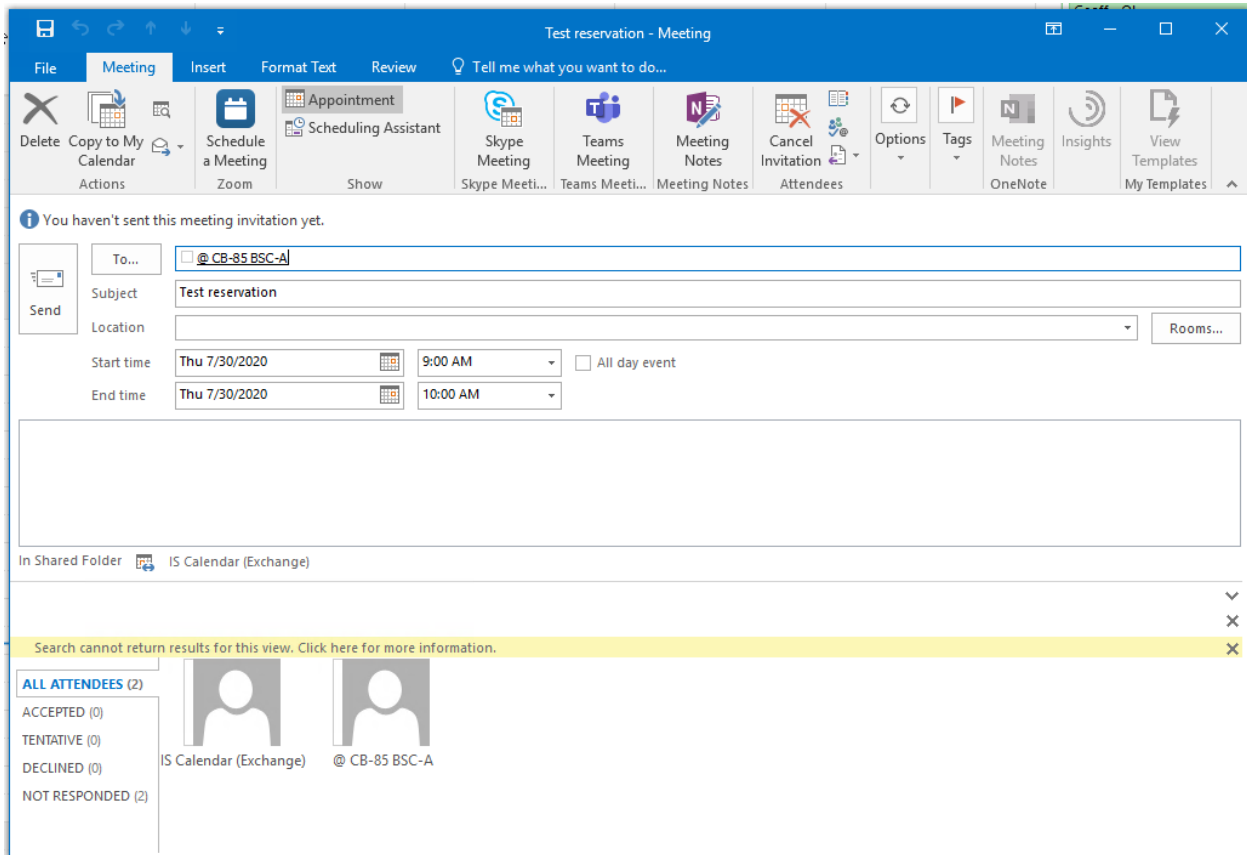


Booking rooms

In Outlook, the meeting organizer chooses New Items > Meeting

In the To: field, they enter the room address and any other attendees (e.g. "@ CB-85 BSC-A"; if that format isn't recognized, the email address format is like acs-eq-cb-85-bsca@ad.ufl.edu). There is a Location field, but it will not work the way we've set them up.

The room account will send a response email shortly.



CB-85 BSC-A	@ CB-85 BSC-A	acs-eq-cb-85-bsca@ad.ufl.edu
CB-85 BSC-B	@ CB-85 BSC-B	acs-eq-cb-85-bscb@ad.ufl.edu
CB-98	@ CB-98	acs-rm-cb-98@ad.ufl.edu
CB-99	@ CB-99	acs-rm-cb-99@ad.ufl.edu
CB-101	@ CB-101	acs-rm-cb-101@ad.ufl.edu
CB-102	@ CB-102	acs-rm-cb-102@ad.ufl.edu
CB-112	@ CB-112	acs-rm-cb-112@ad.ufl.edu
CB-113	@ CB-113	acs-rm-cb-113@ad.ufl.edu
CB-114	@ CB-114	acs-rm-cb-114@ad.ufl.edu
CB-116	@ CB-116	acs-rm-cb-116@ad.ufl.edu
CB-118	@ CB-118	acs-rm-cb-118@ad.ufl.edu

CB-119	@ CB-119	acs-rm-cb-119@ad.ufl.edu
CB-121	@ CB-121	acs-rm-cb-121@ad.ufl.edu
CB-123	@ CB-123	acs-rm-cb-123@ad.ufl.edu
CB-125	@ CB-125	acs-rm-cb-125@ad.ufl.edu
CB-128	@ CB-128	acs-rm-cb-128@ad.ufl.edu
CB-134	@ CB-134	acs-rm-cb-134@ad.ufl.edu
CB-137 BSC-A	@ CB-137 BSC-A	acs-eq-cb-137-bsca@ad.ufl.edu
CB-137 BSC-B	@ CB-137 BSC-B	acs-eq-cb-137-bscb@ad.ufl.edu
CB-138	@ CB-138	acs-rm-cb-138@ad.ufl.edu
CB-140	@ CB-140	acs-rm-cb-140@ad.ufl.edu
CB-142	@ CB-142	acs-rm-cb-142@ad.ufl.edu
CB-61C	@ CB-61C	acs-rm-cb-61c@ad.ufl.edu
CB-61D	@ CB-61D	acs-rm-cb-61d@ad.ufl.edu
CB-61E	@ CB-61E	acs-rm-cb-61e@ad.ufl.edu
CB-61F	@ CB-61F	acs-rm-cb-61f@ad.ufl.edu
CB-61G	@ CB-61G	acs-rm-cb-61g@ad.ufl.edu
CB-100A	@ CB-100A	acs-rm-cb-100a@ad.ufl.edu
CB-100B	@ CB-100B	acs-rm-cb-100b@ad.ufl.edu
CB-100E	@ CB-100E	acs-rm-cb-100e@ad.ufl.edu
CB-90B Station 1	@ CB-90B Station 1	acs-eq-cb-90b-st1@ad.ufl.edu
CB-90B Station 2	@ CB-90B Station 2	acs-eq-cb-90b-st2@ad.ufl.edu
CB-90B Station 3	@ CB-90B Station 3	acs-eq-cb-90b-st3@ad.ufl.edu
CB-94	@ CB-94	acs-rm-cb-94@ad.ufl.edu
CB-96	@ CB-96	acs-rm-cb-96@ad.ufl.edu
CB-115	@ CB-115	acs-rm-cb-115@ad.ufl.edu
CB-130	@ CB-130	acs-rm-cb-130@ad.ufl.edu