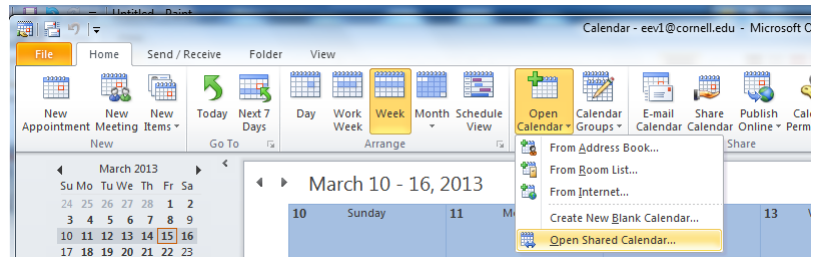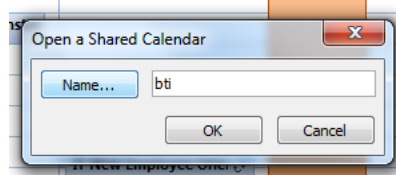## Using Microsoft Outlook to Reserve Meeting Spaces and Public Computer Equipment at BTI

1. Go to the Calendar section of your Microsoft Outlook account (Calendar – lower left hand column)
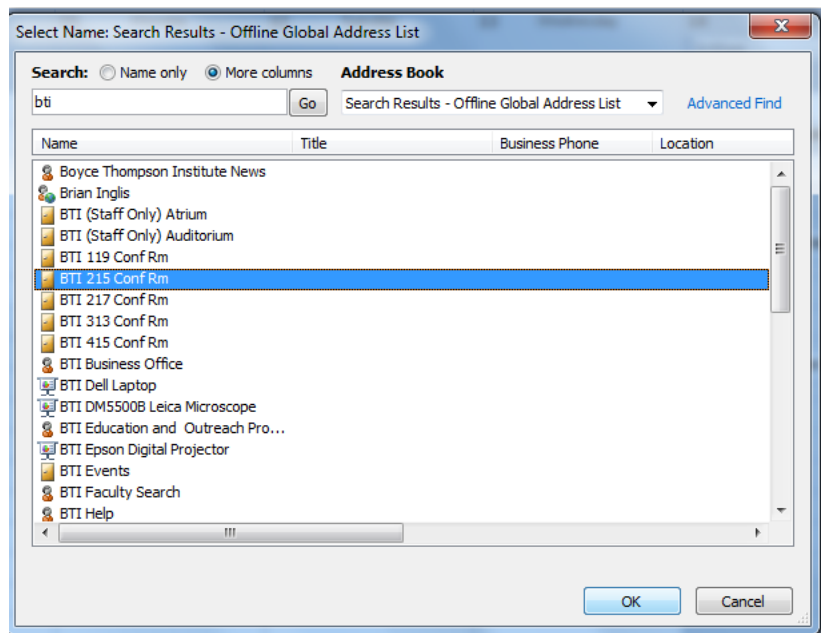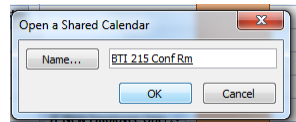
2. File – Open – Open Other Shared Calendar
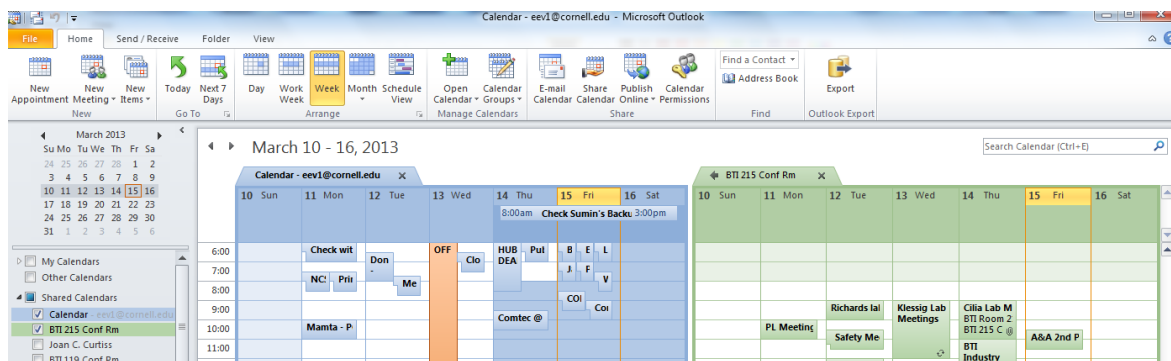
3. Click on the Name button

4. Enter "bti" and click Go

5. Highlight room or equipment and click ok
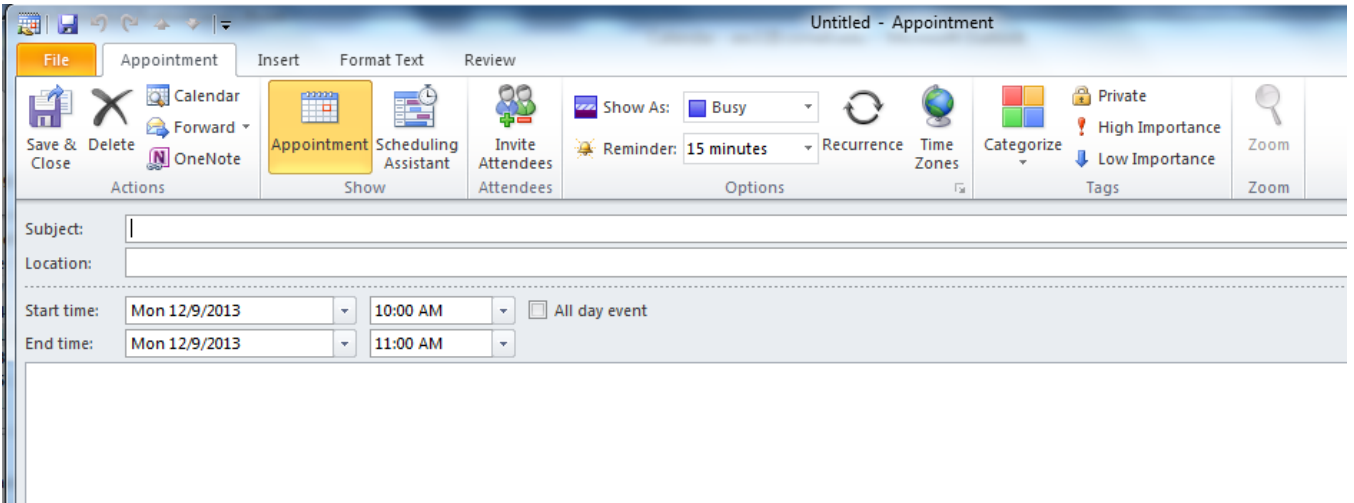
6. Click OK

7. The desired calendar appears in tandem with your own calendar and is listed in the left-hand column

8. View by week or month and identify a desired date and time that is available

9. **ON YOUR OWN CALENDAR** double click on desired date and time to launch a New Meeting window.

10. Uncheck "All day event" if this is checked
11. Enter desired date / time range for the meeting
12. Click on Invite Attendees – then click on the To button
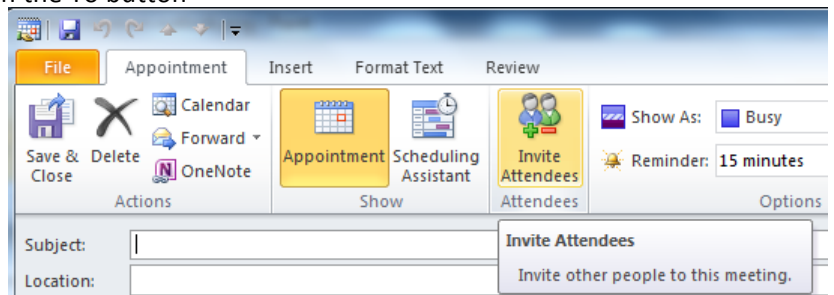
13. Enter "bti" and click on the "Global Address Book" and change to "All Resources"
    a. Click OK
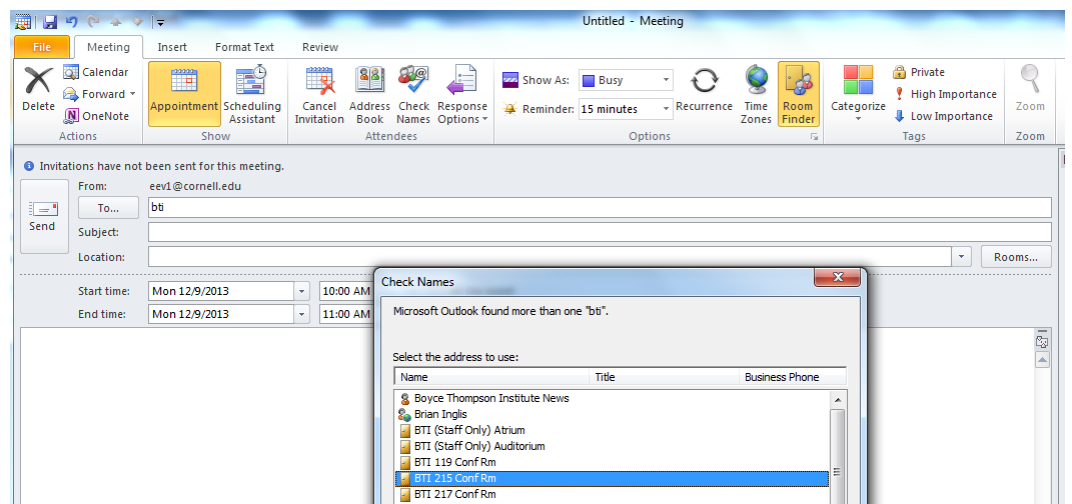
14. Click on the room /equipment desired and then click on the Resources button at the bottom
15. Click OK

16. Enter appropriate information for the Subject
17. Click SEND button
18. You will receive a confirmation email from that resource confirming the reservation. THIS IS TRUE EXCEPT FOR THE BTI AUDITORIUM. Any Auditorium reservation must be manually approved before it is considered confirmed.

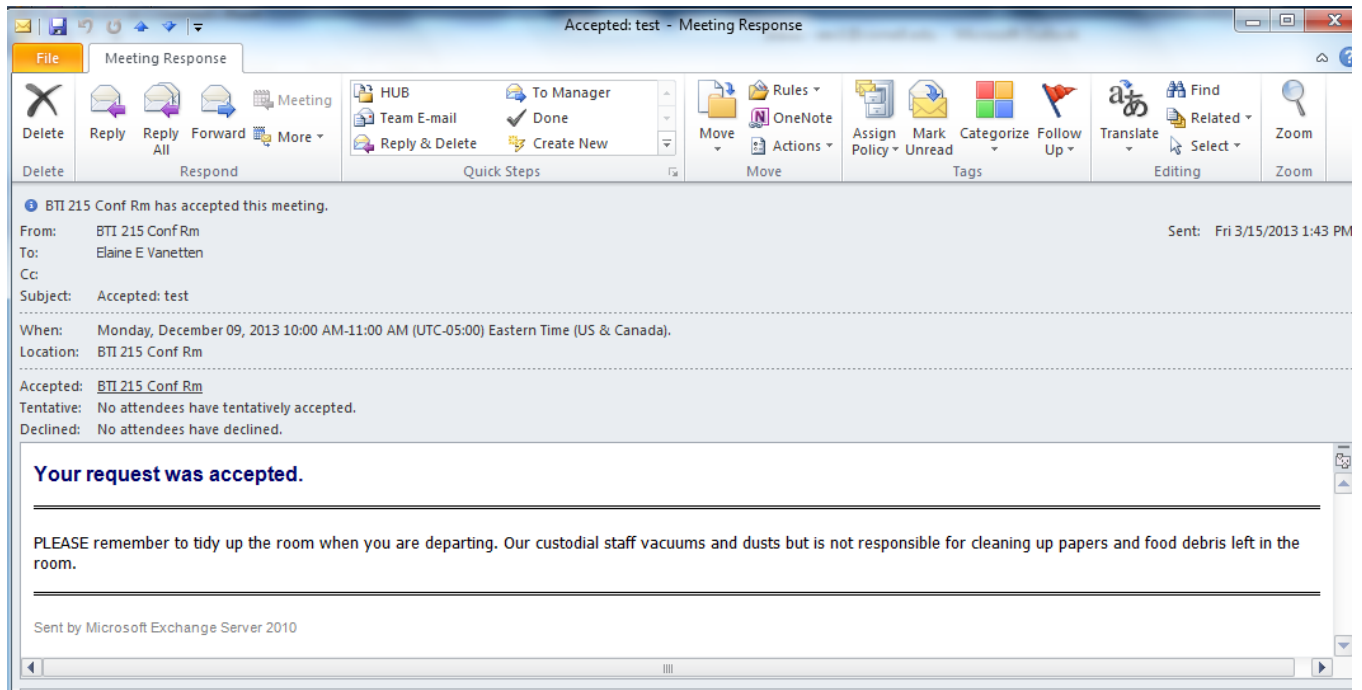**Example of typical meeting room / resource response.**

Email addresses of all BTI meeting rooms and equipment:

Atrium .... btiatrium@cornell.edu
Auditorium .... btiauditorium@cornell.edu
Room 119 .... bti119confroom@cornell.edu
Room 215 .... bti215confroom@cornell.edu
Room 217 .... bti217confroom@cornell.edu
Room 313 .... bti313confroom@cornell.edu
Room 415 .... bti415confroom@cornell.edu
BTI Events.. btievents@cornell.edu
Dell Laptop .... btidelllaptop@cornell.edu
MacBook .... btimacbook@cornell.edu
MacBook #2 .... btimacbook2@cornell.edu
Epson Projector... btidigproj@cornell.edu