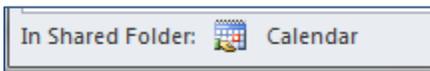**Some more tips and tricks**

**How can I easily tell when a room is available?**
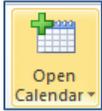
Click on the **Open Calendar > From Room List** on the Home Ribbon.

Where am I scheduling the meeting, on my personal calendar or on a room calendar?

Look in the lower right corner of the appointment or meeting dialog box when you are creating your event

In Shared Folder: 📆 Calendar   This meeting or appointment is being created in the personal calendar
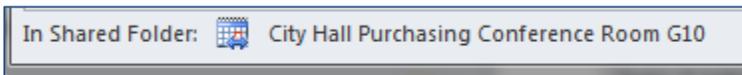
In Shared Folder: 📆 City Hall Purchasing Conference Room G10   This meeting or appointment is being created in a room calendar

**How do I switch between a meeting and an appointment?**

Click the **Invite Attendees** button to change an appointment to a meeting

Click the **Cancel Invitation** button to change a meeting to an appointment.

Why is there a location box and a room button?

The location box is a drop down list that "remembers" locations where you have scheduled before and allow you to type in a location. The room button allows you to invite a room and copies that information to the location box. If you type in or select a location from the location drop down without selecting it from the Rooms button, the room will not be booked.
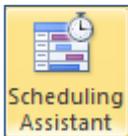
When sending meeting invitations, to make sure that the room is being invited, check your meeting attendees by clicking the **Scheduling Assistant** button

How do I move a calendar item to a different calendar?

To move an **appointment**, you can drag and drop from one calendar to the other.

To move a **meeting**,

1. Open the meeting item
2. Click on the **Rooms** button and select a new room
3. Click on the **Scheduling Assistant** button to see the list of Attendees.
4. Confirm that the new room is available during the meeting time, or change the meeting time to an open time on the new room calendar.
5. Delete the original meeting room from the list of Attendees
6. Click the **Send** button to invite the new room and send the the meeting update

For additional assistance, please call the IT Hotline at x8330 or send an email to
ITSupport@westalliswi.gov