1. From within Outlook, start a new meeting request by going to FILE → NEW → Appointment.

2. Set your Subject, Date and Time.

3. Click on “Scheduling” to the right of the highlighted “Appointment” icon (see red arrow).
4. Click on the "Invite Attendees" Icon (see red arrow).
5. Click on the little “Address Book” Icon (see red arrow) to open up the address book.
6. Select your conference room choice as a Resource.
7. Select your Required and Optional invitees.
8. Click “OK” when done.
9. Check the “Free/Busy” information to see if the Invitees and the Room Resource are available for this time.
10. If Room Resource or Invitee is not available, select an available time.
11. Click back on the “Appointment” Icon.
12. Review meeting invite to make sure it is correct.
13. Click “Send”.
14. You should receive an “Accepted” reply from the Room Resource administrator if the room is in fact available, or a “Denied” if you need to reschedule to a different time for that Room Resource or select a different Room and resend the invitation.