

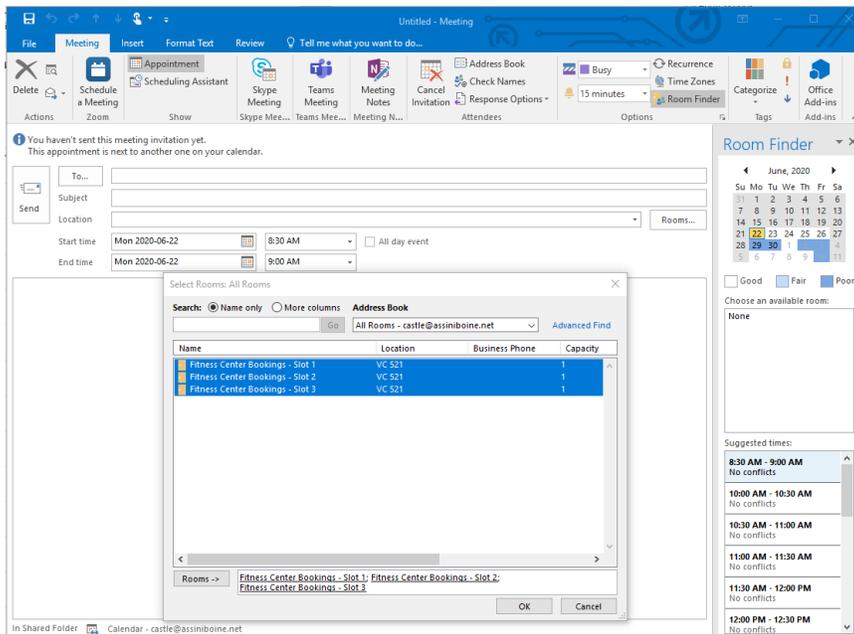
How to Book the Fitness Centre

Time in the fitness center is booked by scheduling an Outlook meeting with one of three room calendars. Each room calendar represents one of the three slots available each hour that the fitness center is open. The names of the room calendars are:

- Fitness Center Bookings – Slot 1
- Fitness Center Bookings – Slot 2
- Fitness Center Bookings – Slot 3

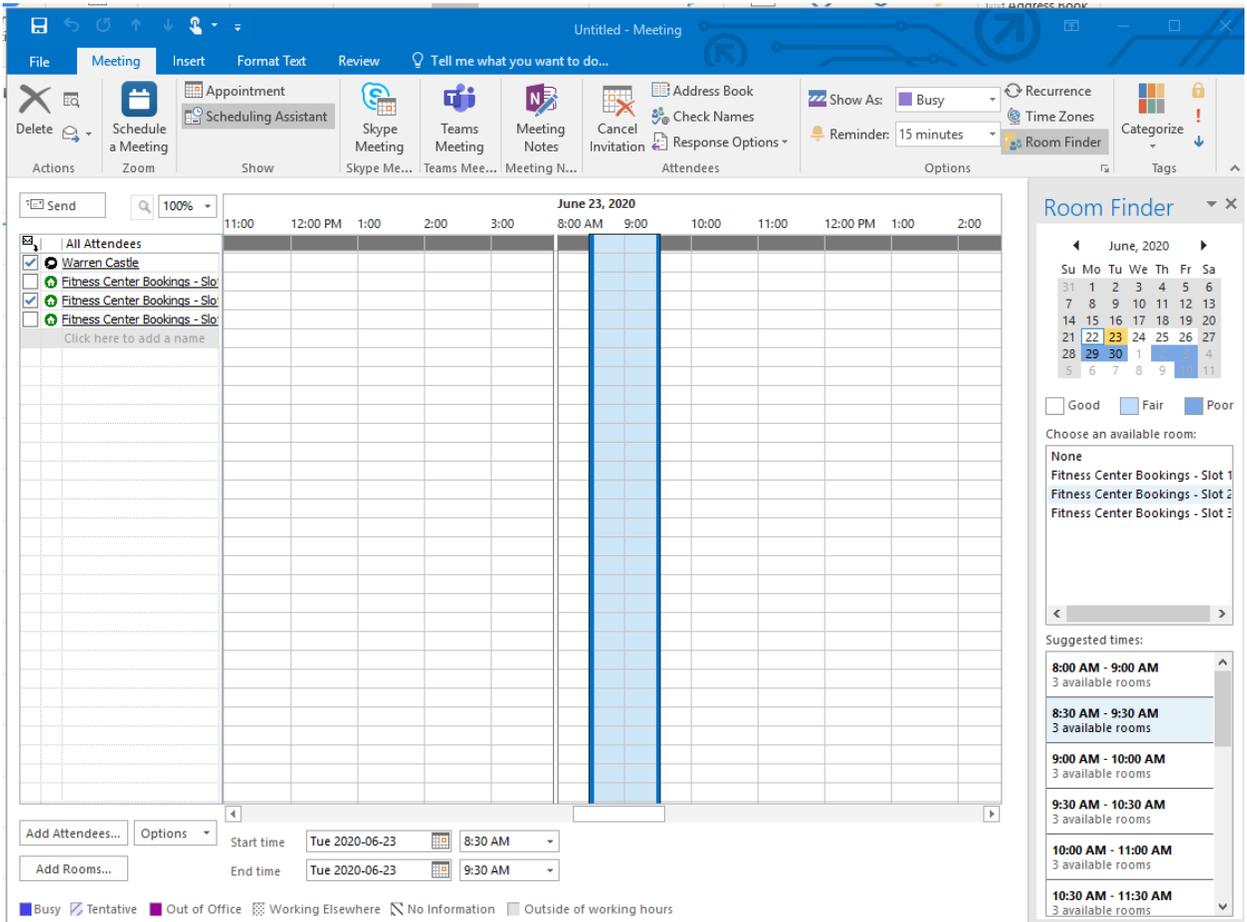
To book time in the fitness center, using outlook or web mail, follow these steps:

1. Switch to Calendar view
2. At the top of the Outlook window, click on New Meeting
3. In the new meeting window, to the right of the location field, click on the Rooms button
4. Select all three Fitness Center Bookings rooms and click the Rooms button at the bottom of the select rooms window



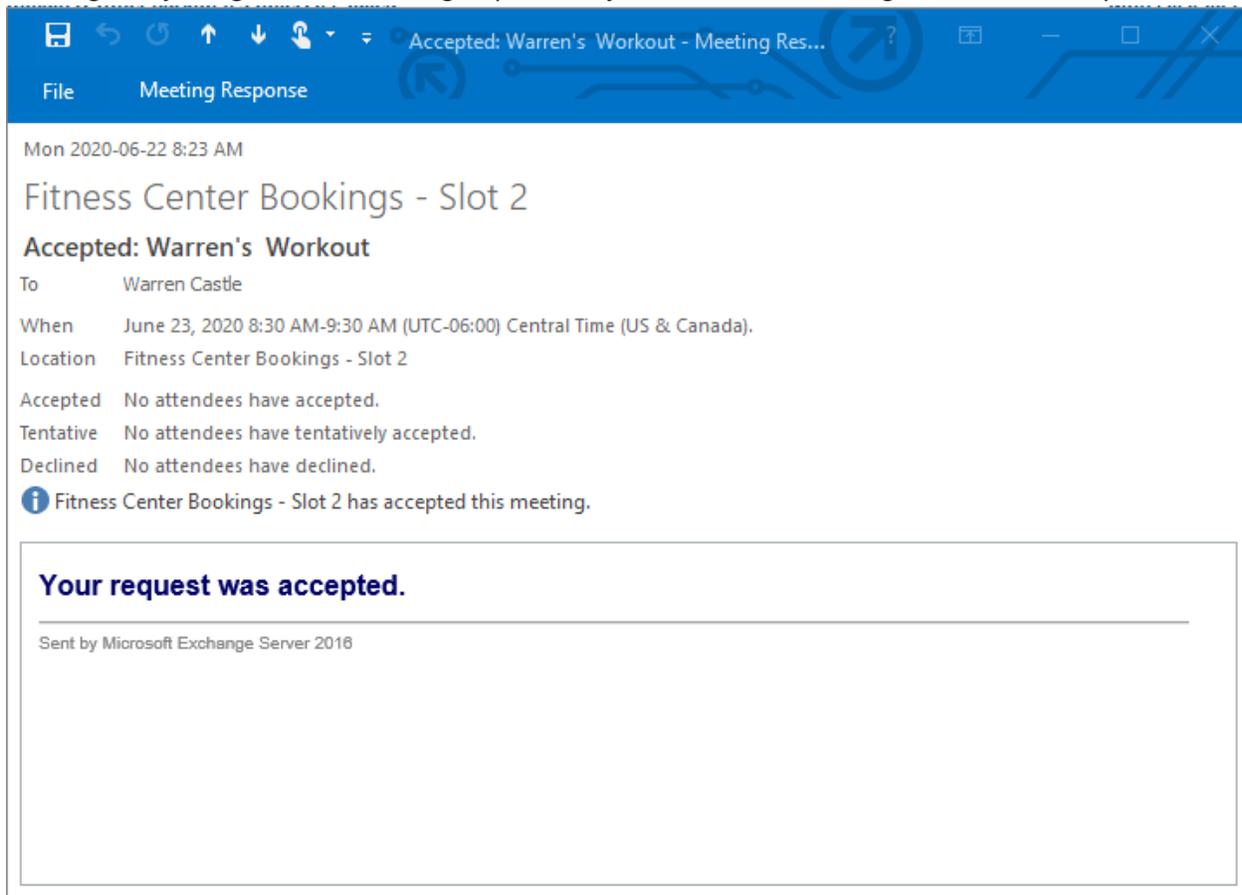
5. Click OK
6. At the top of the new meeting window, click on Scheduling Assistant
7. Identify which Fitness Center slot has a time opening that you would like to book.

8. Drag the meeting indicator to the date and time you have chosen
9. Click on the check marks to the left of the other slots so that only yourself and the slot you have chosen remain checked



10. At the top of the new meeting window, click on Appointment
11. Enter a Subject for this meeting
12. At this point the 'To:' field should only have a single entry in it.
13. Confirm that the date and times shown are correct.
14. Click Send

Once you have created a booking request you will receive back an email message either confirming the booking or rejecting it. If the meeting request is rejected the email message will indicate why.



The screenshot shows an Outlook window with a blue title bar. The window title is "Accepted: Warren's Workout - Meeting Res...". The ribbon shows "File" and "Meeting Response". The email content is as follows:

Mon 2020-06-22 8:23 AM

Fitness Center Bookings - Slot 2

Accepted: Warren's Workout

To Warren Castle

When June 23, 2020 8:30 AM-9:30 AM (UTC-06:00) Central Time (US & Canada).

Location Fitness Center Bookings - Slot 2

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

i Fitness Center Bookings - Slot 2 has accepted this meeting.

Your request was accepted.

Sent by Microsoft Exchange Server 2016

If your booking was rejected, the meeting will still appear in your calendar. Modify the meeting, correct the issue, and then click Send Update to try again.