

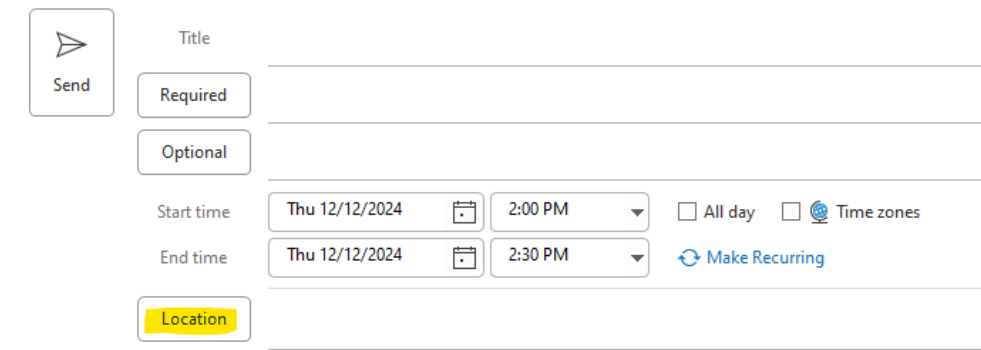
# Reserving a Conference Room in the VMB

This guide will help you reserve a conference room in the VMB by inviting a room to a meeting. If there are no conflicts, you should receive an email acceptance once you send the meeting invite. The conference room calendar will automatically decline the invite if there is a scheduling conflict (either in a singular or reoccurring reservation). For any questions or help, please contact Morgan McDonald at [morganmcdonald@missouri.edu](mailto:morganmcdonald@missouri.edu).

## OLD OUTLOOK

1. Open a new meeting invitation in Outlook
2. In **Location** type in the room name. See below for list of room names.

 You haven't sent this meeting invitation yet.



Send

Title

Required

Optional

Start time

Thu 12/12/2024 2:00 PM

End time

Thu 12/12/2024 2:30 PM

All day


Time zones

Make Recurring

Location

- a. MU CVM Adams
- b. MU CVM Auditorium
- c. MU CVM Histo
- d. MU CVM E209
- e. MU CVM W169 (Anatomy Lab)
- f. MU CVM W218F
- g. MU CVM W233
- h. MU CVM W235
- i. MU CVM W234P (Skills Lab)
- j. MU CVM W114 Multihead Microscope

3. If the room is available during the requested meeting time slot, it will show as “**Available**” in green font.

  
Send

Title

Required

Optional

Start time

Thu 12/12/2024

2:00 PM

☐ All day

☐ Time zone

End time



Thu 12/12/2024



2:30 PM

[Make Recurring](#)


Location


Suggestions

 MU CVM W203G  
 Available

 MU CVM W233  
 Available

4. If the room is unavailable during the requested meeting time slot, the room will show as “**Busy**” in red font.

 You haven't sent this meeting invitation yet.  
This appointment conflicts with another one on your calendar.

  
Send

Title

Required

Optional

Start time

Fri 12/13/2024

11:00 AM

☐ All day

☐ Time zones

End time

Fri 12/13/2024


11:30 AM

[Make Recurring](#)



Location



W

Use this location

 W

Suggestions

 MU CVM W203G  
 Busy

 MU cvm W218F  
 Busy

5. If the requested room is available, send your meeting invite as normal, making sure the room is listed under **Location**.

6. You will receive an email confirmation of the room accepting the meeting invitation.

○ MU CVM W233

**Accepted:**

To

When Tuesday, December 17, 2024 2:00 PM-3:00 PM (UTC-06:00) Central Time (US & Canada).

Location MU CVM W233

Accepted ○ [MU CVM W233](#)

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

**Your request was accepted.**

Sent by Microsoft 365

7. If there is a schedule conflict, you will receive an email denying the meeting request. The conflict dates will be listed in the denial email.

○ MU CVM W203G

**Declined:**

To

When Thursday, December 5, 2024 10:00 AM-11:00 AM (UTC-06:00) Central Time (US & Canada).

Location MU CVM W203G

Accepted

Tentative No attendees have tentatively accepted.

Declined ○ [MU CVM W203G](#)

**Your request was declined because there are conflicts.**

The conflicts are:

**Organizer and Time of Conflicting Meeting**

[MU CVM W203G](#) - Thursday, December 5, 2024 10:00:00 AM to Thursday, December 5, 2024 11:00:00 AM

All times listed are in the following time zone: (UTC-06:00) Central Time (US & Canada)

Sent by Microsoft 365


8. If you do not receive an email acceptance or decline, this means your room reservation was unsuccessful. Please try again and/or contact Morgan McDonald for assistance.

# NEW OUTLOOK


1. Open a new event invitation in Outlook
2. In **“Add a room or location”** type in the room name. See below for list of room names.

Save



Calendar (mamkzf@missouri.edu) ▼


 Add a title


☐ Teams meeting

 Invite attendees


Optional

 8/29/2025 


10:00 ... ▼ to 10:30 ... ▼ 

 Make recurring

☐ All day

 Add a room or location


☐ In-person event




Type / to insert files and more

- a. MU CVM Adams
- b. MU CVM Auditorium
- c. MU CVM Histo
- d. MU CVM E209
- e. MU CVM W169 (Anatomy Lab)
- f. MU CVM W218F
- g. MU CVM W233
- h. MU CVM W235
- i. MU CVM W234P (Skills Lab)
- j. MU CVM W114 Multihead Microscope


3. If the room is available during the requested meeting time slot, it will show as “**Available**” in green font.

 Save Calendar (mamkzf@missouri.edu) ▾





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 **Add a title** ☒ Teams meeting


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 Invite attendees Optional



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 8/29/2025  10:00 ... ▾ to 10:30 ... ▾   Make recurring ☒ All day

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 MU CVM W233 ☒ In-person event

 Use this location: MU CVM W233


 MU CVM W233  
 Available

 MU CVM W203G  
 Available


4. If the room is unavailable during the requested meeting time slot, the room will show as “**Busy**” in red font.

 Save Calendar (mamkzf@missouri.edu) ▾





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 **Add a title** ☐ Teams meeting


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 Invite attendees Optional



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 8/29/2025  1:30 P... ▾ to 2:00 P... ▾   Make recurring ☐ All day

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 MU CVM W233 ☐ In-person event

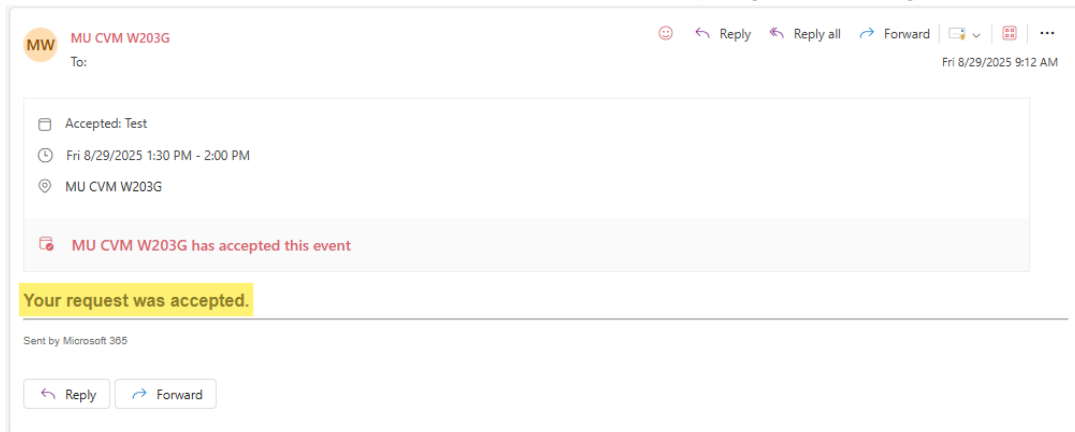
 Use this location: MU CVM W233

 MU CVM W233  
 Busy

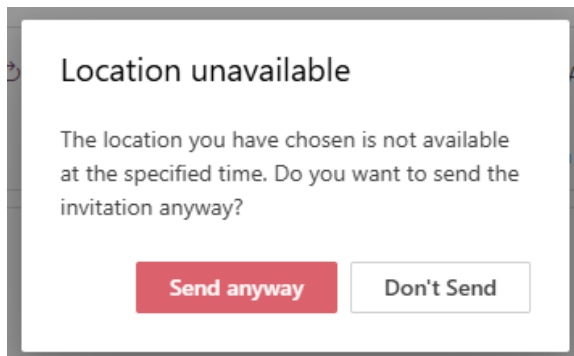
 MU CVM W203G

5. If the requested room is available, send your meeting invite as normal, making sure the room is listed under “**Add a room or location**”.

6. You will receive an email confirmation of the room accepting the meeting invitation.



7. If there is a schedule conflict, you will receive an error message letting you know the location is unavailable.



8. If you send the invitation anyway, you will receive an email denying the meeting request. The conflict dates will be listed in the denial email.



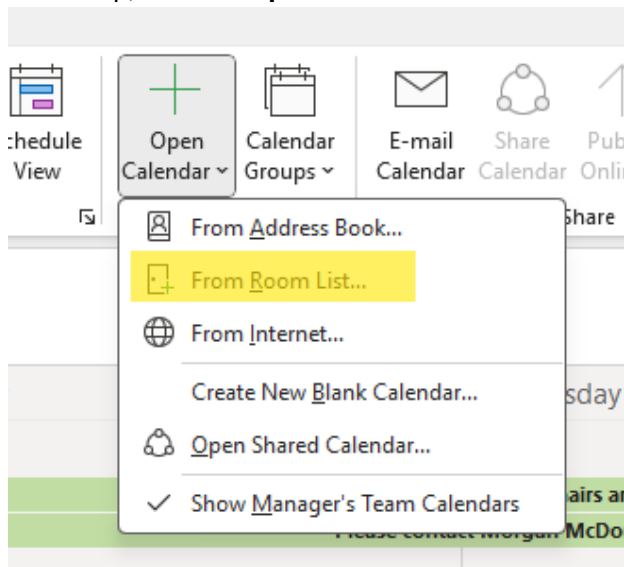
9. If you do not receive an email acceptance or decline, this means your room reservation was unsuccessful. Please try again and/or contact Morgan McDonald for assistance.

# Viewing Room Calendars in VMB

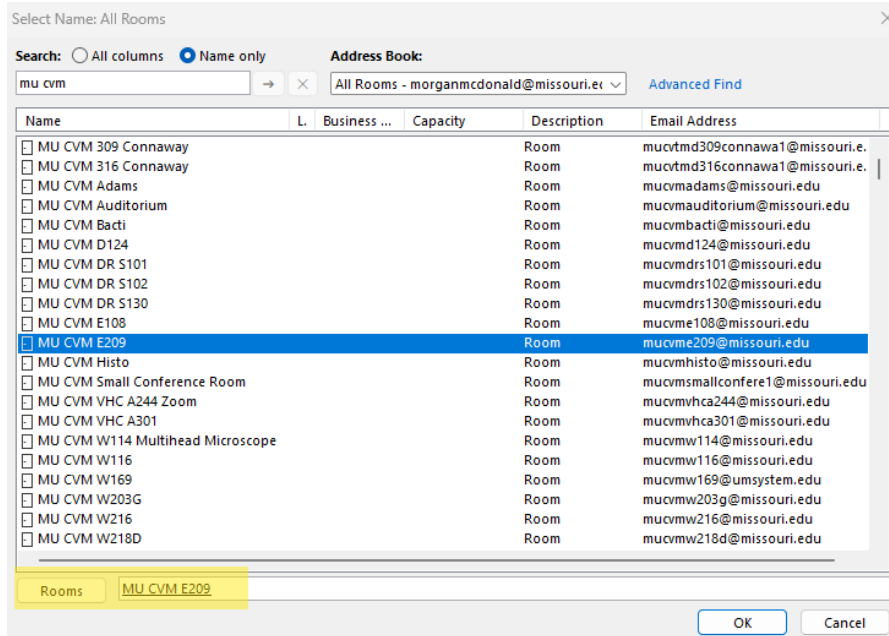
To confirm your room reservation and/or check for schedule conflicts, please use the guide below to look up calendars for conference rooms in the VMB.

## OLD OUTLOOK

1. In Outlook, navigate to the Calendars tab.
2. At the top, click on **Open Calendar** and select **From Room List**.



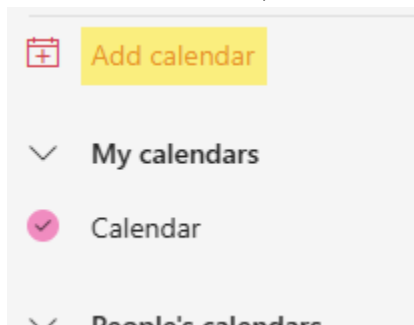
3. In the search box that opens, scroll until you find your requested conference room. Reference the list above for names of the rooms. You can also type "MU CVM" into the search box to filter the results quicker.
4. Once you've found your room, double click to select it. It should populate in the **Rooms** box below. Then select OK.



5. The selected calendar should open in your current Outlook window.
6. From there, you can see what meetings/reservations are currently held in that room.
  - a. Note: you will not have permissions to edit anything on the calendar, just view.
7. If you encounter any issues with opening a calendar, please contact Morgan McDonald for assistance.

## NEW OUTLOOK

1. In Outlook, navigate to the Calendars tab.
2. On the lefthand side, click on **Add Calendar** and select **Add from Directory**.



3. Select your email account in the “**Account to Search From**” dropdown.

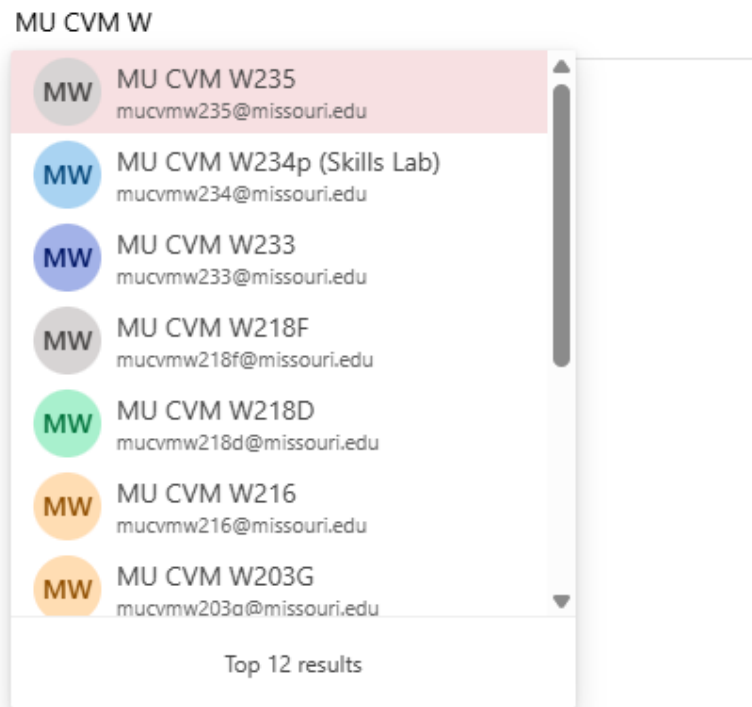
Please select an account to search from:

▼



4. Type in the room name that you'd like to open (see names of rooms in *Reserving a Conference Room in the VMB* section).

Select a person, group, or resource from your organization's directory to view the associated calendar.



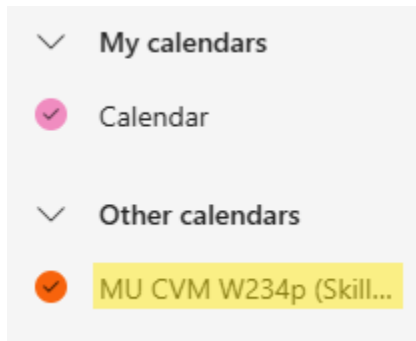
5. Select which Calendar section to add the selected calendar to.

**Add to**

A screenshot of a dropdown menu titled "Add to". The menu is open, showing a search bar at the top with the text "Other calendars (mamkzf@missouri.edu)" and a downward arrow. Below the search bar, the email address "mamkzf@missouri.edu" is displayed. The menu is divided into four sections: "My calendars", "Other calendars" (which is highlighted with a grey background), and "People's calendars".

Section
My calendars
Other calendars
People's calendars

6. Click **Add**. The selected calendar should be added to your Outlook now on the left-hand side.



7. Select the calendar to see what meetings/reservations are currently held in that room.
  - a. Note: you will not have permission to edit anything on the calendar, just view.
8. If you encounter any issues with opening a calendar, please contact Morgan McDonald for assistance.