

Instructions on how to reserve the conference room:

- Open your outlook calendar & go to schedule a new appointment/meeting
- Put your mouse at the “location” line, left click on the line and a drop-down box should appear
 - If nothing populates you can type in HQ or CDO and they should populate
- Pick which conference room you would like to reserve and save & close
- If it is not available it will say “**BUSY**” but sometimes it will let you double book so always go to the scheduling assistant ribbon to check that it is not already reserved
- Don’t forget to add the title, date and time of your meeting 😊
- That’s it! 😊
- You can still reach out to Hope Wade @ 252-515-5520 to reserve the HQ conference room or Kim Diaz @ 252-515-5610 to reserve a conference room at the CDO

*What it will look like the conference room is “**BUSY**”

