RESERVATIONS OUTLOOK 2010

First we need to access the calendar that displays and accesses the resource’s reservations.

1. In Calendar View, click on “Open Calendar” in the Ribbon.

2. If the resource for instance is a room, click on “From Room List”.

3. In the new pop-up window, find the resource you need to manage.

4. Double click on it and click on “OK”.

5. The calendar of the selected resource is now being displayed side by side with your personal calendar.

6. To cancel any reservation (your own or someone else’s), find it in the calendar and right click on it and click on “Delete”.

7. You will now be asked if you want to notify the person who made the reservation that it is now deleted. Select “Yes”. It is good policy always to notify the person who made the reservation.

8. If the reservation disappears from the calendar, the reservation has been successfully canceled.