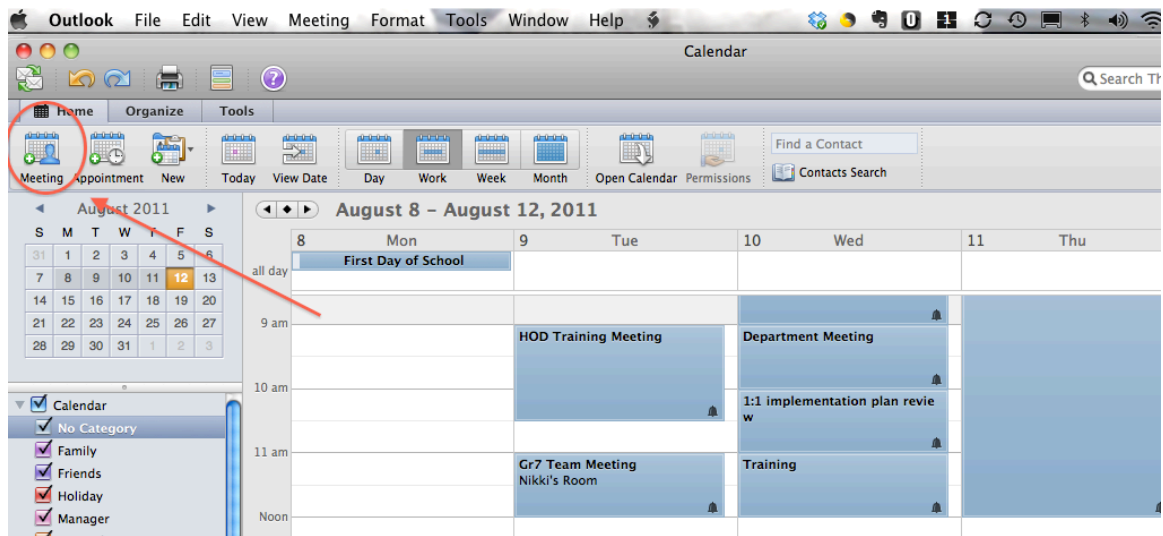


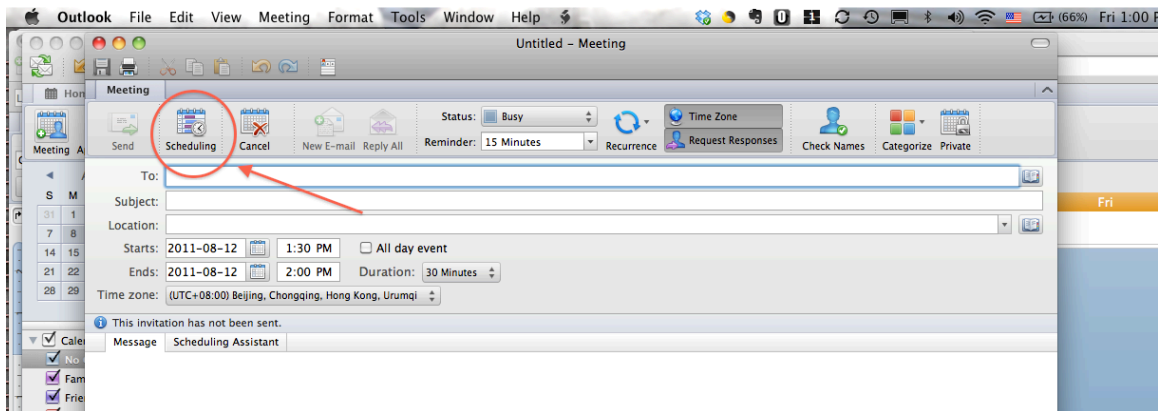
# Reserving a Venue on the Mac

From Rob Cormack and Randy Williams

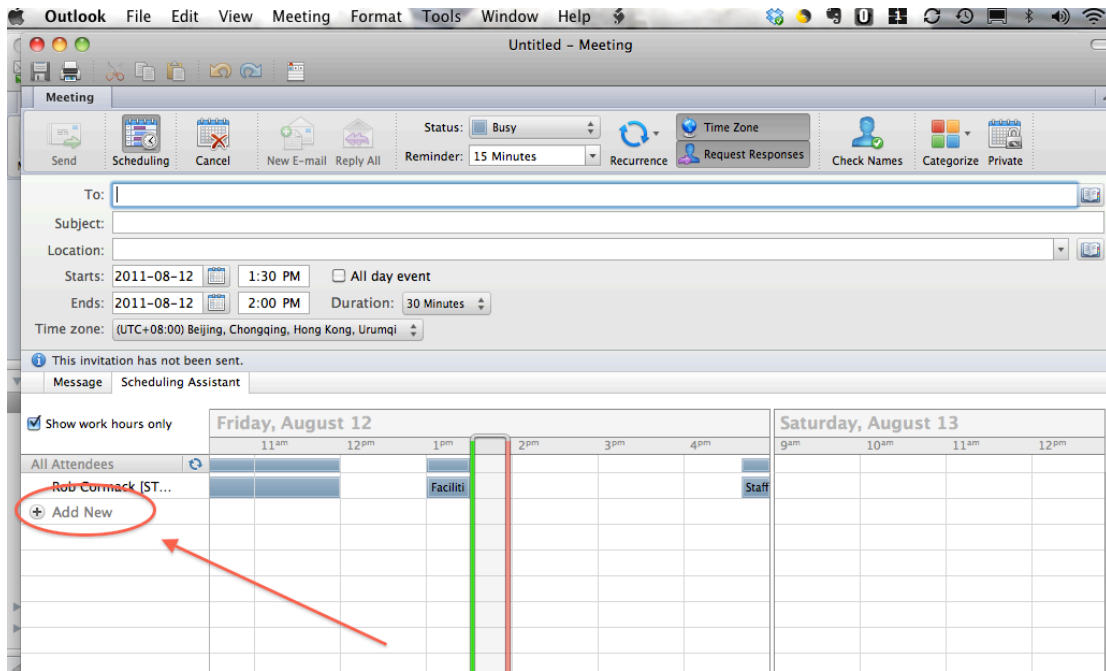
1. Open MS Outlook Calendar
2. From the icon tool bar, select New – Meeting



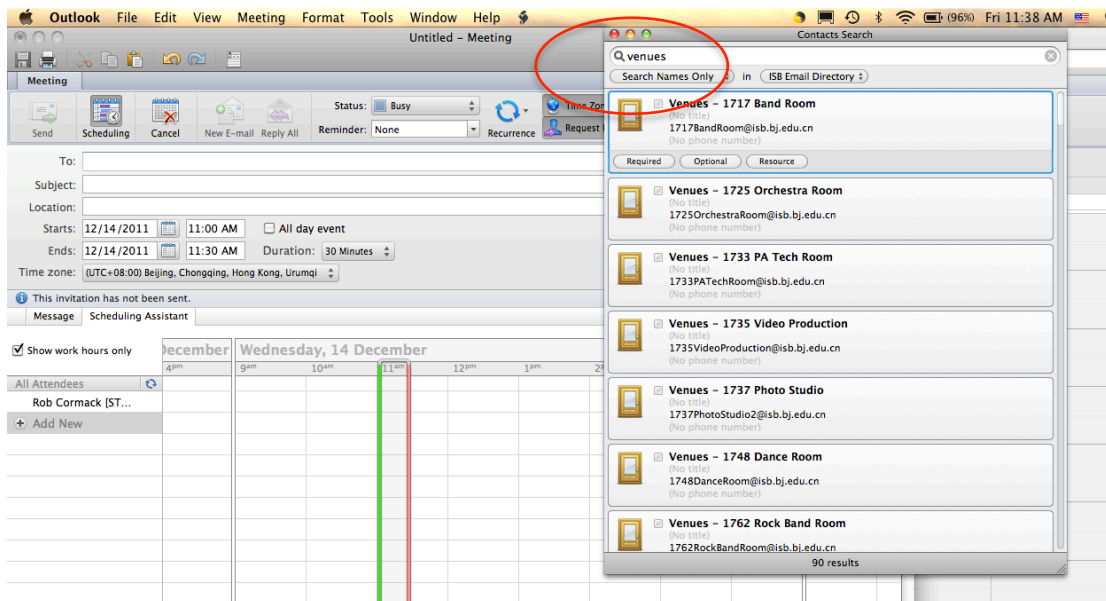
3. Select the time and date that you want
4. Click Scheduling



5. In the All Attendees box in the bottom left corner, click on the + sign next to Add New

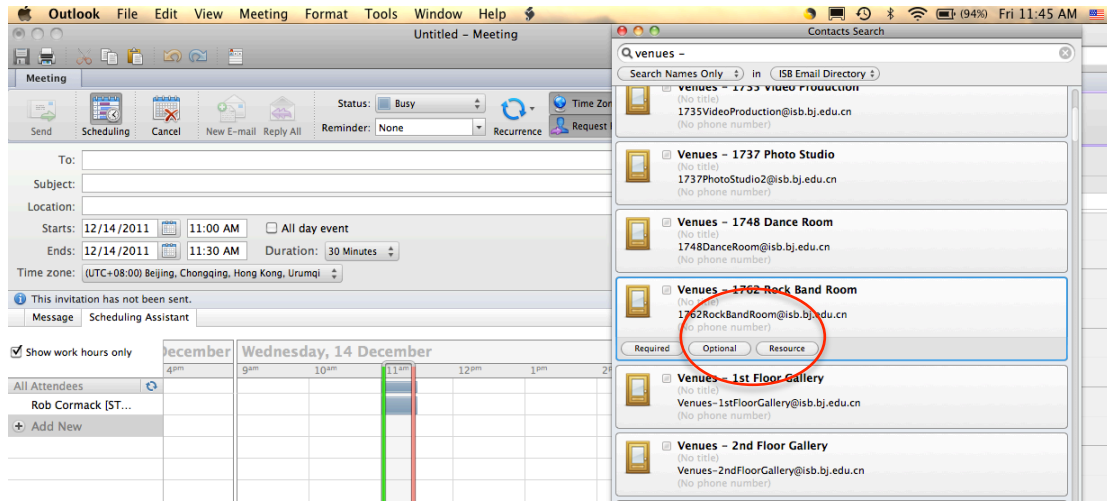


6. In Contacts Search, in the search window, type venues



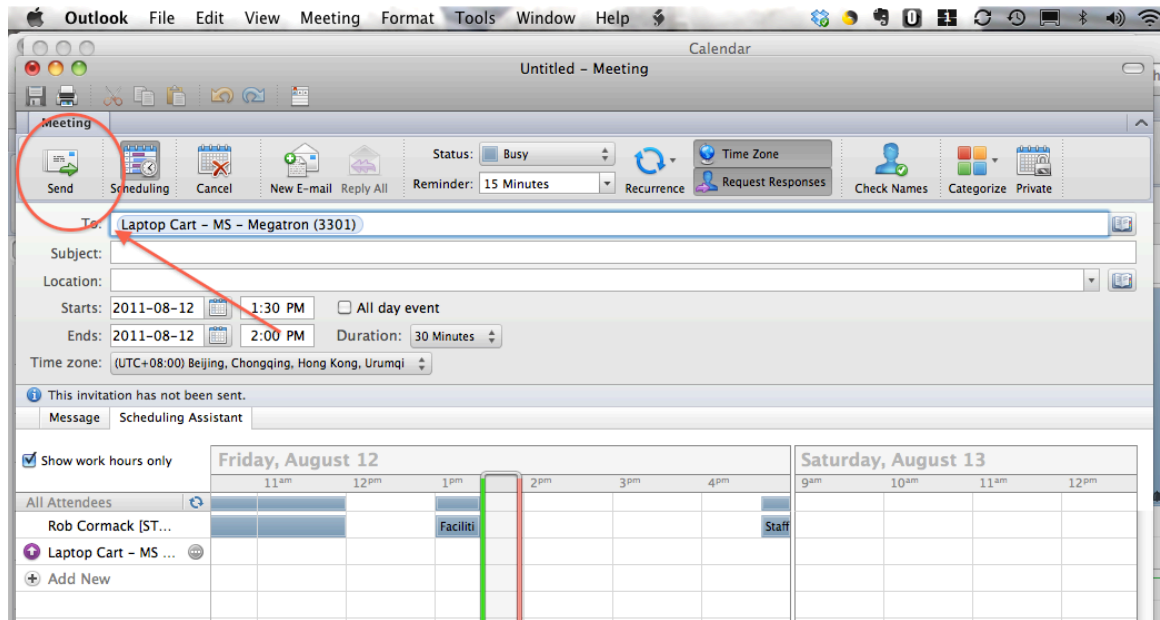
7. Click on the venue you want.

8. Click the resource button in the bottom right corner.



9. Check the calendar to make sure that your time is not already scheduled by another teacher

10. Double check the time, day and other information and **click send**



11. The venue has been reserved for you