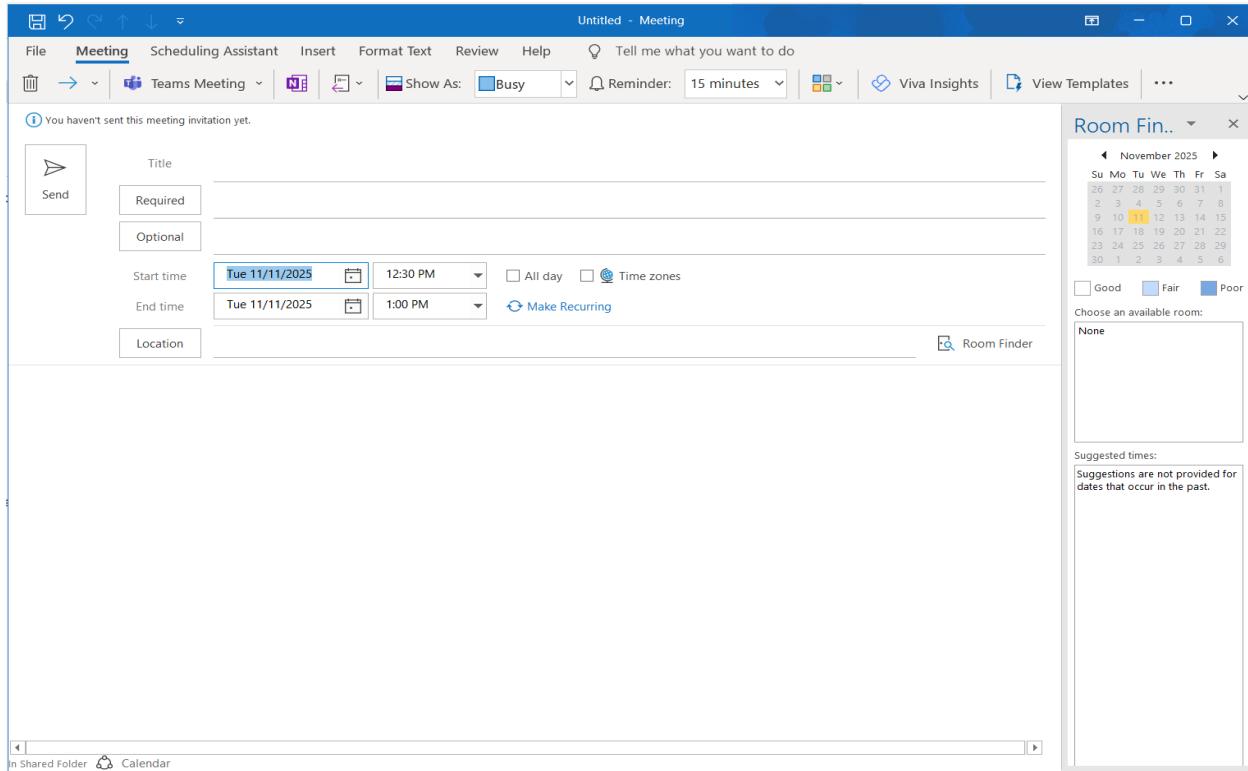


How to Create a Meeting and Reserve a Room in Outlook 2021 LTSC

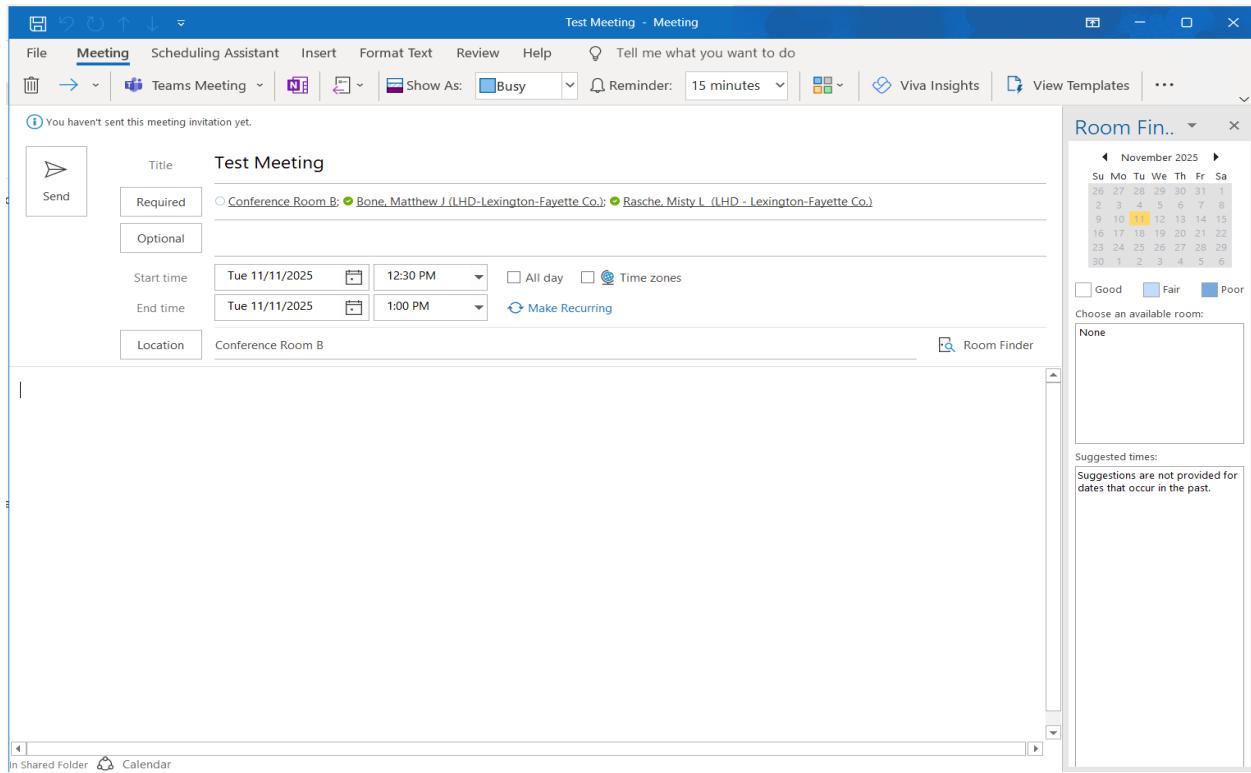
Step 1: Create a New Meeting

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



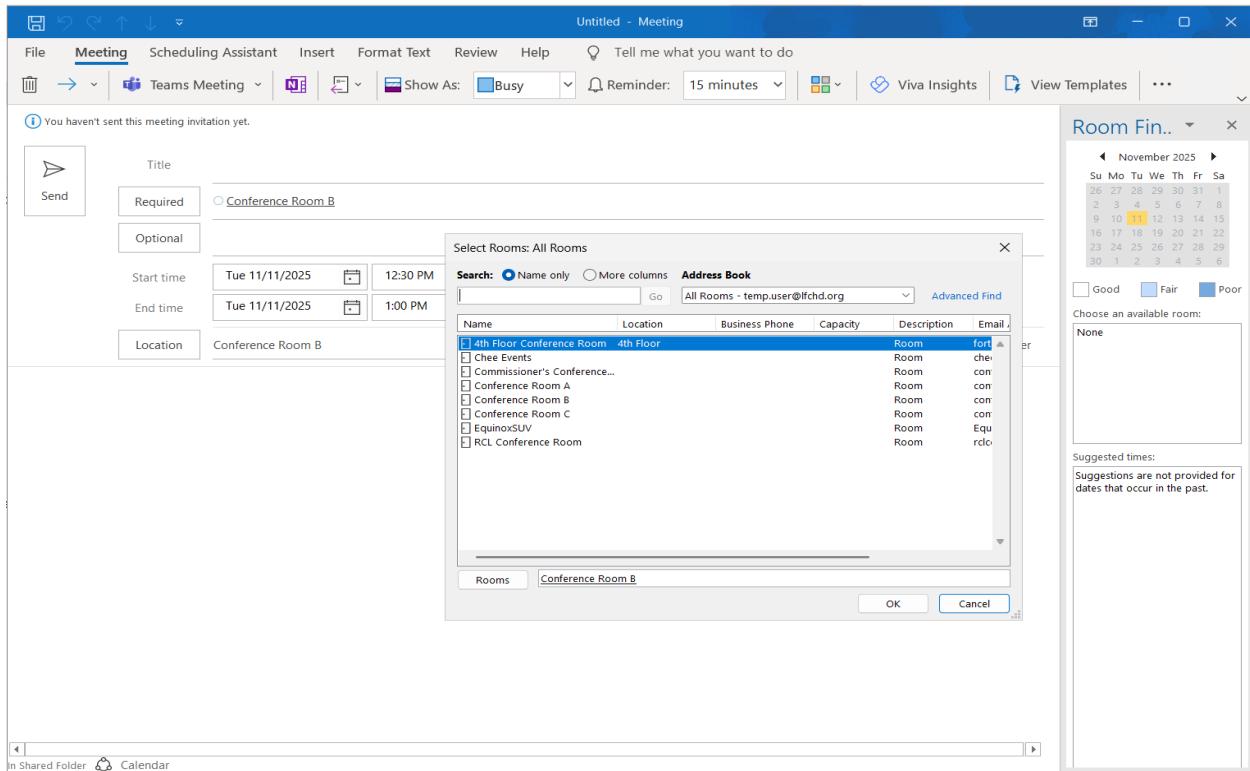
Step 2: Enter Meeting Details

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



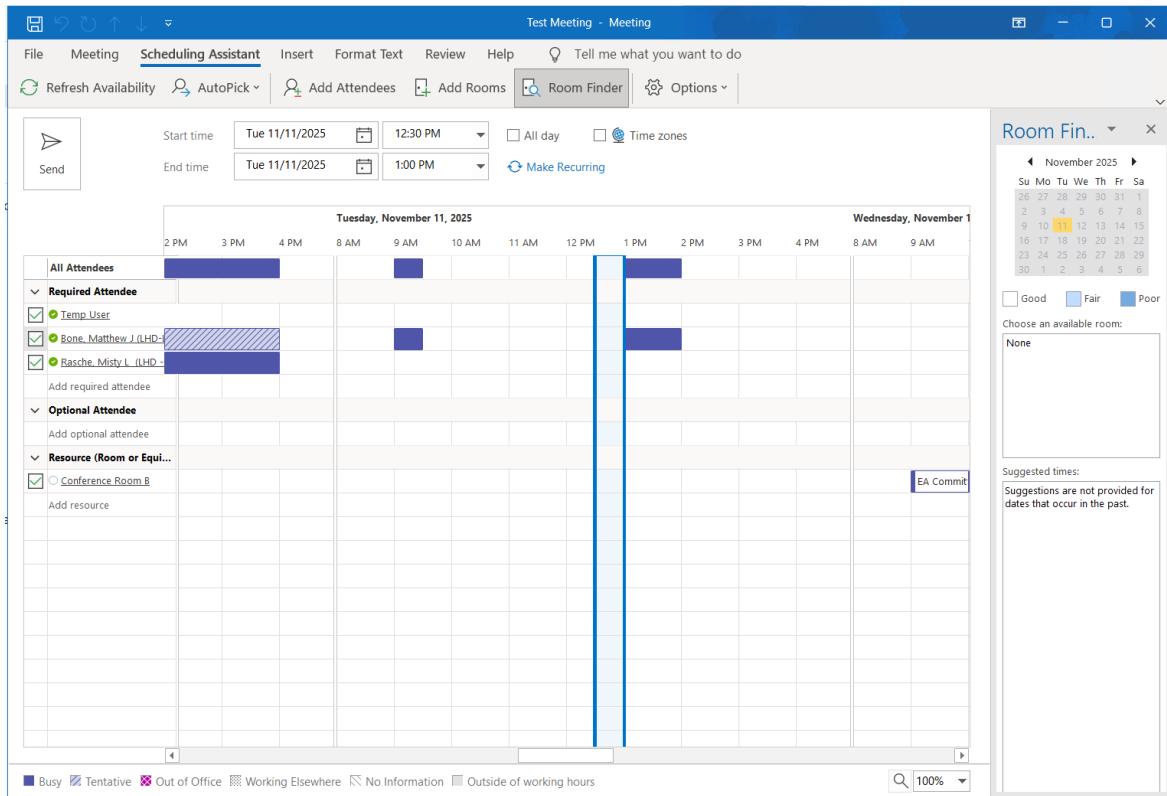
Step 3: Add a Room

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.



Step 5: Send the Meeting Invitation

Review the details and click **Send** to reserve the room and notify attendees.

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.

Title Test Meeting
Required: Conference Room B, Bone, Matthew J (LHD-Lexington-Fayette Co.); Rasche, Misty L (LHD - Lexington-Fayette Co.)
Optional:

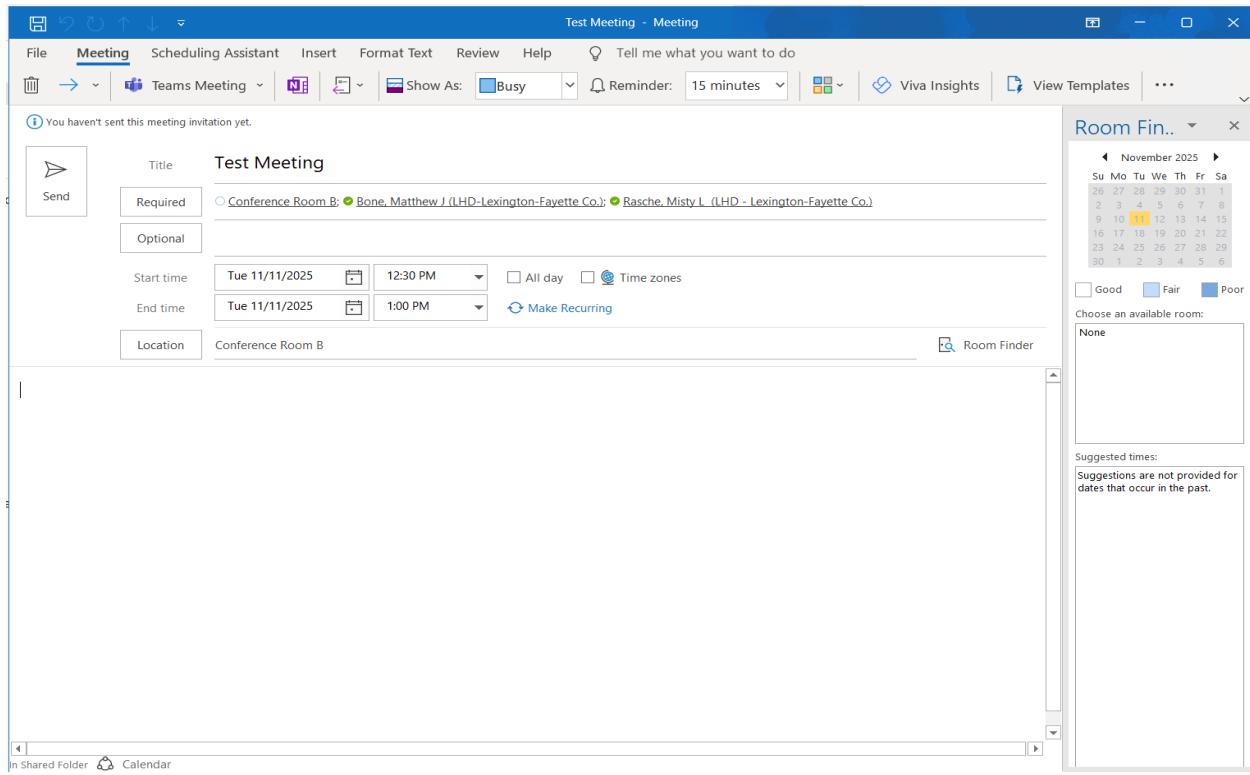
Start time: Tue 11/11/2025 12:30 PM All day Time zones
End time: Tue 11/11/2025 1:00 PM Make Recurring

Location: Conference Room B Room Finder

Room Fin... November 2025
Su Mo Tu We Th Fr Sa
26 27 28 29 30 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



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.*