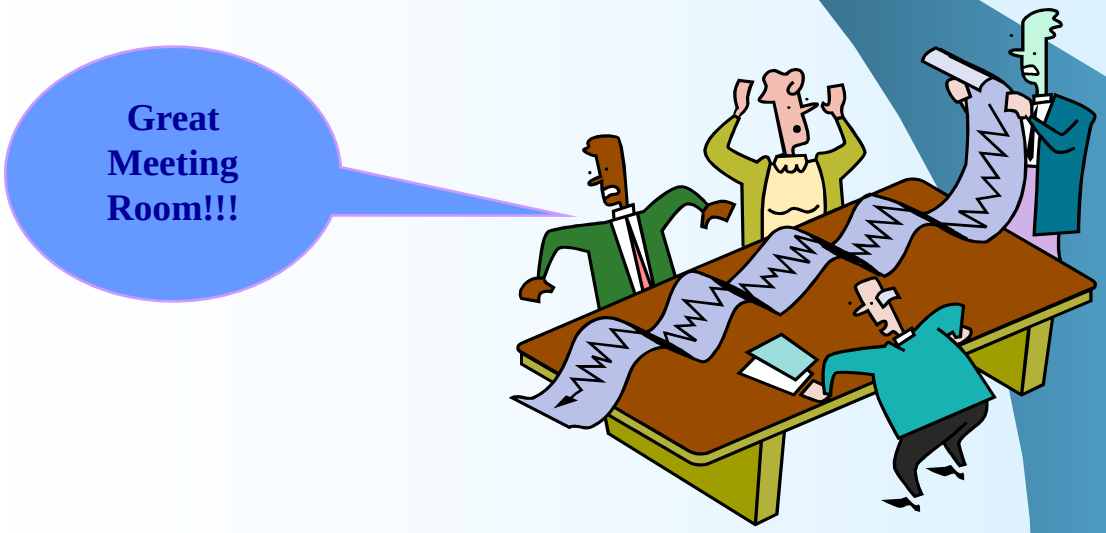
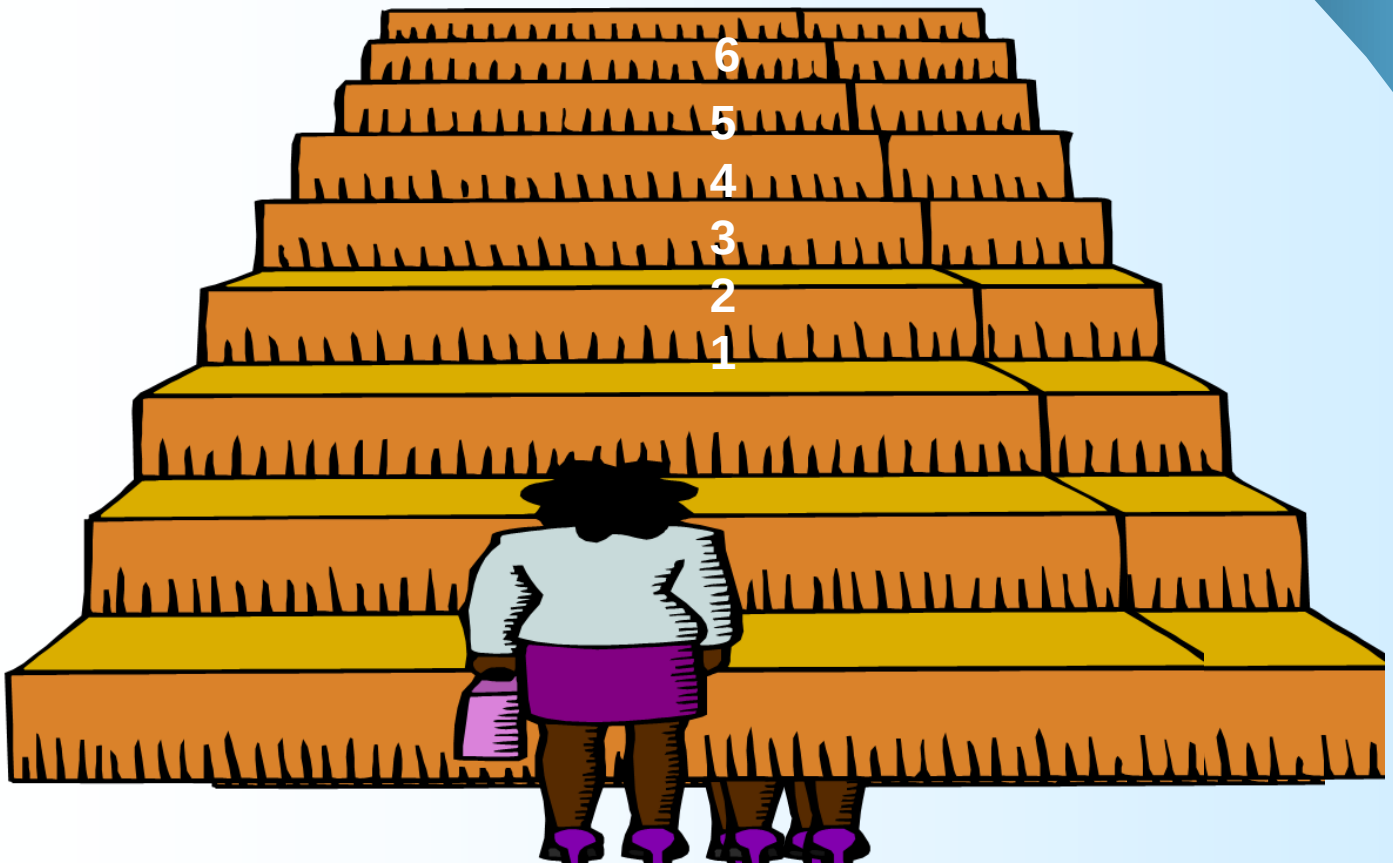
Scheduling an AFM Conference/Meeting Room at the George Washington Carver Center



Overview

- You will learn the 6 steps for scheduling and cancelling an AFM Conference/Meeting Room.



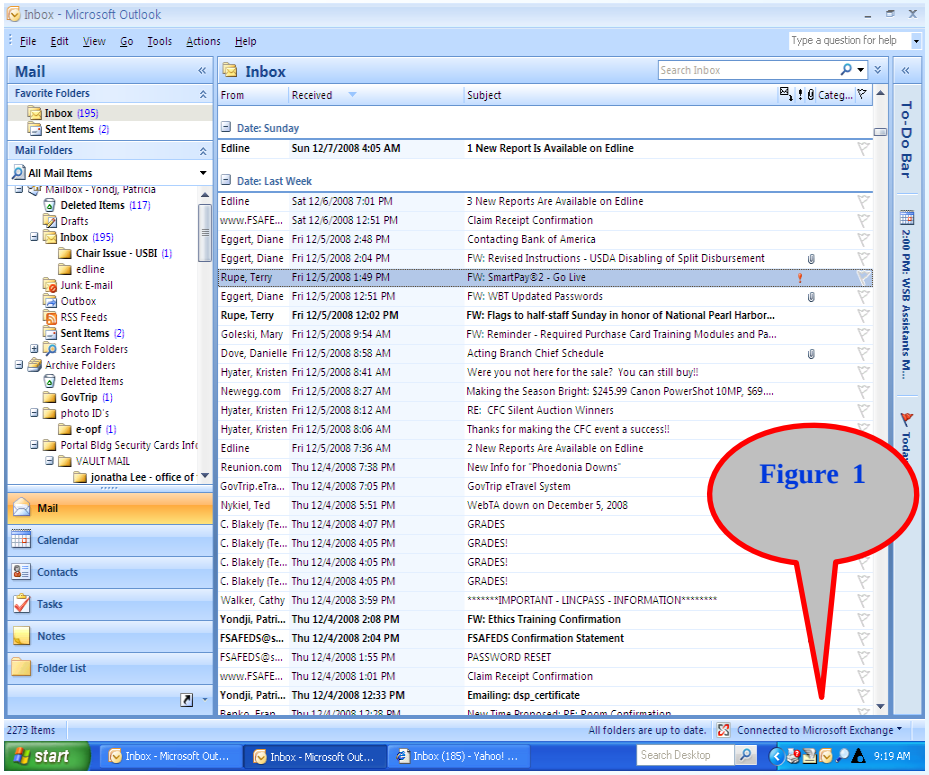
The 6 Steps:

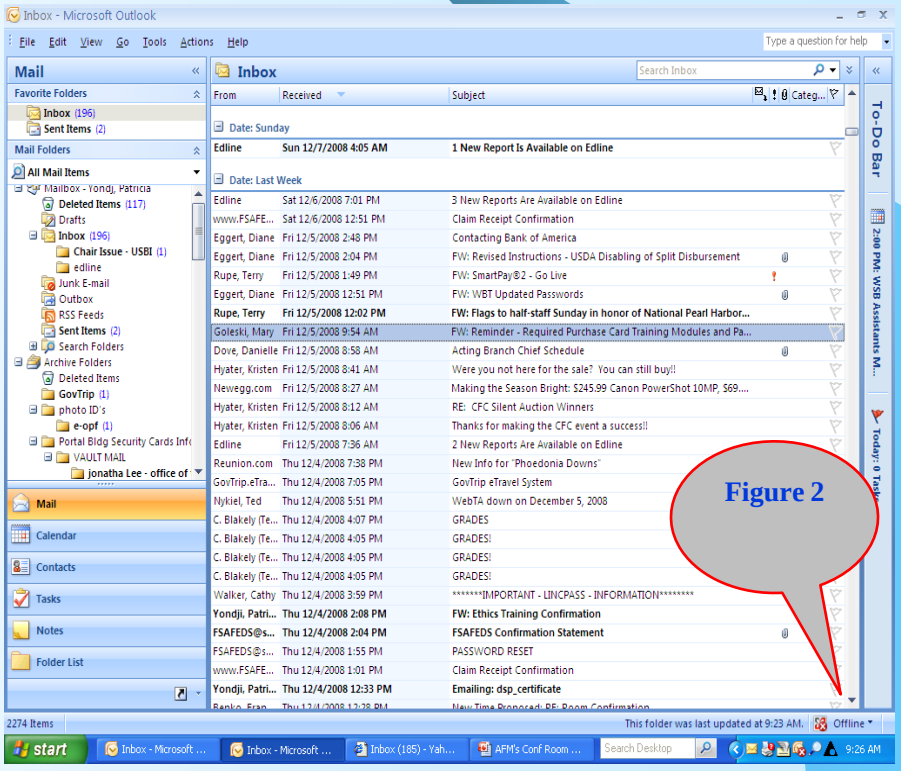
1. Booking Conference/Meeting Room
2. Inviting Attendees
3. Checking Availability
4. Booking and Confirmation
5. Canceling a Conference/Meeting Room
6. Changing/Amending an Appointment

Microsoft Outlook Requirements

- You must be connected to Microsoft Exchange and not be working offline.
- You must be using Microsoft Office Outlook.

Note: ***You must be connected to Microsoft Exchange (Figure 1) to reserve a conference room. If your computer is offline, you will not be able to reserve a conference/meeting room (Figure 2). Please either contact the Helpdesk for assistance or remote your computer.***



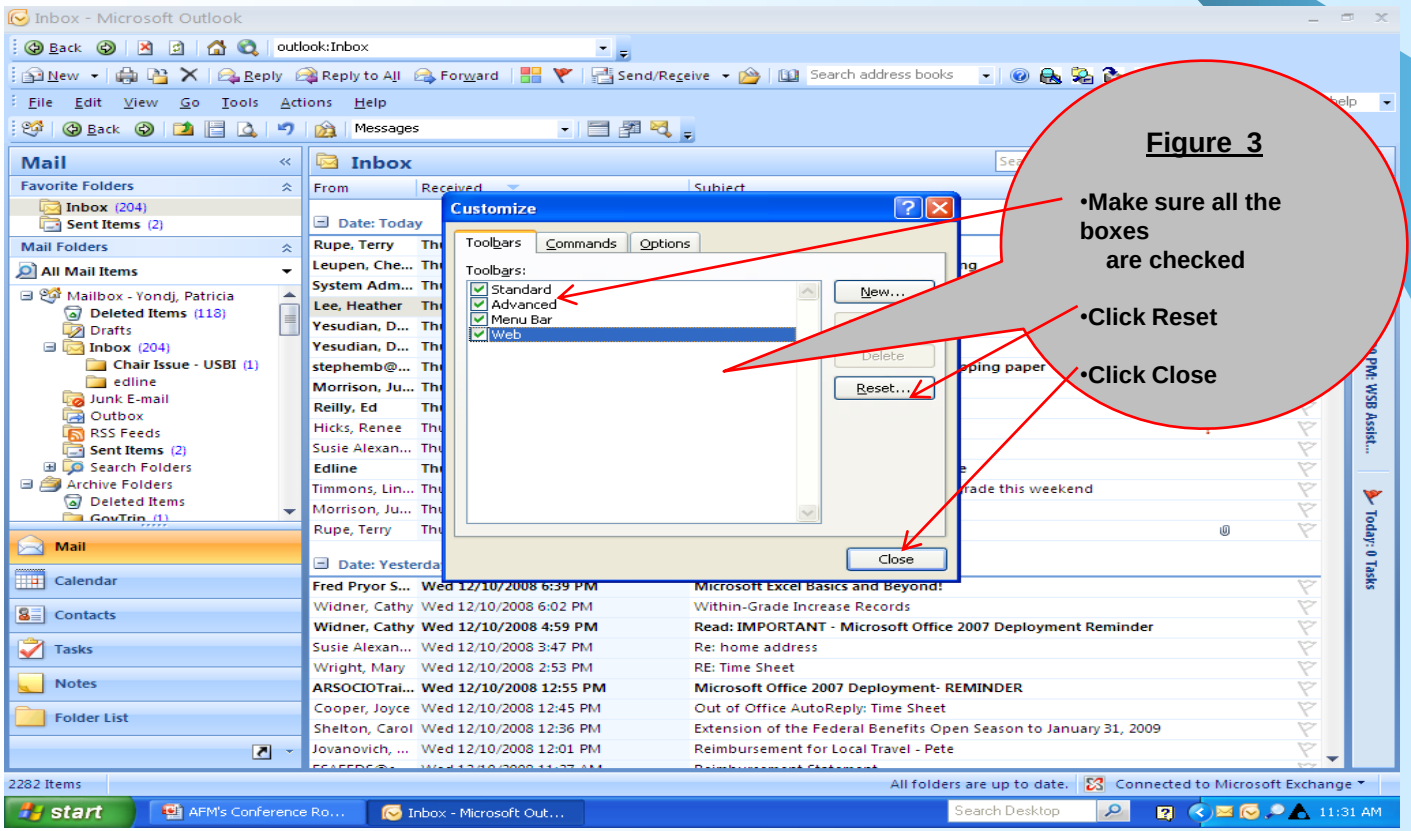


Microsoft Outlook Requirements (continued)

- You must customize your toolbar
  - Click on Tools
  - Click on Customize

  This diagram screen will appear

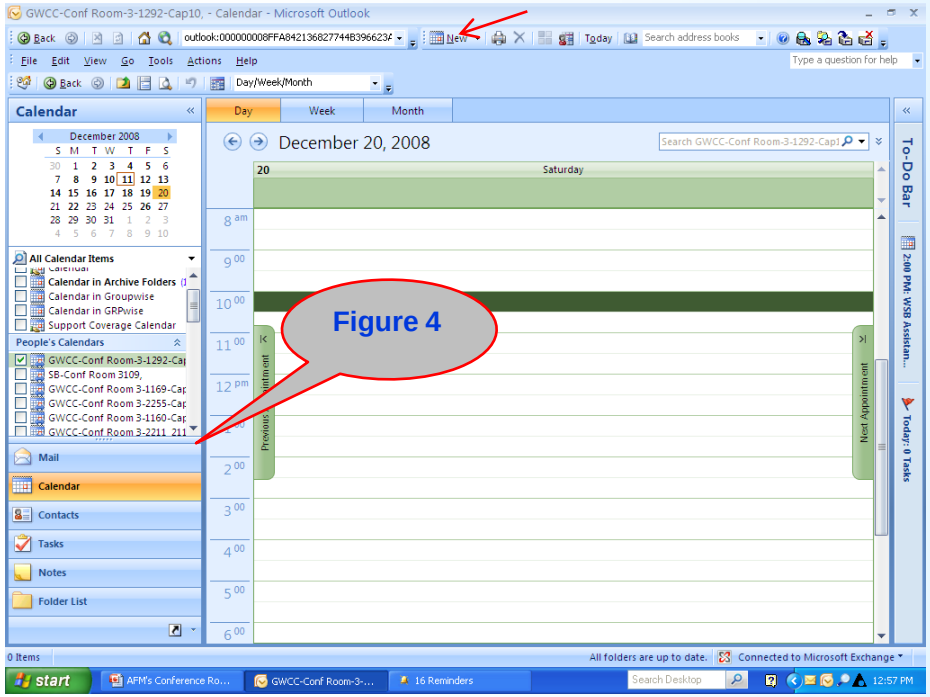
  (See Figure 3)

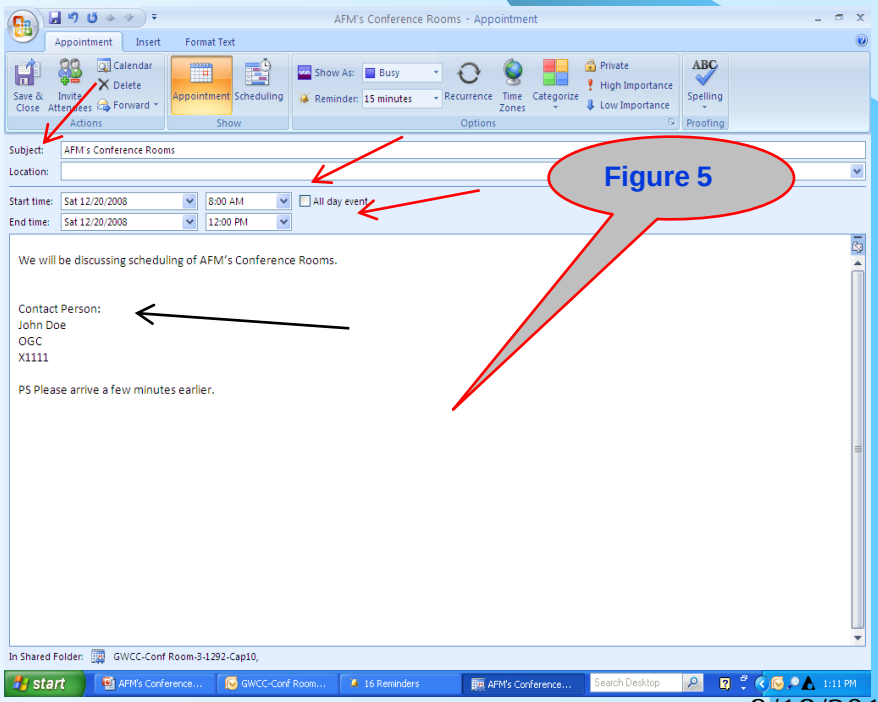


STEP 1

Booking a Conference Room/Meeting Room:

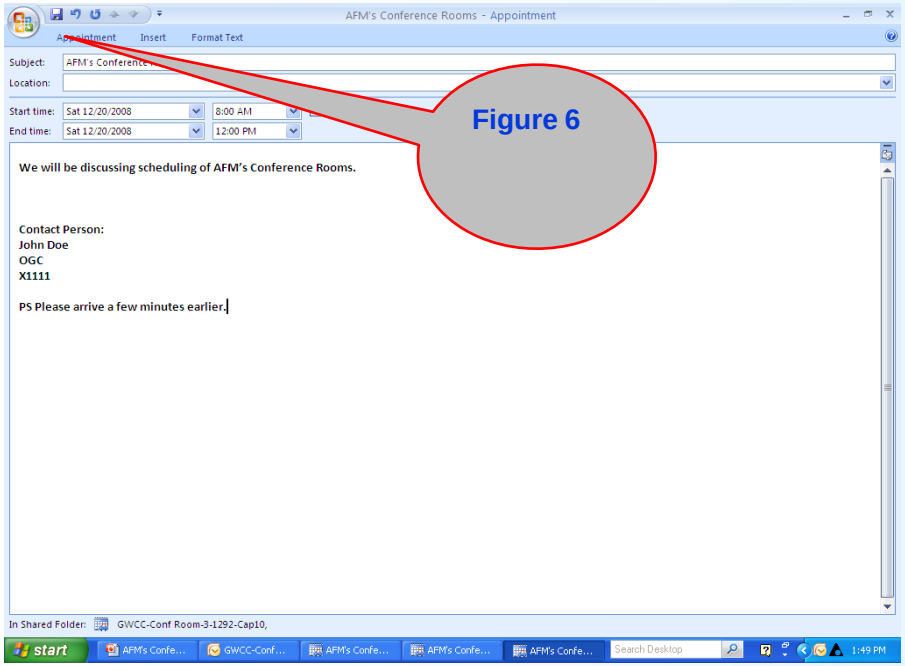
- Go to the calendar (Figure 4). Make sure you have customized your toolbar as shown on Figure 3. Click on New (red arrow) and the screen (Figure 5) will appear. IMPORTANT – From this screen, you may type your meeting subject, select the date (start time and end time), and type any additional information you wish to communicate to the attendees (the red arrows indicate these positions). Also, add the contact person and a phone number in the box as shown (the black arrow indicates this position).
- **Proceed to Step 2**

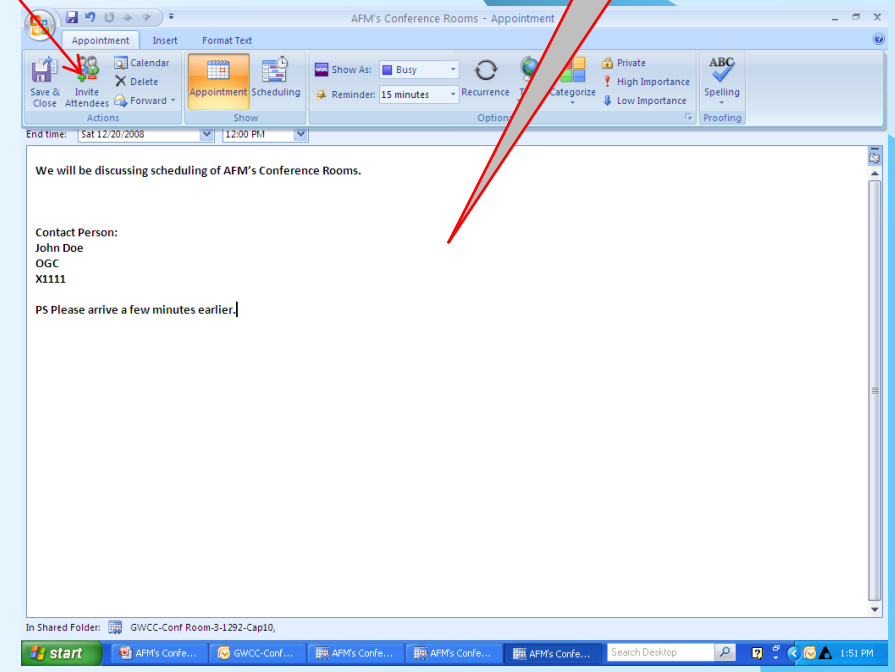




STEP 2
Inviting Attendees

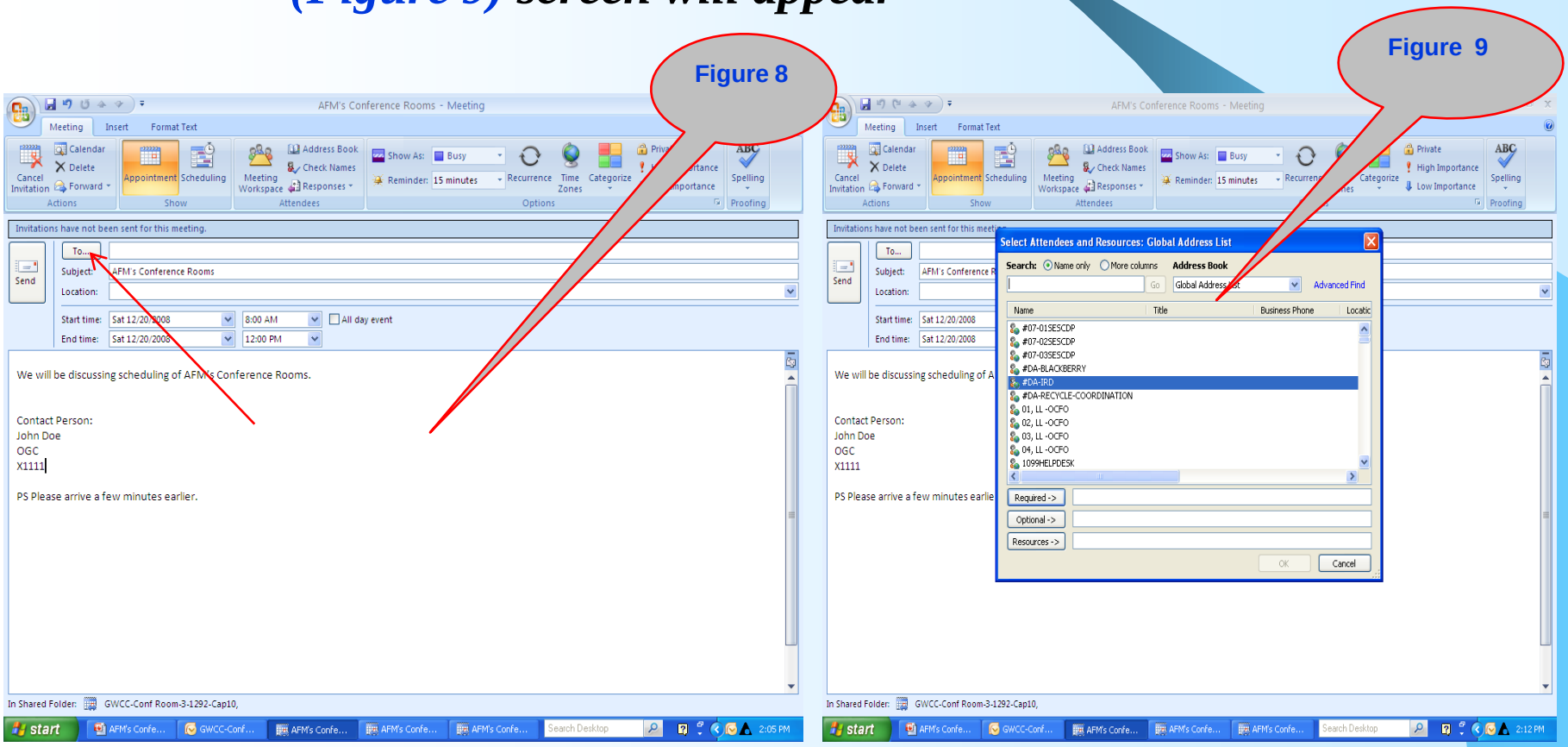
- From the toolbar click on Appointment (Figure 6).
- The screen will appear (Figure 7).
- From the toolbar click on Invite Attendees (as indicated by the red arrow)





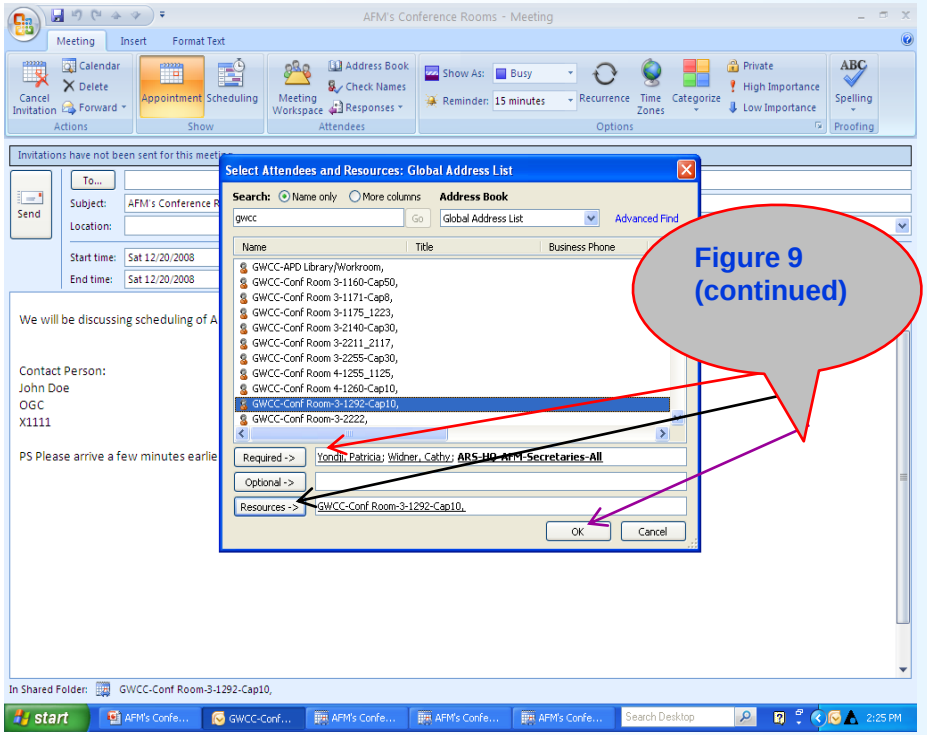
Inviting Attendees (Continued)

- The screen will appear **(Figure 8)**.
  - Click on ***To*** *(indicated by* ***red arrow****)*.
  - ***(Figure 9) screen will appear***



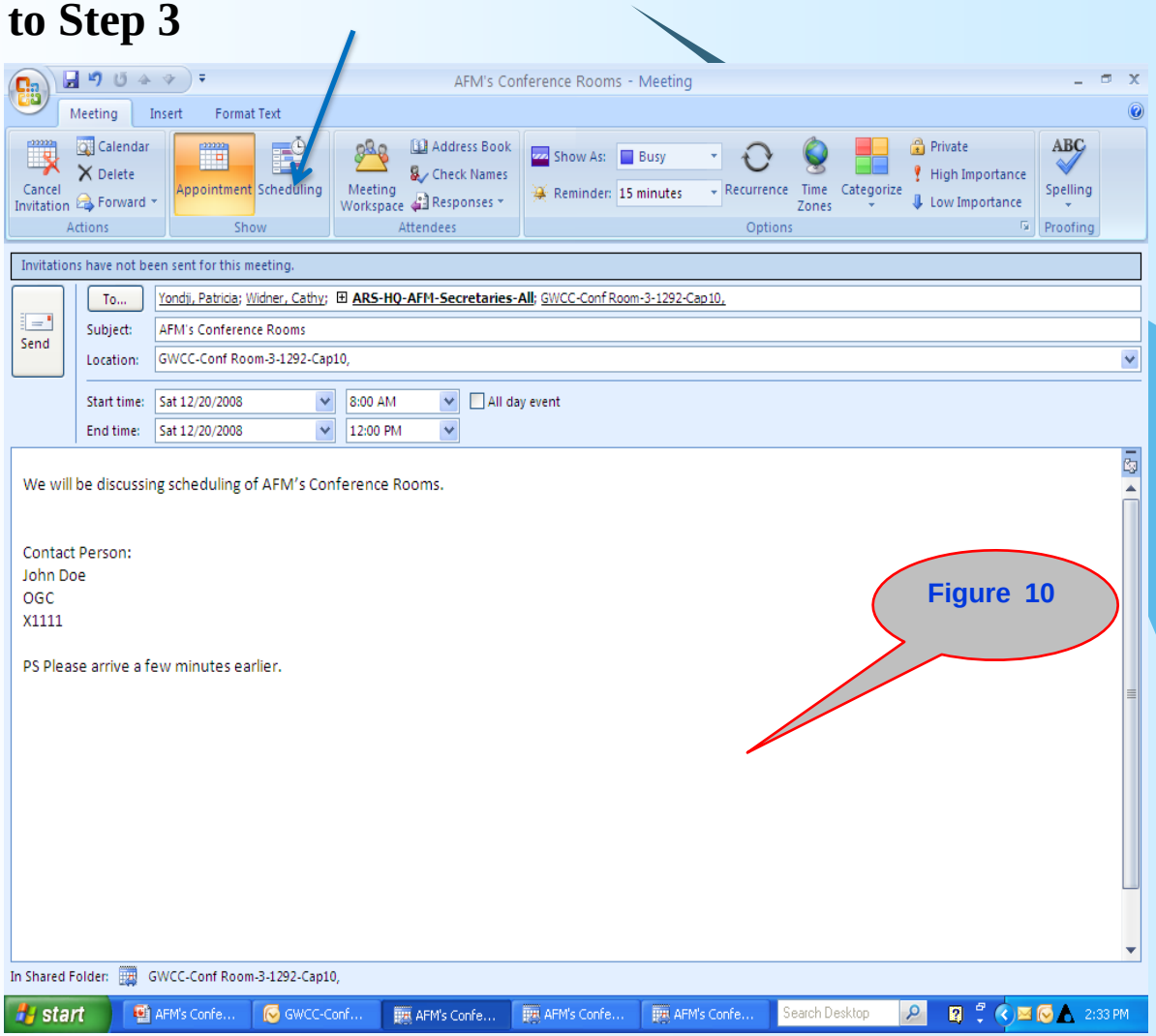
Inviting Attendees (Continued):

- In the **Select Attendees and Resources** dialog box, in the **Search** box, enter the name of a person**(s)** that you're inviting. Select the name from the results list and click **Required (**as indicated by **red arrow)** at the bottom of the screen.
- To add the desired conference room (s**),** in the **Select Attendees and Resources** dialog box, in the **Search** box, enter the name of the desired conference room (All AFM conference rooms are listed as ***GWCC-Conf Room XXXX***) that you're inviting. Select the conference room from the results list and click **Resources** (as indicated by the **black arrow**) at the bottom of screen.
- FYI: You can check the availability on one or more people or resource by adding them to the appropriate areas.
- Then **Select OK at bottom of screen (indicated by purple arrow).**



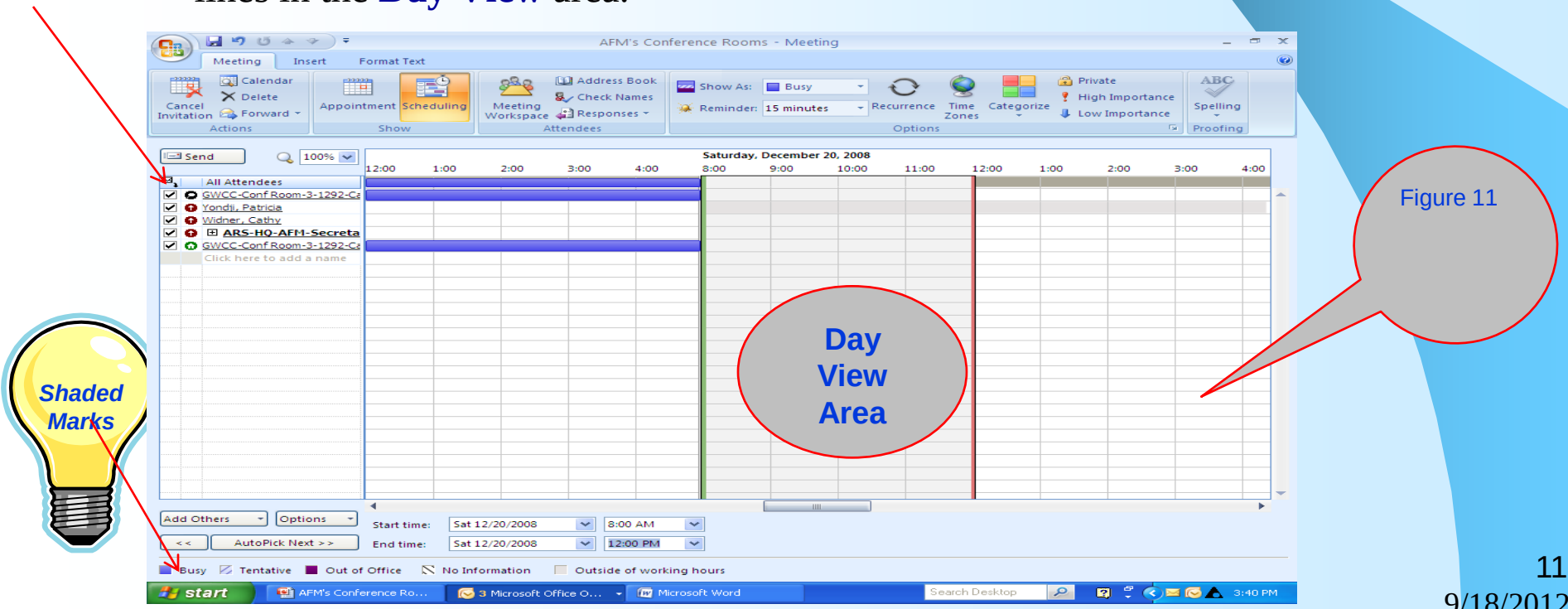
Inviting Attendees (Continued):

- The screen will appear (Figure 10).
- Click on Scheduling (indicated by blue arrow).
- Proceed to Step 3



STEP 3
Checking Availability

- The screen will appear (Figure 11). The attendee (s) and resource (s) you added from the address book will show under the **All Attendees** column (indicated by **red arrow**). The ***Day view*** area is where you will check to see the availability for the attendee (s) and resource (s) you added.
- The shaded marks at the bottom of the screen (see the **light bulb** – it's **red arrow** points to the shaded marks): Blue (busy), Blue w/ slashes (tentative), Purple (Out-of-Office), White and Black Slashes (no information), and Clear (outside of working hours). The shaded marks would indicate if the added attendee (s) and resource (s) are busy (unavailable) or available between the **green** and **red** vertical lines in the **Day View** area.

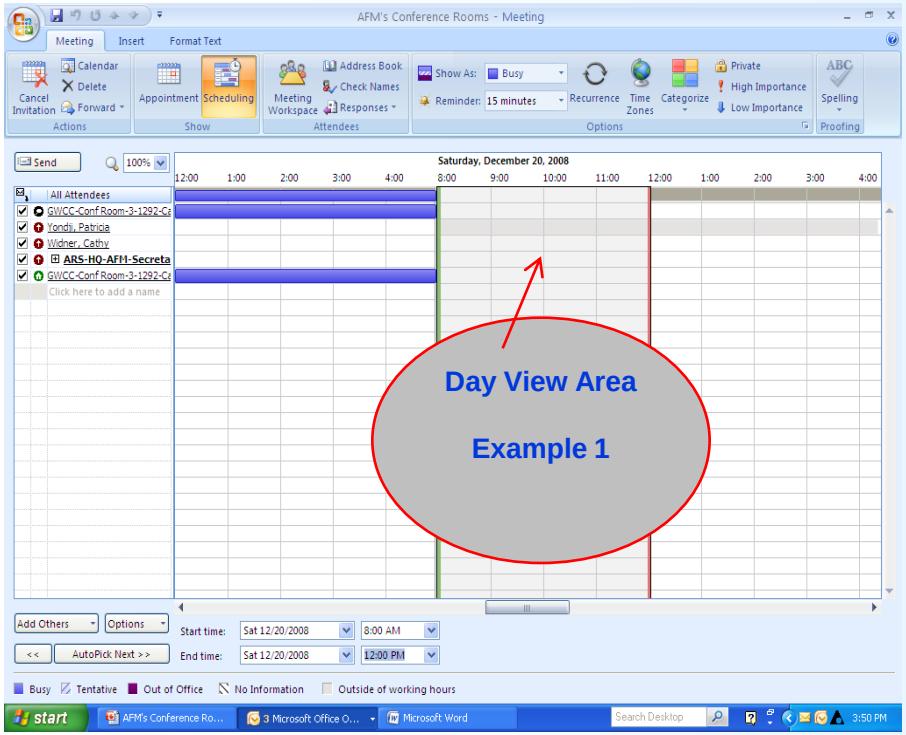


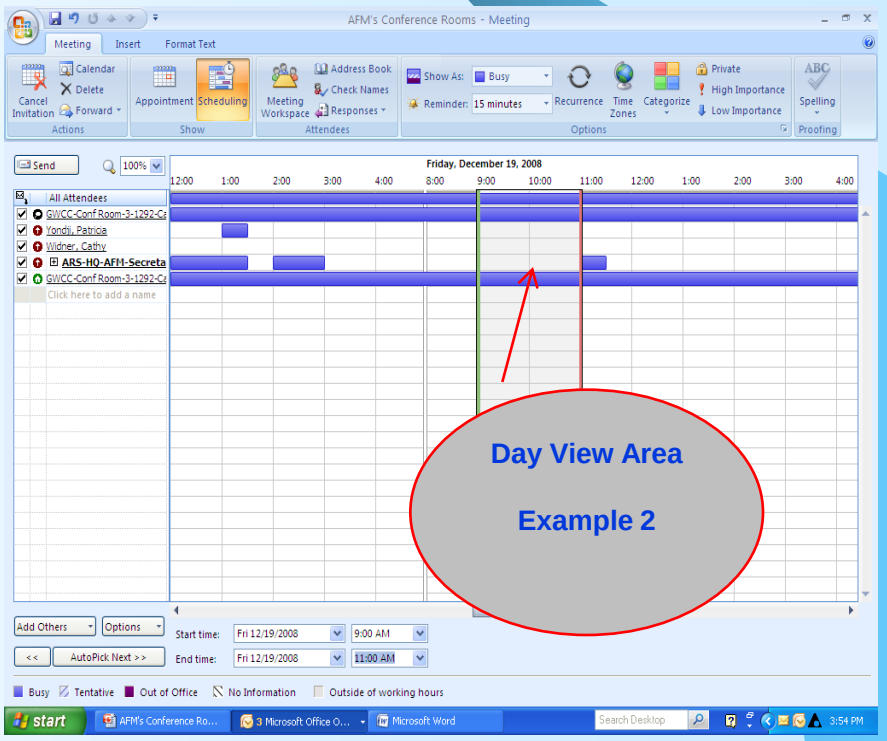
Checking Availability (Continued):

Here are two examples demonstrating attendee (s) and resources unavailable and available.

Example 1: ***It appears the attendees and resource selected are available at 8:00 AM – 12:00 Noon on December 20th because between the green and red vertical lines there's no information (free for an appointment – indicated by red arrow).***

Example 2: ***Note: It appears the attendee and resources selected are unavailable at 9 AM – 11 AM on December 19th because between the green and red vertical lines there's a dark blue highlight (busy – indicated by red arrow).***





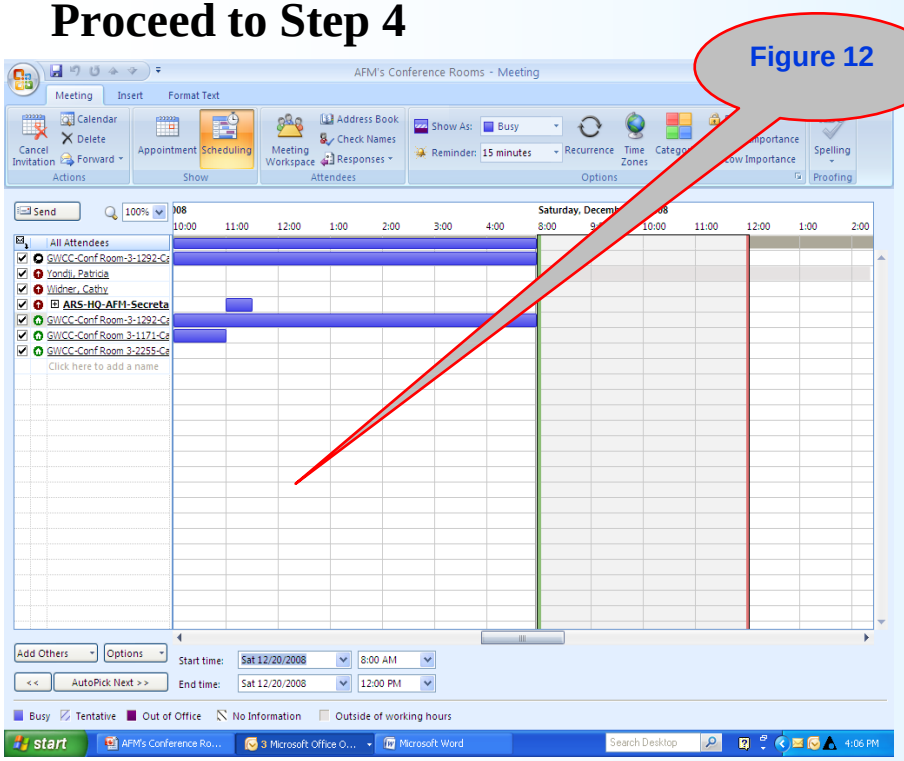
Checking Availability (Continued)

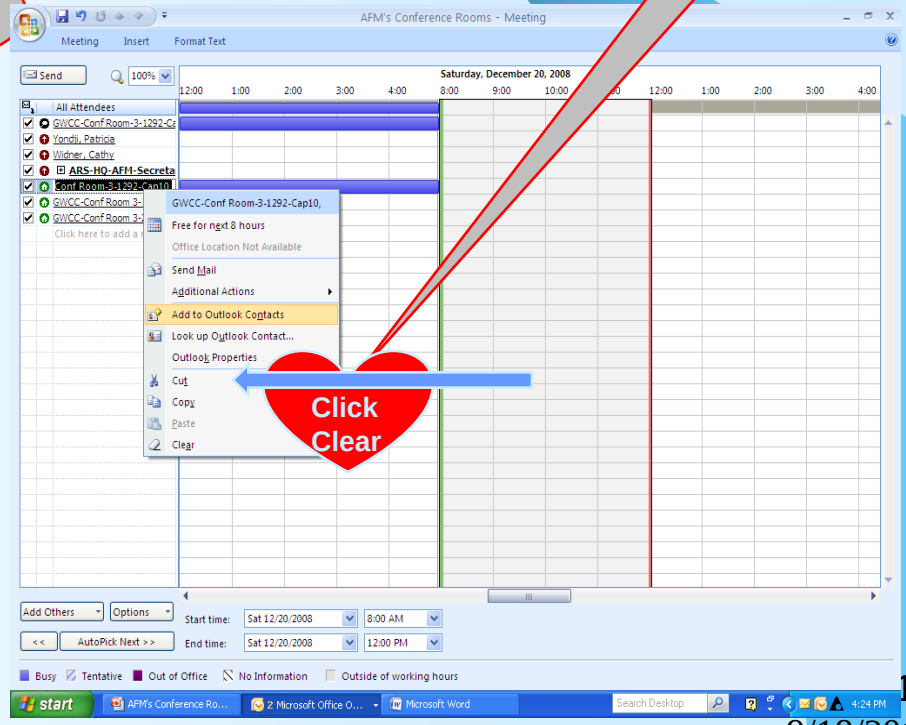
IMPORTANT: If you selected multiple resources to check the availability, then *you need to determine the resource you don't want by right double clicking on the conference room name* (Figure 12). The pop up (Figure 12b) will appear.

Select Clear (see the heart symbol).

Repeat the function to clear all the resources you don't want.

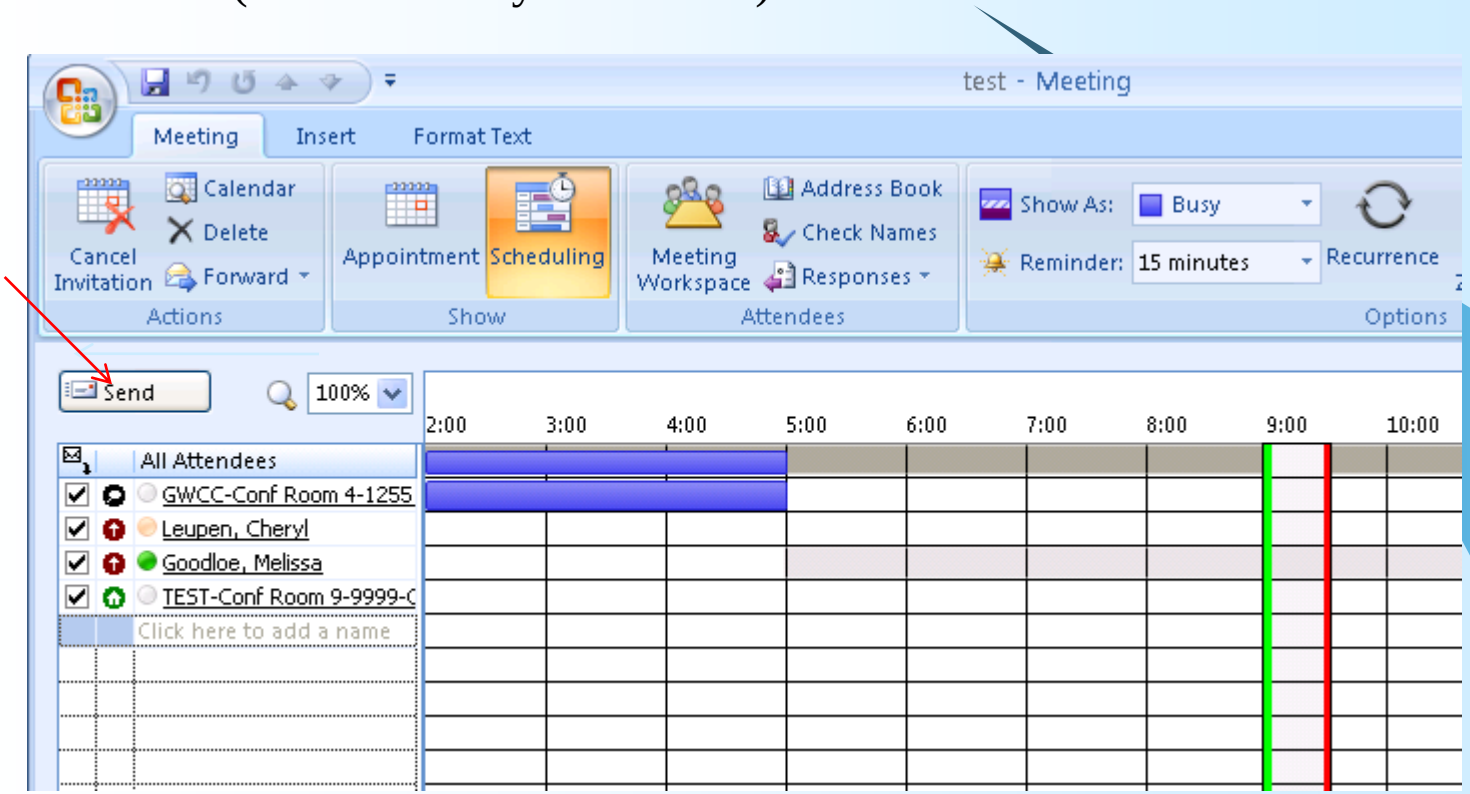
Proceed to Step 4





STEP 4
Booking and Confirmation

- Once you have removed any unwanted resources, Click **Send** from the toolbar (as indicated by **red arrow**)

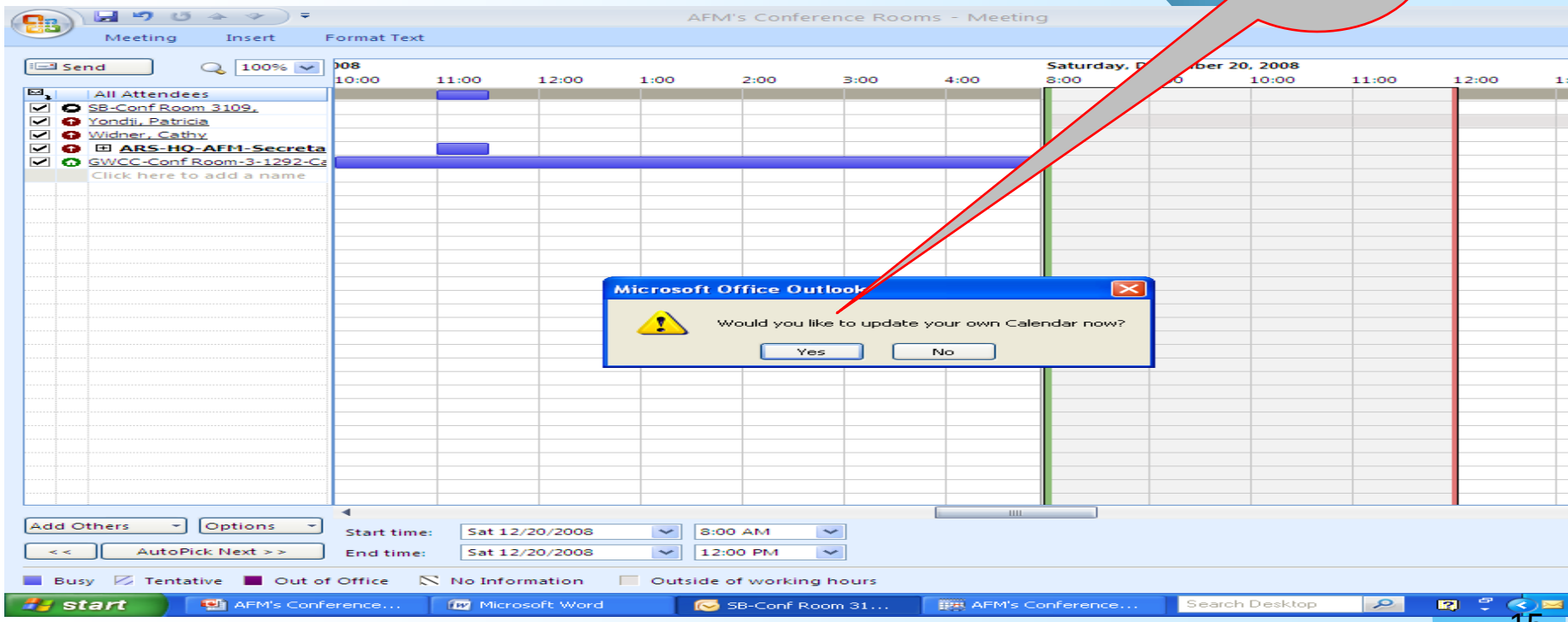


Booking and Confirmation (Continued)

Next you will receive a notification asking: ***Would you like to update your own Calendar now? (Figure 14).***

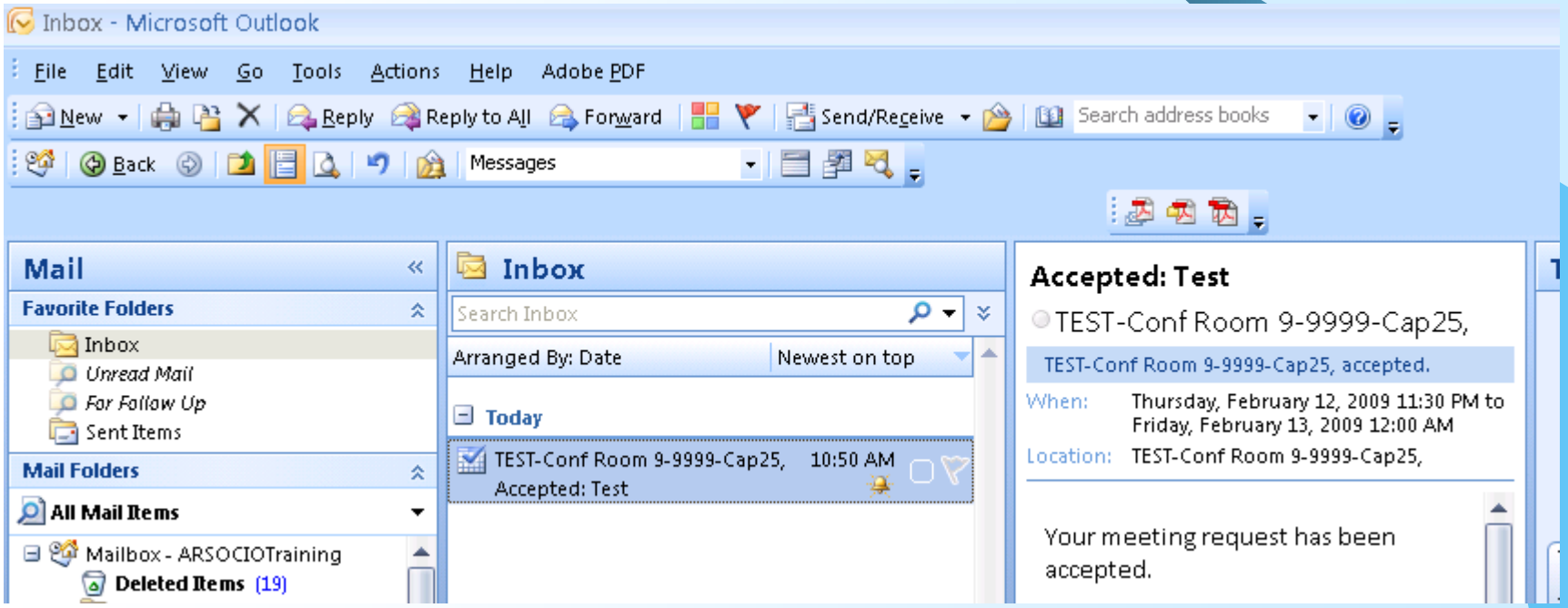
If you select <u>YES</u> – ***the meeting will <u>post to your own Calendar</u> and will not appear in your in box.***

Figure 14



Booking and Confirmation (Continued)

- You will receive an email in your Inbox, notifying you that your appointment has been accepted.



STEP 5

Canceling a Conference/Meeting Room Reservation:

To cancel a conference/meeting room:

- Please contact the Facilities Division, Real Property Management Branch to request cancellation either via e-mailing (patricia.burkins@ars.usda.gov) or calling on 301-504-1224..

Step 6
Change/Amending an Appointment

Please contact the Facilities Division, Real Property Management Branch to have a conference room reservation changed/amened either via e-mailing (patricia.burkins@ars.usda.gov) or calling on 301-504-1224.

A list of AFM's Conference/Meeting Rooms is available on the RPMB website

If you experience any computer problems, please contact the Helpdesk on 1-866-802-4877. Please call the Facilities Division, Real Property Management Branch on 504-1224 with any concerns regarding scheduling an AFM Conference/Meeting Room.