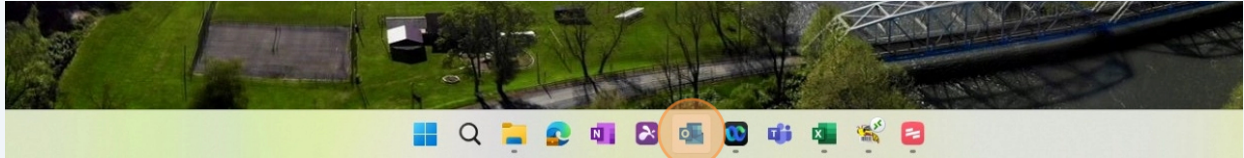


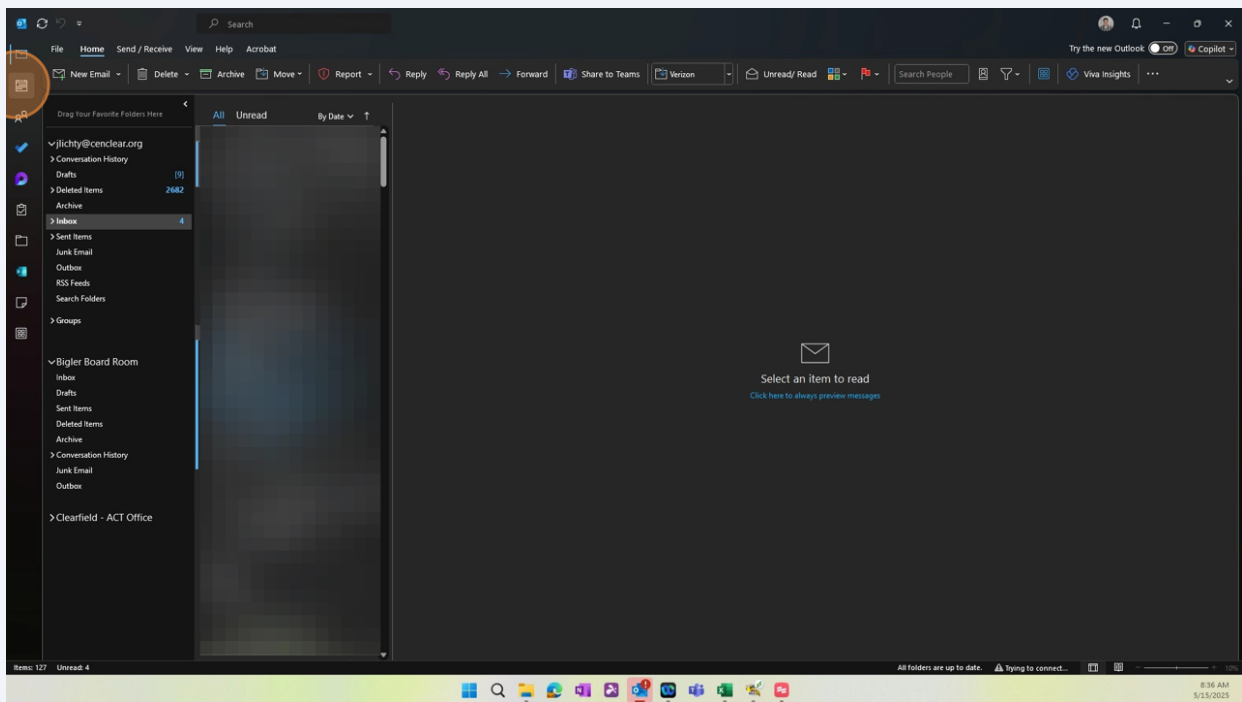
Creating an Event with Room Finder



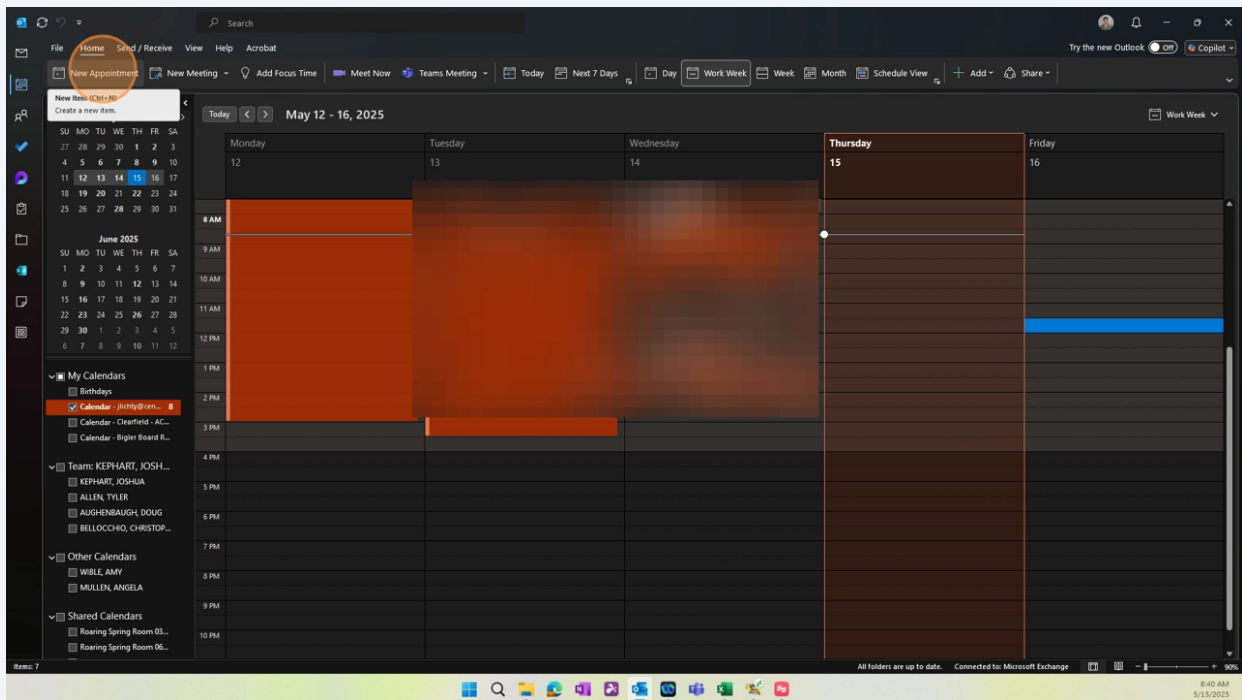
1 Launch Outlook



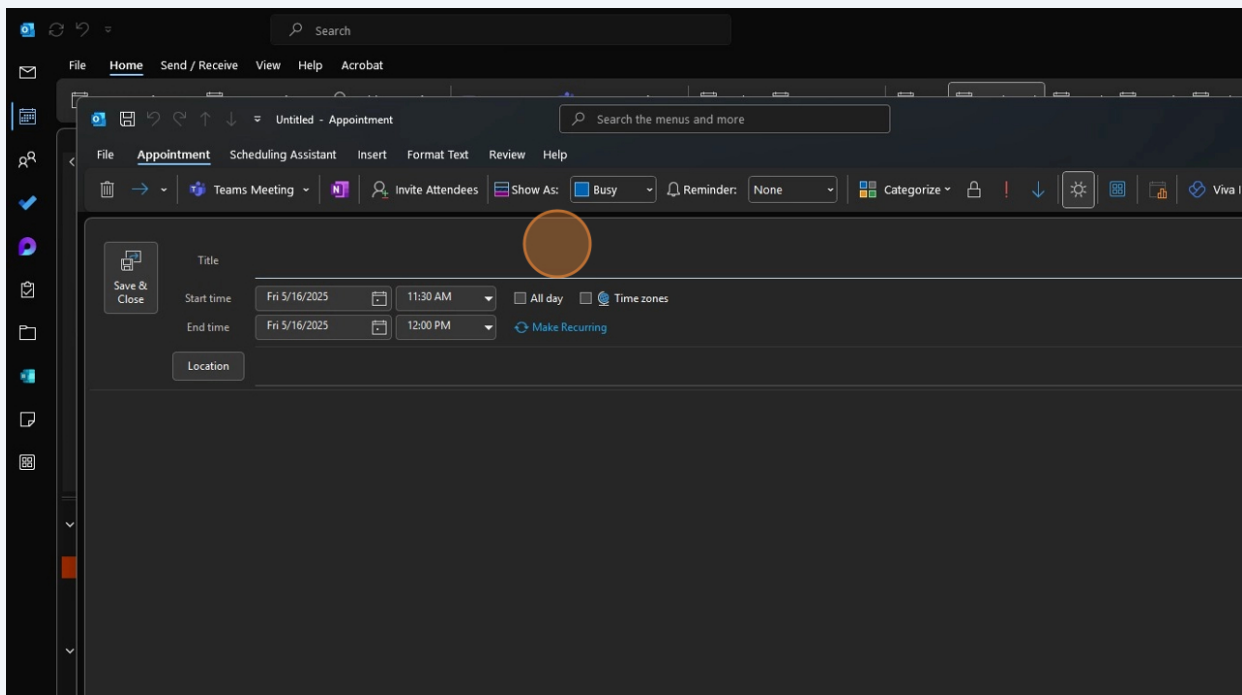
2 Click Calendar



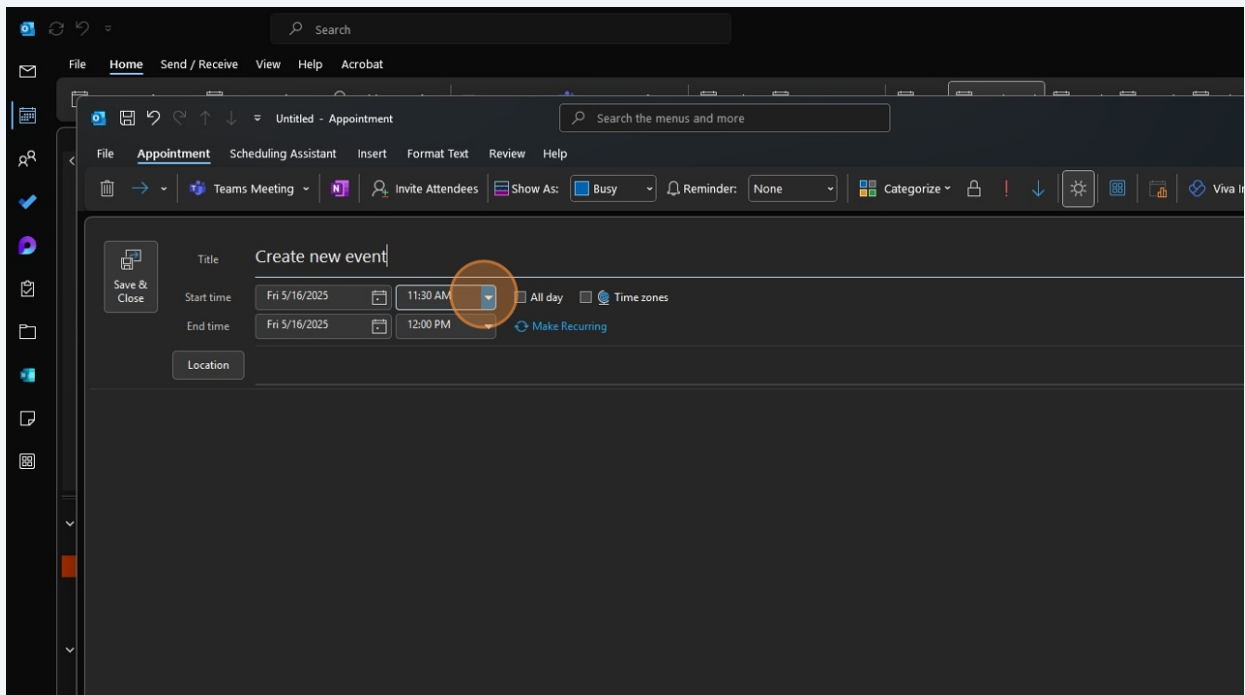
3 Click "New Appointment"



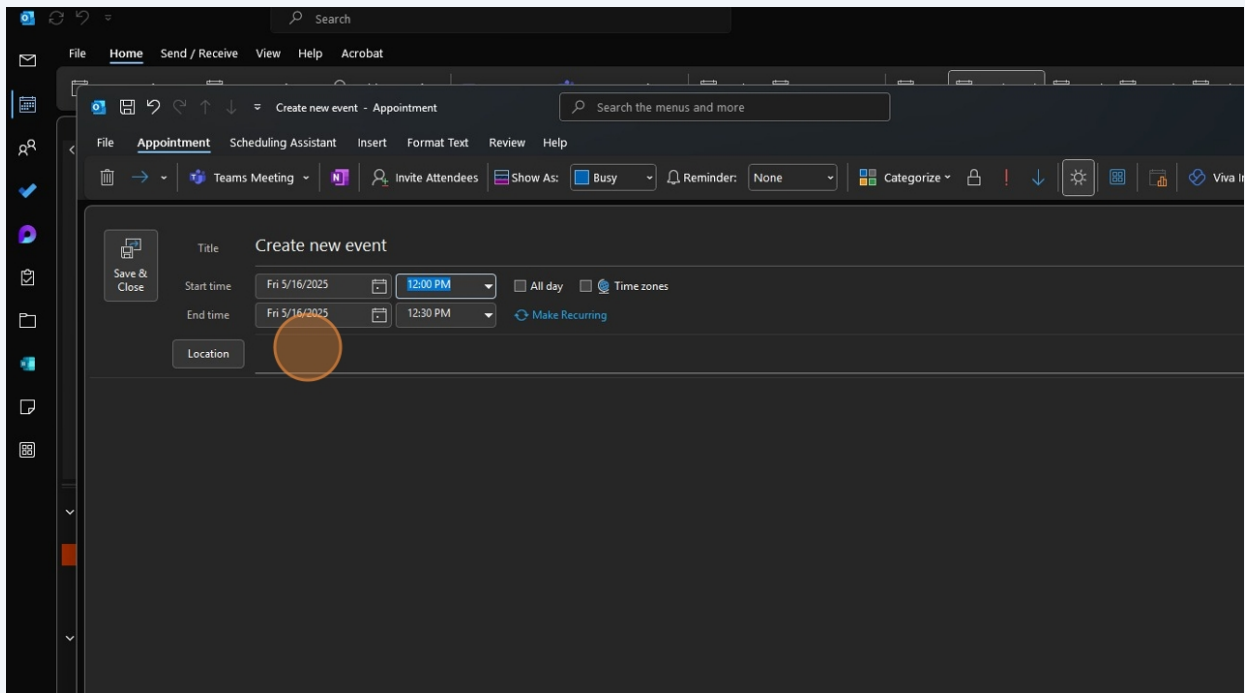
4 Edit the Event Name



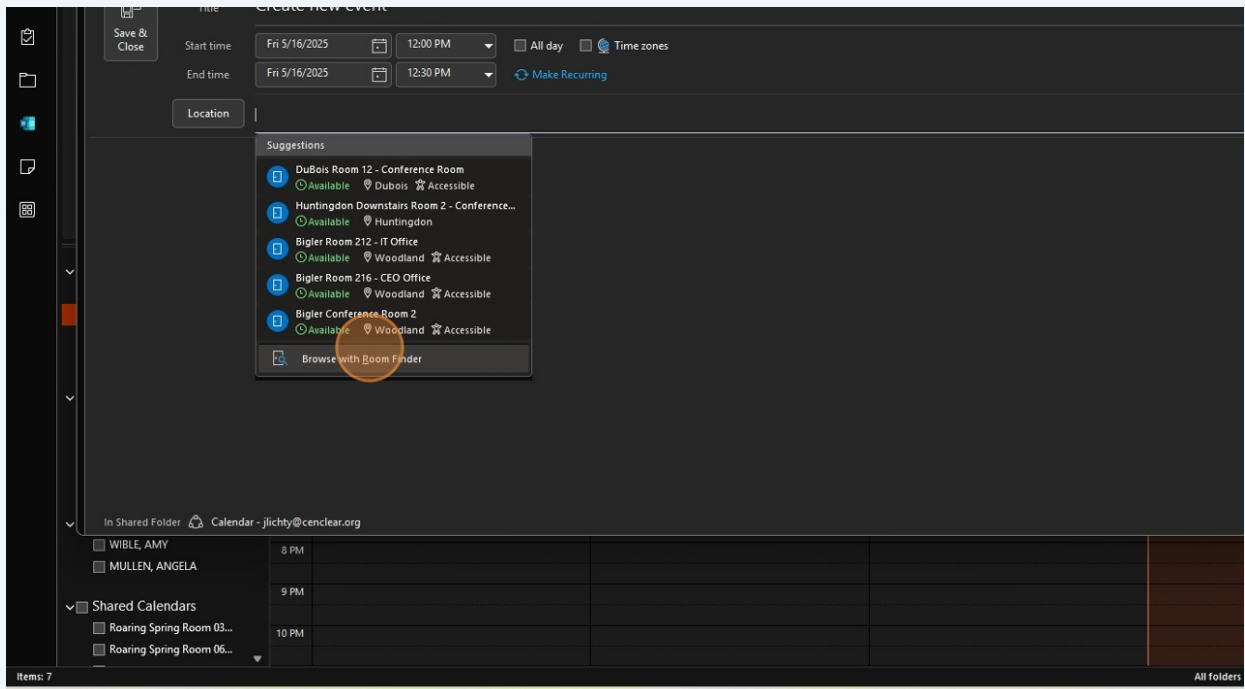
5 Edit the Time and Date of the Event



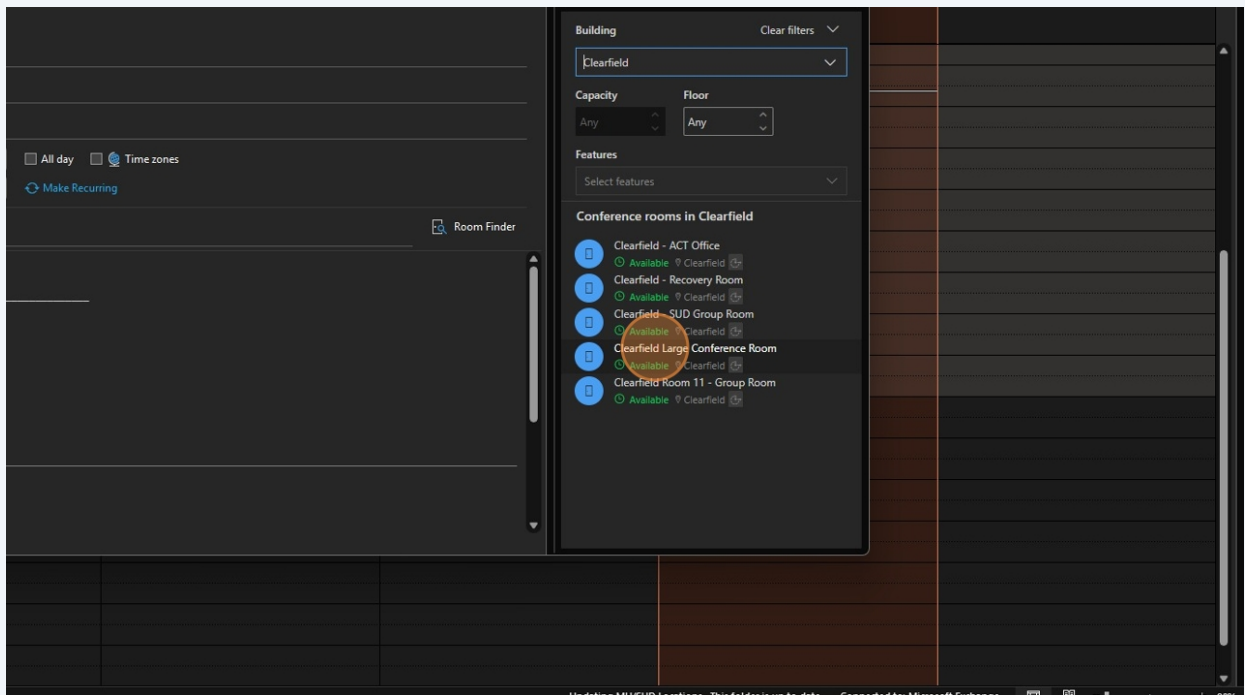
6 Click "Location"



7 Click "Browse with Room Finder"



8 Using the "Room Finder", choose the room that you would like to reserve for your meeting.



- 9 And any additional participants to the meeting in the "required" field.

You haven't sent this meeting invitation yet.

Create new event

Required • Clearfield Large Conference Room • KEPHART, JOSHUA • AUGHENBAUGH, DOUG

Optional

Start time: Fri 5/16/2025 12:00 PM ☐ All day ☐ Time zones

End time: Fri 5/16/2025 12:30 PM [Make Recurring](#)

Location: Microsoft Teams Meeting: Clearfield Large Conference Room [Room Finder](#)

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 230 759 341 023 3

Passcode: K7Y66rP

Join on a video conferencing device

Tenant: kev: cenclear@m.webex.com
In Shared Folder [Calendar - jichity@cenclear.org](#)

Room Finder

Building: Clearfield

Capacity: Any Floor: Any

Features: Select features

Conference rooms in Clearfield

- Clearfield - ACT Office Available Clearfield
- Clearfield - Recovery Room Available Clearfield
- Clearfield - SUD Group Room Available Clearfield
- Clearfield Large Conference Room Available Clearfield
- Clearfield Room 11 - Group Room Available Clearfield

WIBLE, AMY 8 PM

MULLEN, ANGELA 9 PM

- 10 Edit the body of the message with any additional information you wish to add. Click "Send" An email will go out to the participants and the room that you choose will now have a reservation on the schedule for others to see.