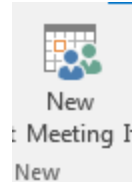


In the calendar screen you have options at the top, please choose:



Which brings you to:

You haven't sent this meeting invitation yet.

Send

To...

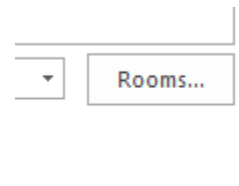
Subject

Location  Rooms...

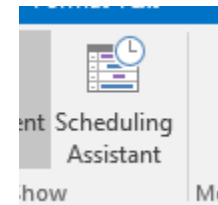
Start time    All day event

End time

On the right and side, you can see the rooms button. You now see two rooms there, and it will generate an availability on the right-hand side.



For those that also use the scheduling assistant that works too and is perfect.



You will see the availability of the two rooms in there as well when you type their names into the sidebars, just as if you were looking at availability for a fellow employee.



You no longer need to use the @smgicc.com or @irvingconventioncenter.com addresses.

This is virtual, so the meeting requests are auto-approved or denied based on availability which you can see how to see below.

There is a 365-day booking limit and a 72-hour booking limit for each meeting.