

**University of California
Agriculture and Natural Resources**

2801 Second Street, Davis, CA 95618-7774

**Instructions for
Reserving
Meeting Rooms**

Contact for further assistance

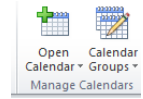
ANR Program Support Unit, anrprogramsupport@ucanr.edu

Sherry Cooper	530-752-1581	Angela Oates	530-752-2442
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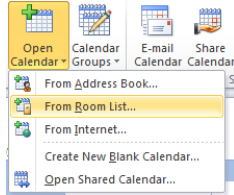
Finding and Viewing Calendars for Meeting Rooms

Follow the instructions below to add the rooms to your left navigation pane in Outlook for ease of use:

1. In Outlook's calendar, click on the drop down for the "Open Calendar" button under the Home tab.



2. Select "From Room List"



3. From the Room List, add in the following rooms:

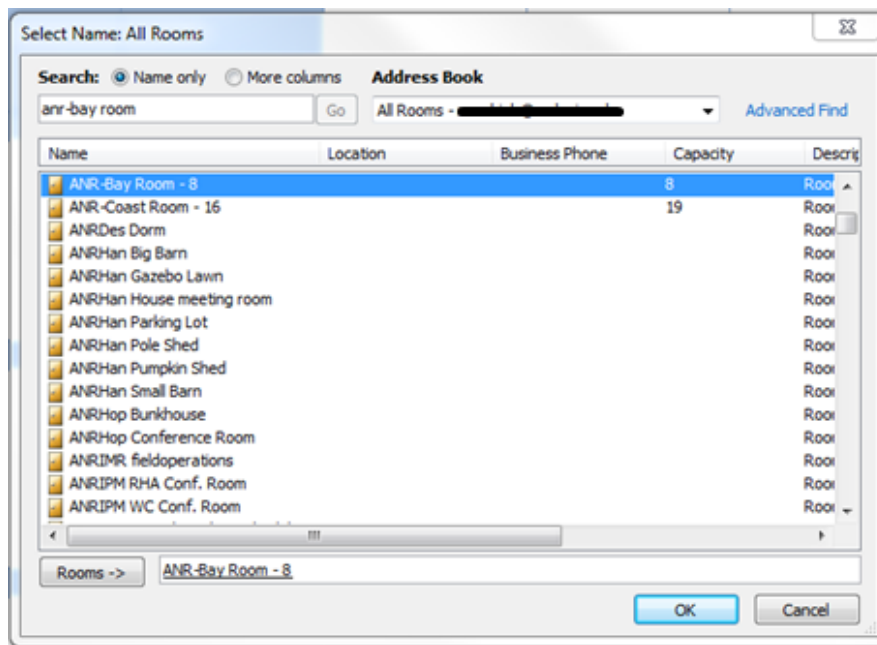
- a. ANR-Bay Room – 8 (first floor)
- b. ANR-Coast Room – 16 (first floor)
- c. ANR-Modoc Room – 4 (second floor)
- d. ANR-Sierra Room – 8 (second floor)

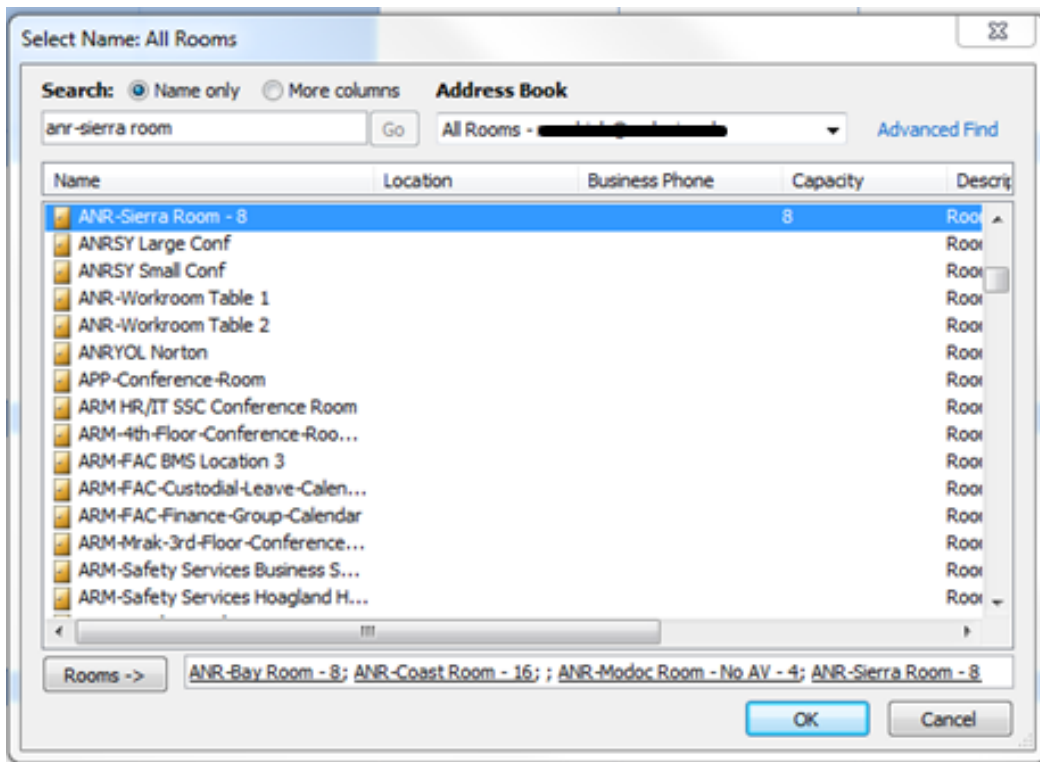
The following rooms are viewable only, so add them, but reservations requests will be handled via a survey (see section below on making reservations).

ANR-Sacramento Valley – 88 (first floor)

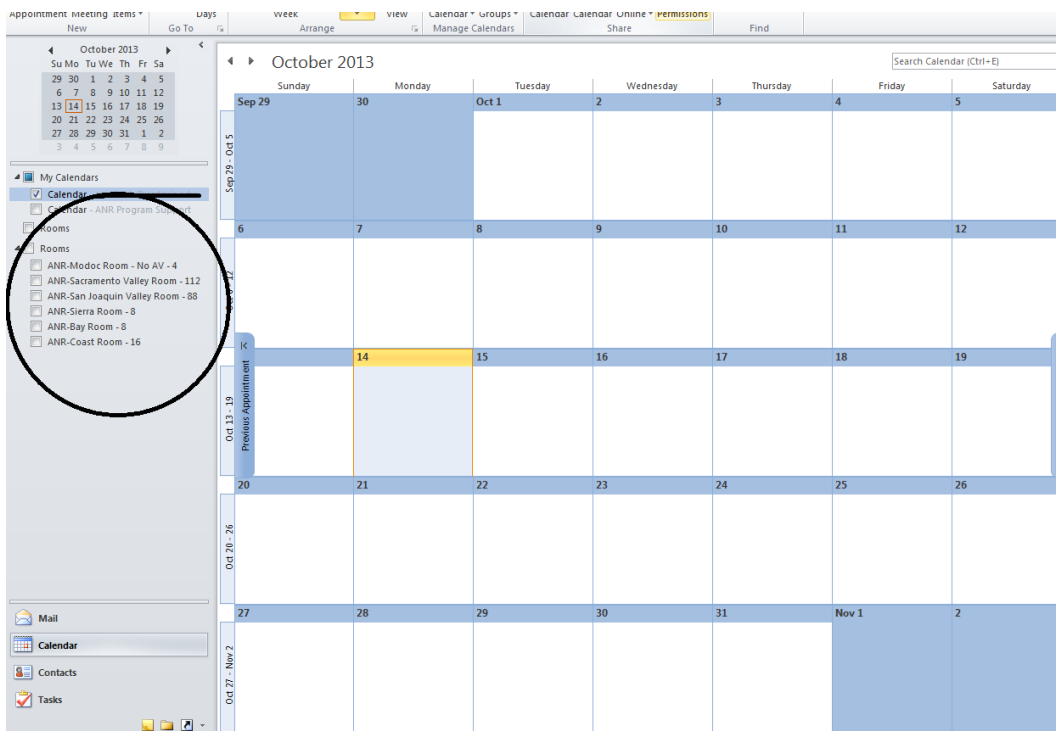
ANR-San Joaquin Valley – 112 (first floor)

Example: Search for the meeting rooms, such as, "anr-bay room" by scrolling down the list. Highlight the rooms and double click so it will appear below in the "Rooms" box. Do not close the window. Continue adding the other rooms. They will all appear in the box separated by semi-colons in bottom of the window.





Then click "OK." The rooms should now appear on your left navigation as shown below



Making Reservations

All ANR building employees should have access to view the Valley Conference Center and view and make reservations for the meeting rooms. If you receive a message that states that you do not have permission, request permission. Let Sherry Cooper know of you have an urgent reservation or are not granted permission. Reservations are only accepted 180 days from the date of your request.

Valley Conference Center

Sacramento Valley and San Joaquin Valley rooms are handled through a survey reservation system. Submit requests via the survey at <http://ucce.ucdavis.edu/survey/survey.cfm?surveynumber=11283>

UC ANR Meeting Rooms

1. View the calendars to choose a room to ensure that your preferred times are available.
2. Open your calendar; not a meeting room calendar.
3. Select "New Meeting." Do not select "New Appointment."
4. To select the room that you'd like to reserve, do one of the following:
 - a. In the "To" field type in "ANR-Sierra Room -8" (example) OR
 - b. use the Rooms Locator to choose the preferred room.
5. Input the name of the meeting in the "Subject" line.
6. Edit the times.
7. Add other details that you want others to view.
8. Press "Send."

Your meeting should now be located on the specific room's calendar and your calendar. You will also receive an email from that room (ANR-Sierra Room-8 for example) with "Accepted" as the subject line. The system will not accept a reservation that overlaps another, so it will reply with a "declined" email message if your time conflicts with another.

Be sure to select "High Details" when viewing a calendar by "Month View" or you may not see all of the reservations.

Modifying Reservations

You should be able to modify reservations that you have made.

If you need to make a modification for someone in your unit who is not available, contact Program Support Unit staff.

Cancelling Reservations

Valley Conference Center

Email Program Support Unit, anrprogramsupport@ucanr.edu

UC ANR Meeting Rooms

1. Open the meeting on your calendar.
2. Click "Send Cancellation"
3. The meeting should be removed both from your calendar and the meeting room's calendar.