

How to Create a Meeting and Reserve a Room in Outlook 2021 LTSC

Step 1: Create a New Meeting

Open Outlook, go to your Calendar, and click **New Meeting**.

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Teams Meeting Show As: Busy Reminder: 15 minutes Viva Insights View Templates

You haven't sent this meeting invitation yet.

Send

Title

Required

Optional

Start time: Tue 11/11/2025 12:30 PM All day Time zones

End time: Tue 11/11/2025 1:00 PM Make Recurring

Location Room Finder

Room Fin..

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Good Fair Poor

Choose an available room:

None

Suggested times:

Suggestions are not provided for dates that occur in the past.

Step 2: Enter Meeting Details

Enter the meeting title, required attendees, and set the start and end time.

Test Meeting - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Teams Meeting Show As: Busy Reminder: 15 minutes Viva Insights View Templates

You haven't sent this meeting invitation yet.

Test Meeting

Required Conference Room B Bone, Matthew J (LHD-Lexington-Fayette Co.) Rasche, Misty L (LHD - Lexington-Fayette Co.)

Optional

Start time Tue 11/11/2025 12:30 PM All day Time zones

End time Tue 11/11/2025 1:00 PM Make Recurring

Location Conference Room B Room Finder

Room Fin..

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Good Fair Poor

Choose an available room:

None

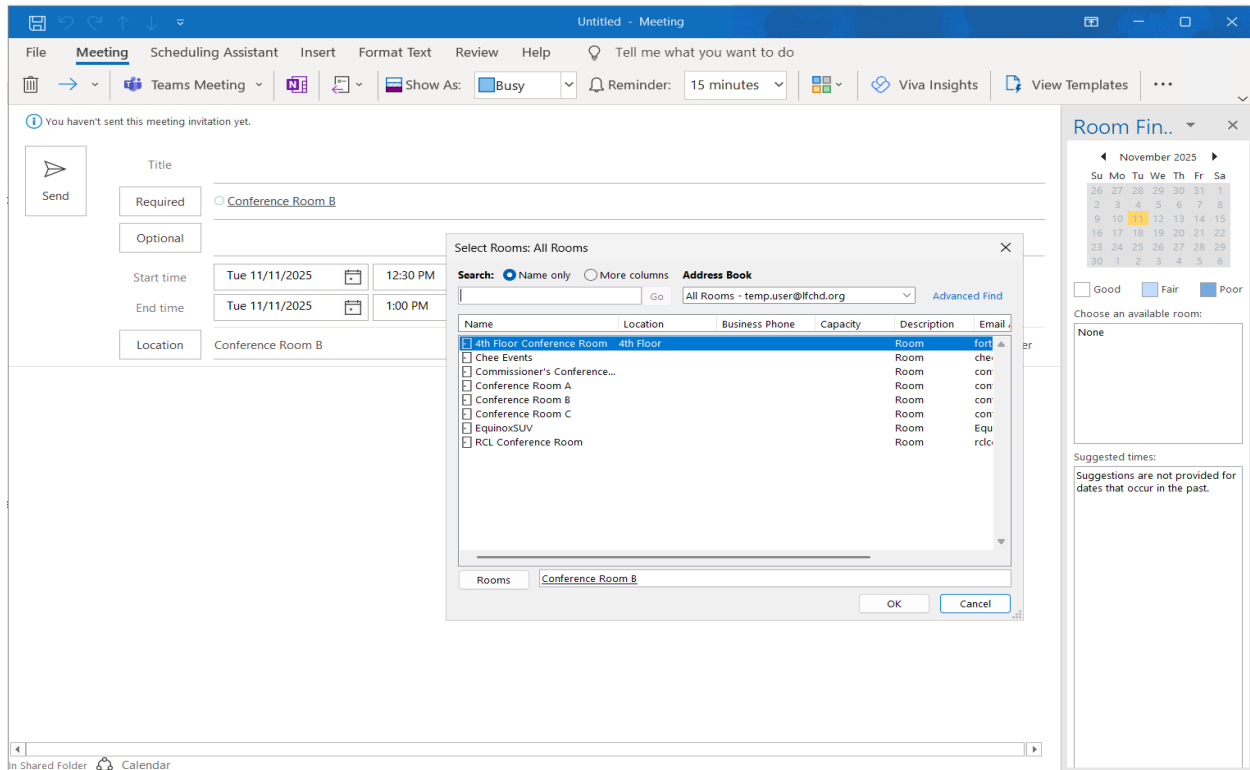
Suggested times:

Suggestions are not provided for dates that occur in the past.

In Shared Folder Calendar

Step 3: Add a Room

Click **Location** or **Room Finder**, choose an available room, then click **OK**.



Step 4: Check Availability with Scheduling Assistant

Select **Scheduling Assistant** to verify attendee and room availability.

Test Meeting - Meeting

FileMeetingScheduling AssistantInsertFormat TextReviewHelpTell me what you want to do

→Teams Meeting

Show As: BusyReminder: 15 minutesViva InsightsView Templates

You haven't sent this meeting invitation yet.

Send

TitleTest Meeting

Required

Conference Room B; Bone, Matthew J (LHD-Lexington-Fayette Co.); Rasche, Misty L (LHD - Lexington-Fayette Co.)

Optional

Start time

Tue 11/11/202512:30 PM

☐ All day☐ Time zones

End time

Tue 11/11/20251:00 PM

[Make Recurring](#)

Location

Conference Room B

Room Finder

Room Fin..

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
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☐ Good☒ Fair☐ Poor

Choose an available room:

None

Suggested times:

Suggestions are not provided for dates that occur in the past.

In Shared FolderCalendar

Room Availability and Conflict Resolution

When scheduling meetings and reserving conference rooms in Outlook, you may occasionally encounter a situation where a room is already booked. The following guidance explains how to proceed.

- 1 If a conference room is already booked for the requested time, Outlook will notify you that the room is unavailable.
- 2 You will need to change the meeting or event time, or select a different available conference room.
- 3 For large meetings or events, if Conference Room C or the Training Room is unavailable, please politely contact the person responsible for the conflicting meeting to see if a switch can be made.
- 4 If a switch is not possible, please contact your Officer for assistance.

**Using the Scheduling Assistant (shown earlier in this guide) can help identify availability before sending the meeting invitation.*