1. After checking the Kinkead Hall Conference Room for availability, go back to YOUR PERSONAL CALENDAR. If you try to create a meeting invitation from the conference room calendar you will get an error message.

2. Create a new MEETING REQUEST

![Meeting Request Image]

3. At the end of the Location line, click on the “Rooms” button

![Location Line Image]

4. In the pop up window, begin typing Kinkead Hall Conference Room (you do not need to type the entire name). You will see our conference room move to the top of the list and it will be highlighted in blue. Double click to populate the conference room in the Rooms box at the bottom of the window. Then click OK.

![Select Rooms Image]
5. Finish completing the rest of your meeting invitation as necessary and click on Send.
6. The meeting invitation will place the meeting on the calendar.