Scheduling Assistant with Attendees and Room Resources

With Office 2010 launched, simply select on the home tab, New Items, Meeting

Click on the Scheduling Assistant

Select Add Attendees at the lower left. When the window populates, add attendees according to whether or not they are Required or Optional.
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Now select Add Rooms

Type in Saddleback at the top and then select

Presidents Large Conference Room (AGB 106)
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**DO NOT SELECT THE SMALL CONFERENCE ROOM. THIS HAS BEEN REMOVED SINCE RECONSTRUCTION**

Click on Rooms at the bottom where the arrow is pointing and then click OK

![Select Rooms: All Rooms](image)

You will now be able to determine each person’s availability as well as the room availability by observing components of the scheduling assistant.

The example below is showing availability of all the attendees as well as the room for Tuesday, March 29th from 9:30 am to 10:30 am.
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Start and End Time shown at the bottom

The Room Finder shown on the Right has an associated calendar from which you can choose a variety of dates of availability.
Once you have selected the attendees and the room, then click on the send button to notify the attendees. If you did not enter a subject, click on appointment and enter a subject. Then click on send.
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