HOW TO: Conference room appointment requesting non-classroom use

This procedure assumes you know the conference room you wish to schedule. If this is not the case, first determine the target conference room by reviewing the conference rooms calendar (see HOW TO: Conference rooms calendar set-up and use).

1. Log on to GroupWise.

2. Click on the “Schedule New Appointment” button.

3. Click in To: box and type sphis. (What is displayed in To: box will change as you type each letter.)
4. Use the down arrow key until the desired conference room is in **To:** box.

5. If desired, enter other attendees in **To:** and/or **CC:**.

6. Click in **Place:** box, and the conference room is entered automatically.
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7. Click in **Subject:** box and type in name of activity or event.

![Image of appointment request form]

8. Enter **Start date:**, start time, and **Duration:** by clicking on the indicated icons.

![Image of appointment request form with start date, start time, and duration highlighted]
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When entering start date, click **Select Recurring**... if appointment is for more than one date or day,

and enter the dates or days in one of three ways:

picking dates,
entering days by example,

or, if you’re an advanced user, by formula (see GroupWise Help for how to do this).
When you’re done specifying the dates, click **OK** button.

9. When all the information is the way you want it, click **Send**.