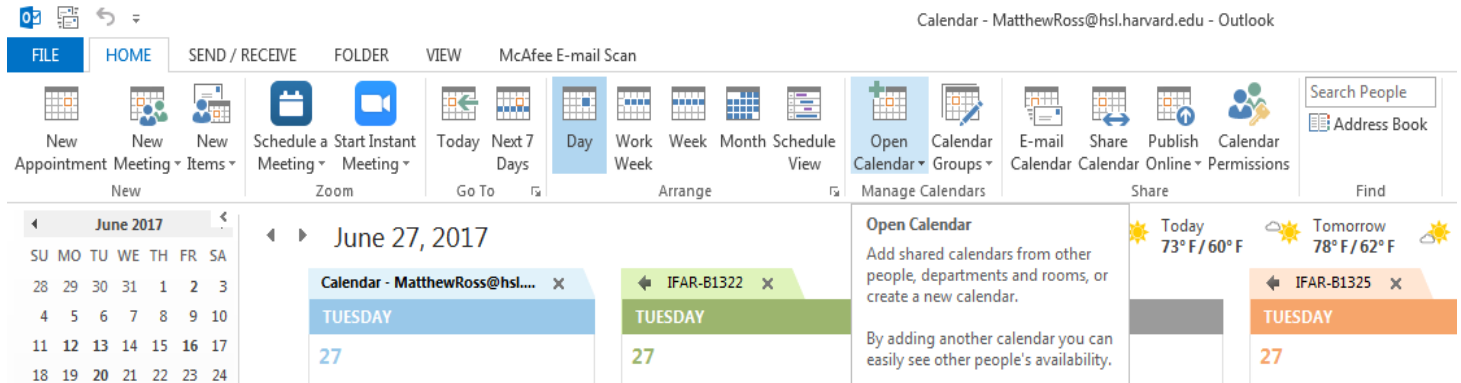


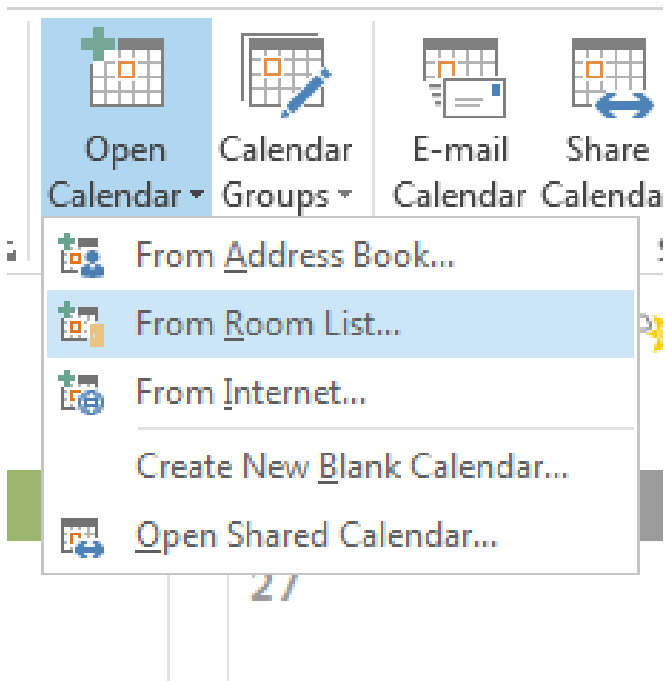
How to Add Conference Room Schedules

Step One: Open Calendar on Outlook and click “Open Calendar” for a list.



Step Two: Select “From Room List”

Calendar - MatthewRoss@hsl.hi



Step Three: Search “ROS ifar” in the search bar and select all the B1 Conference Rooms you would like. (The picture shows all five conference rooms highlighted). After you highlight your selections, click “Rooms” then “OK”

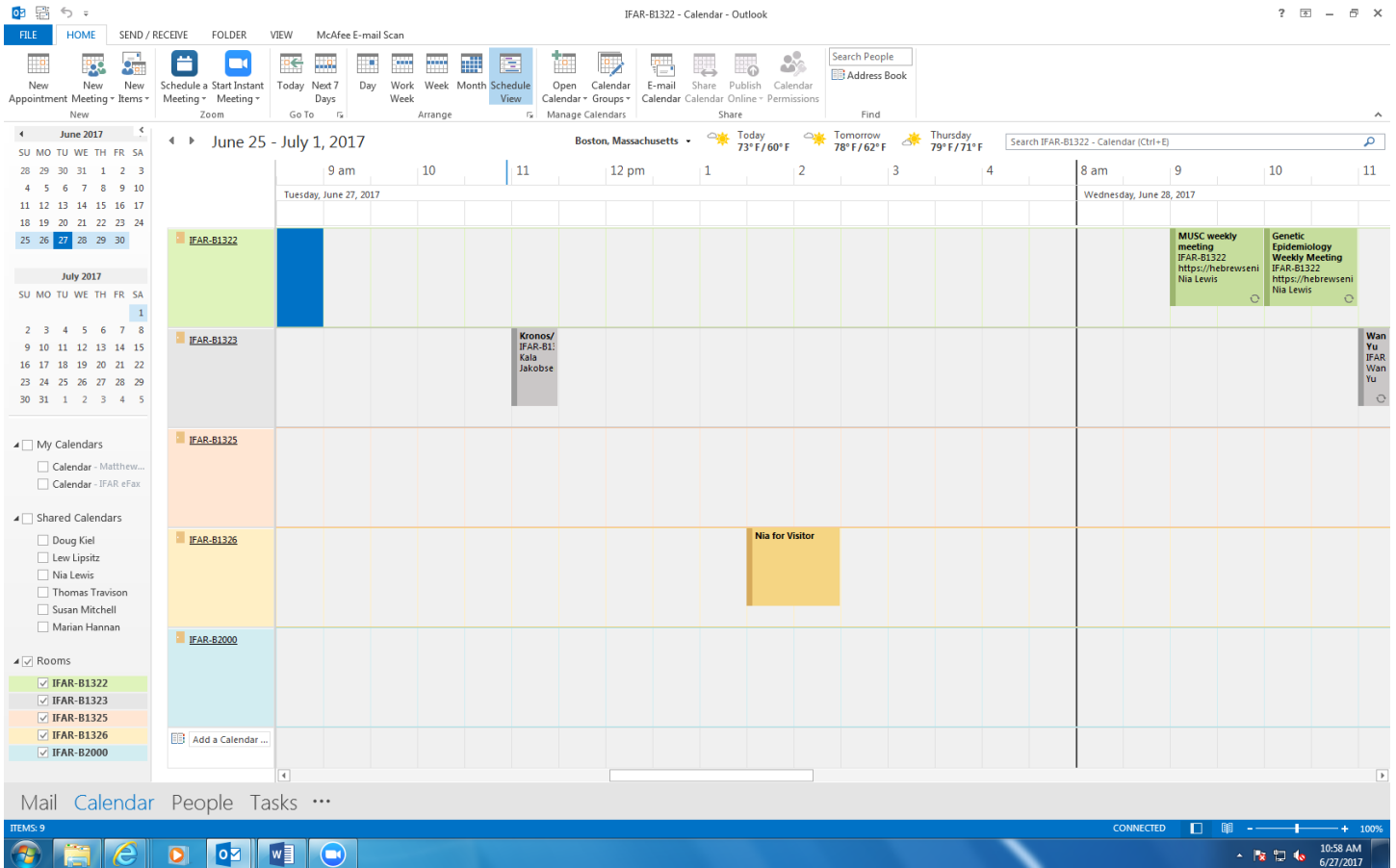
Select Name: Global Address List ✕

Search: Name only More columns **Address Book**

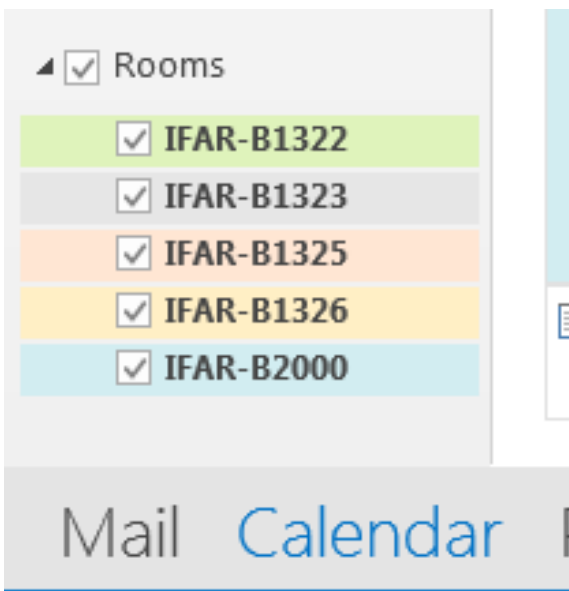
ros ifar Global Address List - MatthewRoss@hsl.ha

Name	Title	Business Phone	Location
ROS IFAR B1322 Conf Rm	23 + people		Open - ROS Beren
ROS IFAR B1323 Conf Rm	10 - 14 people		Open - ROS Beren
ROS IFAR B1325 Huddle	4 - 5 people		Limited - ROS Bere
ROS IFAR B1326 Huddle	4 - 5 people		Limited - ROS Bere
ROS IFAR B2000 Conf Rm	6 - 8 people		Open - ROS Beren
Ros LTC eval Therapists			
Rosa Buffone	Telephone Operator	617-363-8333	
Rosalie Jonassaint	Patient Care Associate II	617-363-8778	617-363-8778
Rosaline Hypolite	Resident Assistant		
Rosalyn Mamlak	Social Worker	781-234-9664	
Rosanna Diaz	Patient Care Associate II		617-363-8312/8313
Rosario Drayton	Clinical Pharmacist	781-234-9606	
Rose Belizaire	Nurse Assistant SNF		
Rose Charles	Pharmacy Technician	617-363-8377	
Rose Edmond	Senior Resident Assistant	781-234-9779	LTC-Nursing
Rose Exantus	Resident Assistant		
Rose Glemaud	Patient Care Associate		781-234-9757

- All the calendars will appear in comparison to your own, you can select which ones to appear by the list in the bottom left.

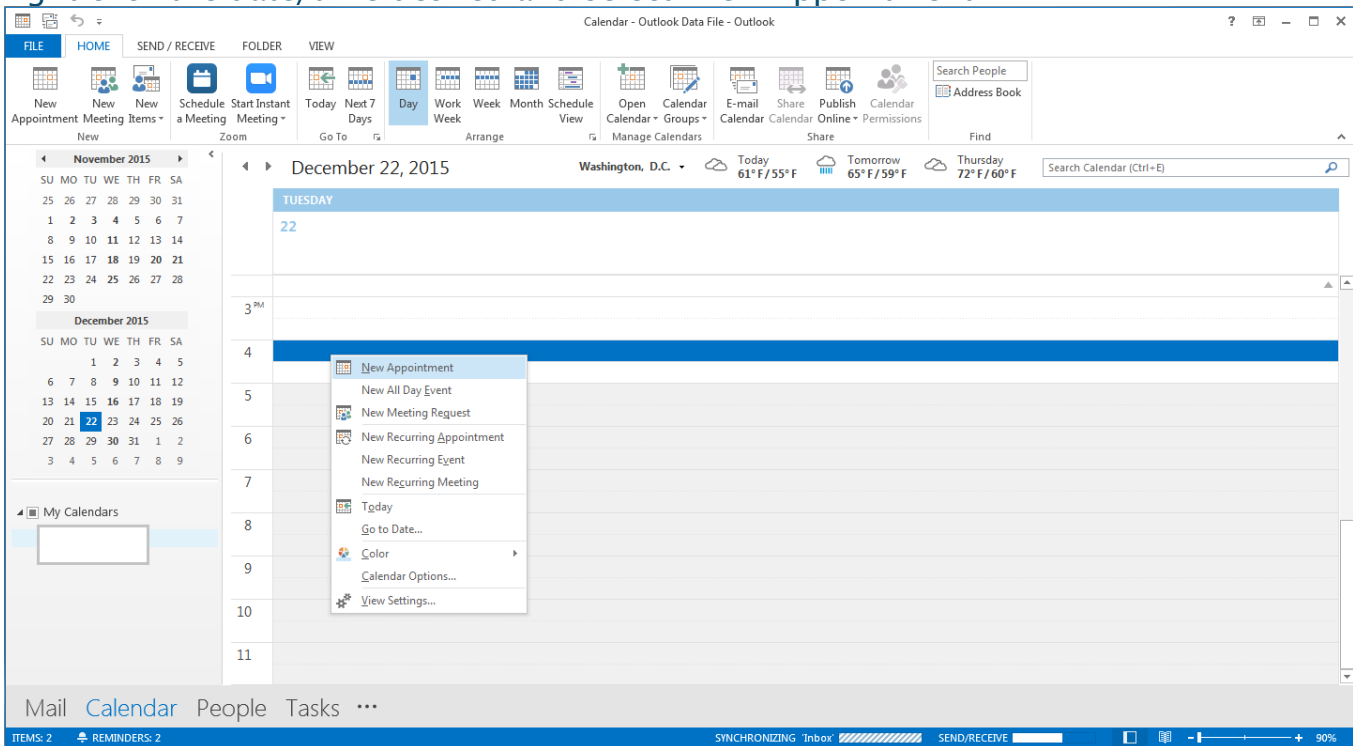


- This is where you select which calendars to make appear or disappear.

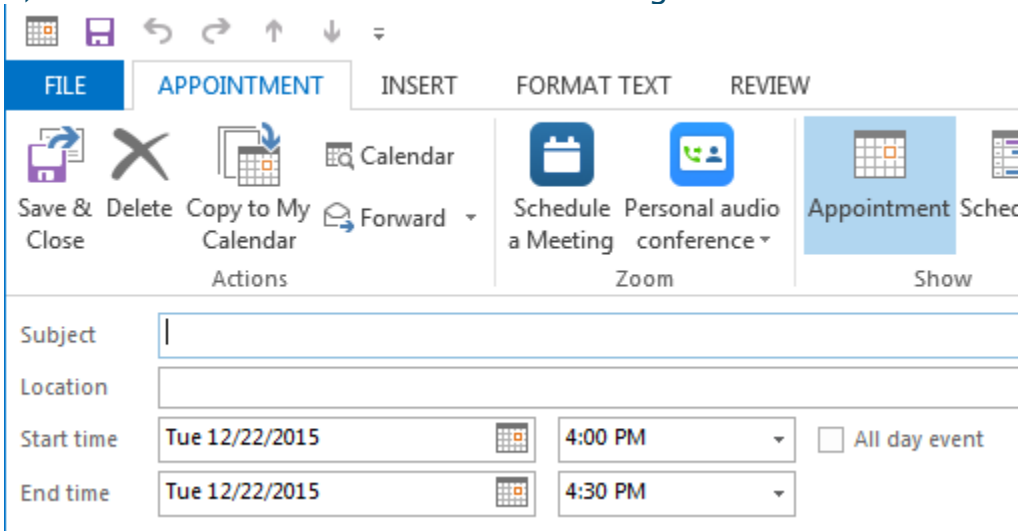


Scheduling A Meeting

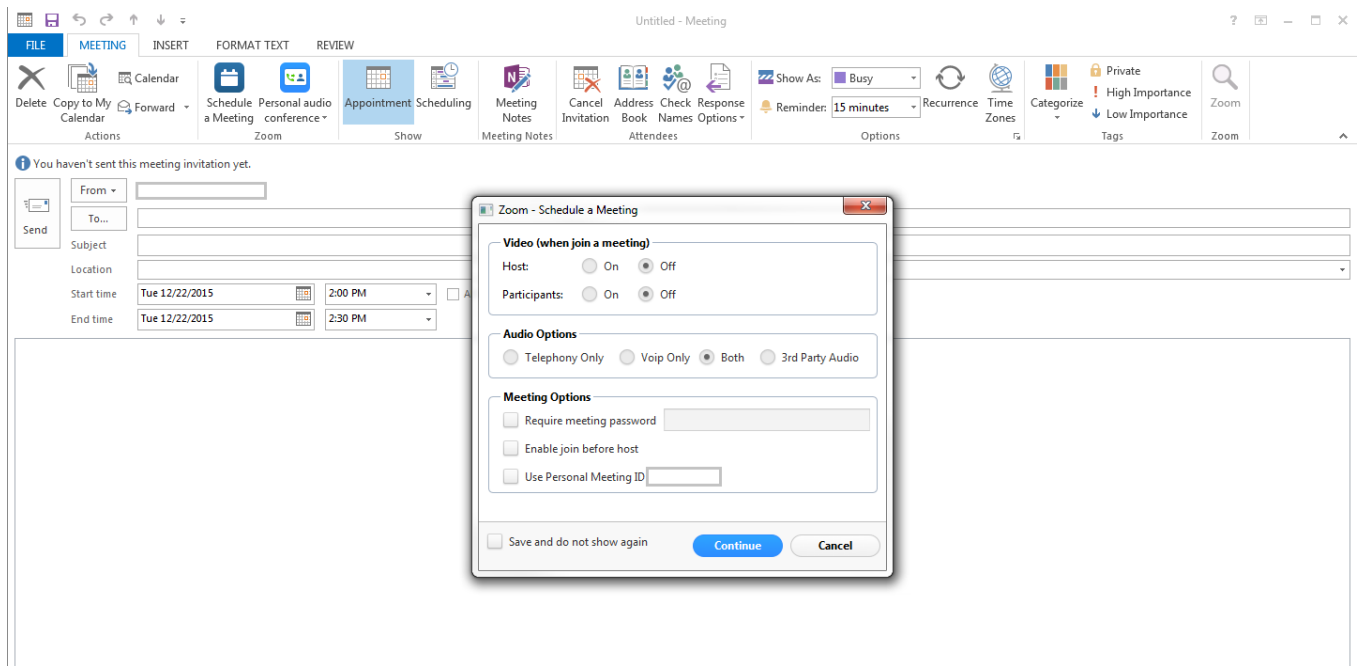
1) Open Outlook Calendar. Choose which conference room you would like to schedule. Then right-click the date/time desired and select "New Appointment".



2) You can now select "Schedule A Meeting" to schedule the meeting of your choice



3) Input your desired settings in to the Settings dialogue that appears. Selecting "Save as default" will make the current selections the default for all future scheduled meetings using the Outlook Plugin.



4) A calendar invitation will appear with the Zoom information generated automatically.

- You can cancel the Zoom meeting or change the settings of the Zoom meeting in the calendar invitation by selecting the corresponding buttons in the menu.

