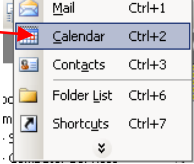

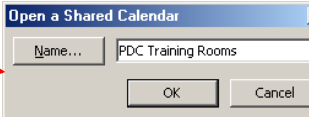
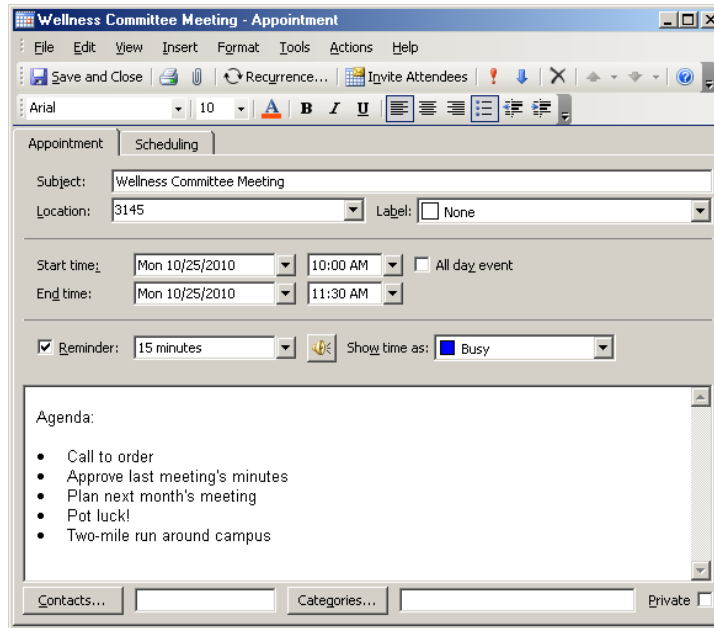

Reserving the PDC Training Rooms

How to check the "PDC Training Rooms" calendar for availability

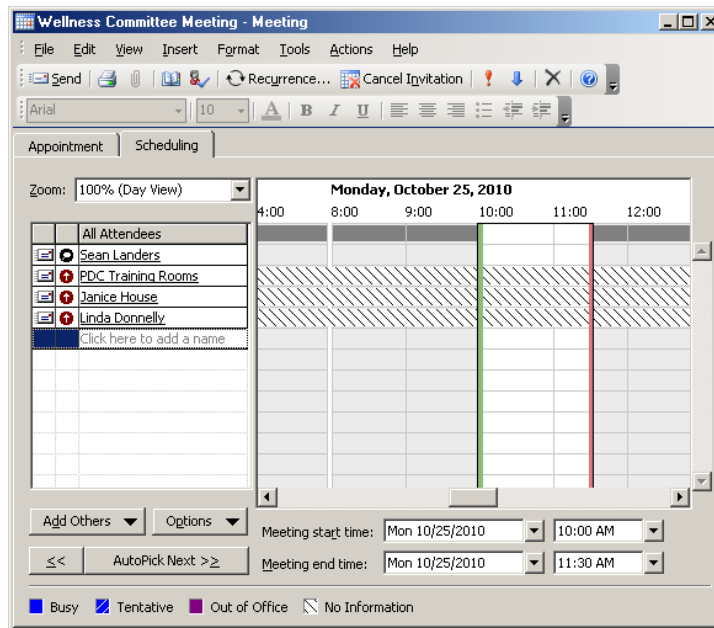
1. Select **Go > Calendar** from Outlook's menu bar. 
2. Click on the blue "**Open a Shared Calendar...**" link in the lower left of the window. *The Open a Shared Calendar dialog will appear.* 
3. Type: **PDC Training Rooms** 
4. Click **OK**.
The PDC Training Room calendar will appear beside the previously active calendar.
5. Check to see if a room is available on the desired date/time.

How to reserve a PDC Training Room

1. Create meeting in **your** Outlook calendar.
NOTE: The following steps, a-e, are just one of many ways to create a meeting.
 - a. Press **[Ctrl]-[Shift]-[A]**.
The Appointment window will appear.
 - b. Enter the title of the meeting in the Subject field.
 - c. Enter the location (3144 or 3145) in the Location field.
(This is important!)
 - d. Enter the start and end dates and times.
(This is also important.)
 - e. Complete any other desired fields.



2. Invite "PDC Training Rooms".
 - a. Click the **Scheduling** tab.
 - b. Click in the field reading "**Click here to add a name**".
 - c. Type: **PDC Training Rooms**
 - d. Repeat steps b and c to invite any other employees.



3. Send the invitation.
 - a. Click the **Send** button.

A confirmation email will be sent back to you within 1-2 work days.