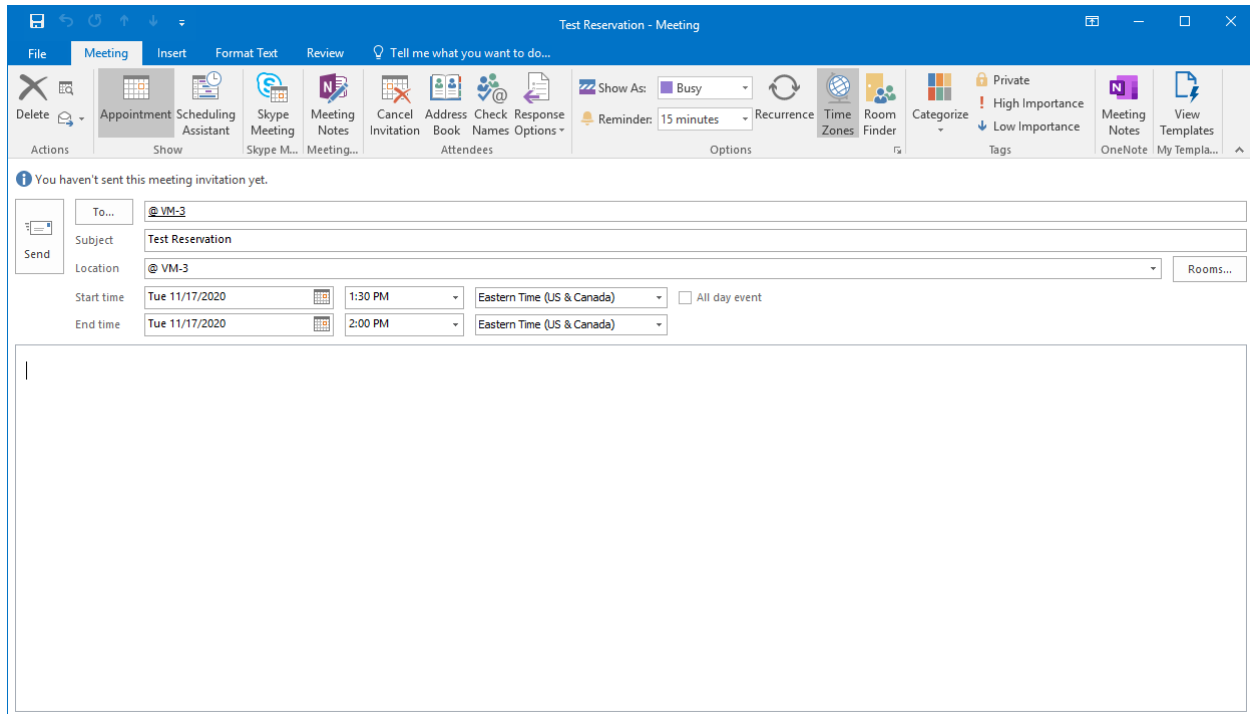


Booking rooms

In Outlook, the meeting organizer chooses New Items > Meeting

In the To: field, they enter the room address and any other attendees (e.g. "@ VM-3"; if that format isn't recognized, the email address format is like acs-rm-vm-3@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.



VM-3	@ VM-3	acs-rm-vm-3@ad.ufl.edu
VM-3A	@ VM-3A	acs-rm-vm-3a@ad.ufl.edu
VM-5	@ VM-5	acs-rm-vm-5@ad.ufl.edu
VM-7	@ VM-7	acs-rm-vm-7@ad.ufl.edu
VM-9	@ VM-9	acs-rm-vm-9@ad.ufl.edu
VM-9A	@ VM-9A	acs-rm-vm-9a@ad.ufl.edu
VM-9B	@ VM-9B	acs-rm-vm-9b@ad.ufl.edu
VM-13A	@ VM-13A	acs-rm-vm-13a@ad.ufl.edu
VM-13B	@ VM-13B	acs-rm-vm-13b@ad.ufl.edu
VM-13C	@ VM-13C	acs-rm-vm-13c@ad.ufl.edu
VM-13D	@ VM-13D	acs-rm-vm-13d@ad.ufl.edu
VM-13E	@ VM-13E	acs-rm-vm-13e@ad.ufl.edu
VM-14	@ VM-14	acs-rm-vm-14@ad.ufl.edu
VM-15	@ VM-15	acs-rm-vm-15@ad.ufl.edu

VM-19	@ VM-19	acs-rm-vm-19@ad.ufl.edu
VM-21	@ VM-21	acs-rm-vm-21@ad.ufl.edu
VM-23A	@ VM-23A	acs-rm-vm-23a@ad.ufl.edu
VM-23B	@ VM-23B	acs-rm-vm-23b@ad.ufl.edu
VM-26A	@ VM-26A	acs-rm-vm-26a@ad.ufl.edu
VM-26B	@ VM-26B	acs-rm-vm-26b@ad.ufl.edu
VM-28A	@ VM-28A	acs-rm-vm-28a@ad.ufl.edu
VM-28B	@ VM-28B	acs-rm-vm-28b@ad.ufl.edu

Note: Please be sure to mark your Free/Busy status as Busy for the meeting:

