

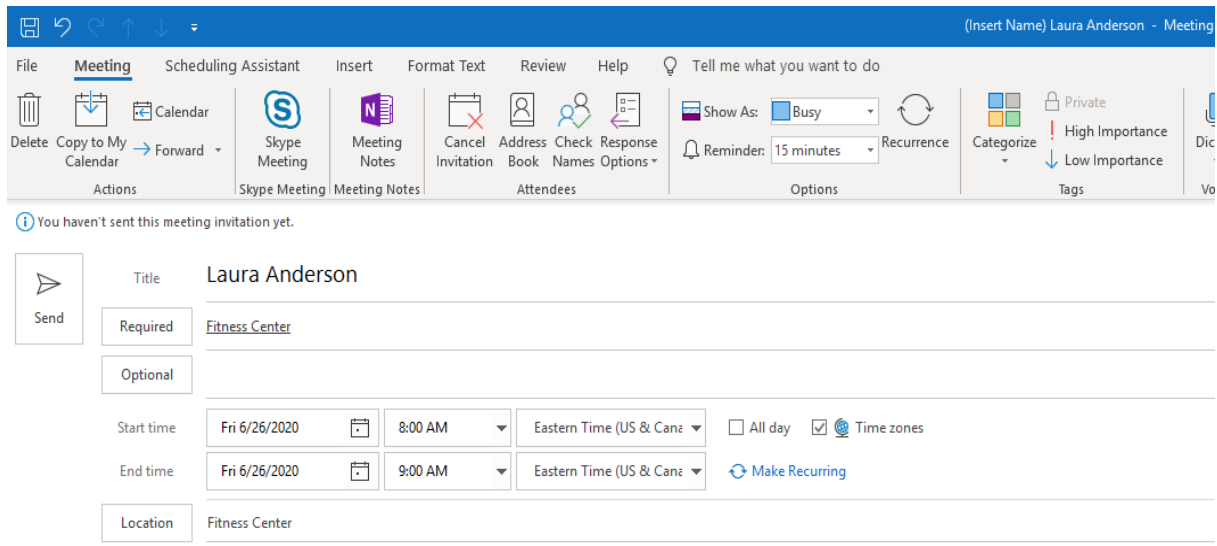
HOW TO SET-UP A FITNESS CENTER APPOINTMENT

SETTING UP AN APPOINTMENT TO UTILIZE THE FITNESS CENTER IS AS SIMPLE AS 1, 2, 3!

1. CREATE AN APPOINTMENT ON YOUR OUTLOOK CALENDAR.
2. TITLE THE APPOINTMENT WITH YOUR NAME, SELECT THE DATE/TIME, AND SELECT THE "FITNESS CENTER" AS YOUR LOCATION. (*BE SURE TO USE THE LOCATION SEARCH TO SELECT THE ROOM. TYPING IN "FITNESS CENTER" WILL NOT SEND TO THE FITNESS CENTER ROOM CALENDAR.)
3. SEND! 😊

ONCE SENT, YOUR APPOINTMENT REQUEST WILL BE ACCEPTED OR DENIED BASED ON THE NUMBER OF REQUESTS WE HAVE RECEIVED THAT HOUR. ALL APPOINTMENTS ARE FIRST COME, FIRST SERVE.

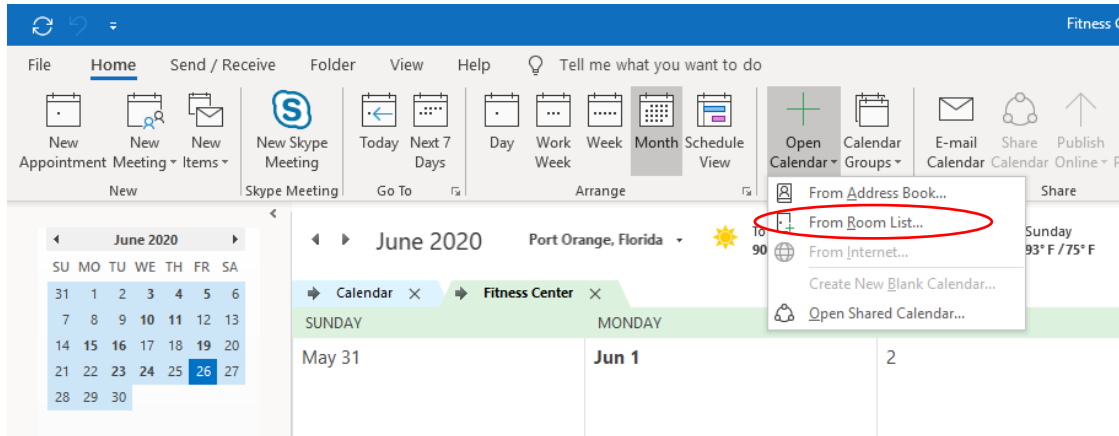
APPOINTMENT REQUEST EXAMPLE:



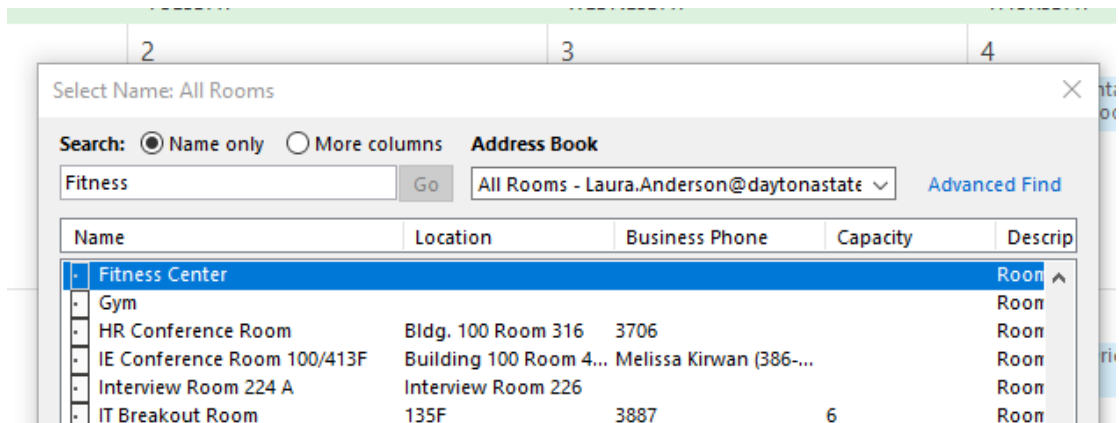
The screenshot shows the Outlook Meeting invitation interface. At the top, the title bar reads "(Insert Name) Laura Anderson - Meeting". The ribbon includes "Meeting", "Scheduling Assistant", "Insert", "Format Text", "Review", and "Help". The "Meeting" ribbon has several groups: "Actions" (Delete, Copy to My Calendar, Forward), "Skype Meeting" (Skype Meeting), "Meeting Notes" (Meeting Notes), "Attendees" (Cancel Invitation, Address Book, Check Names, Response Options), "Options" (Show As: Busy, Recurrence), and "Tags" (Categorize, High Importance, Low Importance). A notification below the ribbon says "You haven't sent this meeting invitation yet." The main form fields are: "Title" (Laura Anderson), "Required" (Fitness Center), "Optional" (empty), "Start time" (Fri 6/26/2020, 8:00 AM, Eastern Time (US & Canz), All day unchecked, Time zones checked), "End time" (Fri 6/26/2020, 9:00 AM, Eastern Time (US & Canz), Make Recurring button), and "Location" (Fitness Center).

HOW TO VIEW THE FITNESS CENTER CALENDAR

1. UNDER YOUR CALENDAR TAB IN OUTLOOK, SELECT THE "OPEN CALENDAR" DROP DOWN AND SELECT "FROM ROOM LIST"



2. SEARCH AND SELECT "FITNESS CENTER"



3. YOU CAN THEN VIEW THE ROOM ON YOUR CALENDARS

