

Reservations for each of the 8 conference rooms in Birck can be made through 4 methods:

- 1. Contact any of the BRK clerical staff
- 2. Use the screen at the corresponding conference room (can only be used the day of the meeting)
- 3. Use the Outlook Schedule Assistant
  - i. Click the New Meeting button

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ii. Click the Scheduling Assistant button

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iii. Your name will appear at the top of the Attendees list. Start typing the names of the other meeting attendants in the box that says "Click here to add a name".

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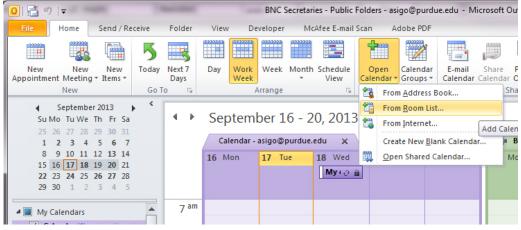
## iv. Click the Add Rooms button to bring up the list of conference rooms.

v. Scroll through the list until you find the BRK rooms & double-click the room you need

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Name	Location	Business Phone	Capacity	Description	
BOWN 1003B Conf Rm				Room	
BOWN 1014 Conf Rm				Room	
BRK_1001				Room	1_
BRK_1024				Room	-
BRK_1099				Room	
BRK_1201				Room	
BRK_1266				Room	
BRK_1268				Room	
BRK_1270				Room	
BRK_1290				Room	
BRK_2001				Room	
BRK_2024				Room	
BRK_2072				Room	
BRK_2290				Room	
BRNG 3157 Instructional C	assroom			Room	
BRNG 3166 Videoconferen	cing R			Room	
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<u>Rooms -&gt;</u> <u>BRK 1001</u>					
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- vi. Click OK
- vii. Click Send

- 4. Add the corresponding Outlook calendars to your Outlook calendar view. To add the calendars:
  - i. In the Outlook calendar view, click the Open Calendar drop down list



- ii. Click the From Room List option
- iii. Scroll through the list until you find the BRK rooms & double-click the room you need

	Go All Rooms	- asigo@exchange.purdue.e	edu	<ul> <li>Advanced</li> </ul>	d Find
Name	Location	Business Phone	Capacity	Descriptio	on
BOWN 1003B Conf Rm				Room	
BOWN 1014 Conf Rm				Room	
BRK_1001				Room	
BRK_1024				Room	L
BRK_1099				Room	
BRK_1201				Room	
BRK_1266				Room	
BRK_1268				Room	
BRK_1270				Room	
BRK_1290				Room	
BRK_2001				Room	
BRK_2024				Room	
BRK_2072				Room	
BRK_2290				Room	
BRNG 3157 Instructional Cla	ssroom			Room	
BRNG 3166 Videoconferenci	ng R			Room	,
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- iv. Click OK
- v. Add the reservation you'd like to request to the corresponding calendar
- vi. A notification will be sent to the BRK clerical staff, who have to approve your reservation before it's finalized. The staff who have approval rights are the following:
  - a. Heather Anthrop
  - b. Nancy Black
  - c. Angie Sigo
  - d. Jaime Turner
- 5. You should receive an email notification when your reservation is approved.

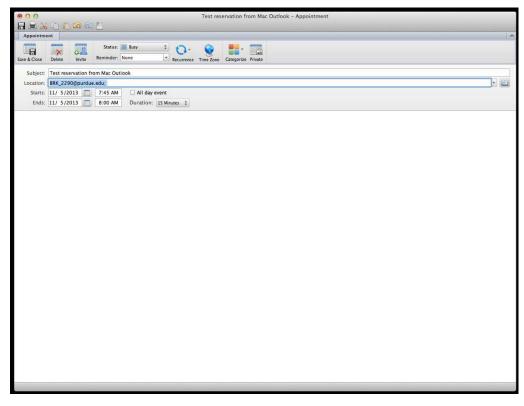
## Instructions for Mac users:

1. Click on "Open Calendar" and type in the conference room to be added. This subscribes you to being able to view the calendars.

brk\_1001 brk\_2290

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Home Appointment	Organize T	Tools						^
	us: 📕 Busy ter: None	Recurrence Categorize Private	Close					
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3 4 5 6 7 8 9	all day							
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▼ 🗹 Shared Calendars	9 am		44					
BRK_2001			Shalaev Nanophotonics Class			Shalaev Nanophotonics Class		
SMART FOLDERS								
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Contacts								
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Notes		5						& Ruan Groups) - Raji b Paul
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2. Create a new appointment. In the location field, select the address book search and select the room you want.



3. For Mac users with no access to Outlook, all Birck conference room calendars can be viewed here:

BRK 1001: http://brk1001rw.ecn.purdue.edu

- BRK 1024: http://brk1024rw.ecn.purdue.edu
- BRK 1099: http://brk1099rw.ecn.purdue.edu
- BRK 1201: http://brk1201rw.ecn.purdue.edu
- BRK 1290: http://brk1290rw.ecn.purdue.edu
- BRK 2001: http://brk2001rw.ecn.purdue.edu
- BRK 2024: http://brk2024rw.ecn.purdue.edu
- BRK 2290: http://brk2290rw.ecn.purdue.edu