Rooms*

VRTT2002D
VRTT3004A
VRTT5004
VRTT6006A
VRTT9006C

* The room names are one “word”. Do not add a space between VRT and the room number when entering the information as outlined below.
1. In Outlook Calendar click on “New Meeting” in the Office ribbon.

2. In the window that opens, type the room/equipment name into the “To” field.

3. Enter a subject into the “Subject” field.
4. Configure your Start and End times.

5. Click send.

6. You will receive an email from the room either accepting or declining your meeting.