Scheduling & Booking Conference Rooms with Outlook 2007

2. Click on Calendar.
3. Click **New** to create a new appointment.
4. Type your subject into the Subject field.
5. Set the correct start time and end time.
6. Click on **Scheduling Assistant**.
7. Click the **Add Rooms** button.
8. Select your conference room from the list.
9. Click the **Rooms** button to choose your room.
10. Click **OK**.
11. Click **Send** to save the appointment.