

## SCOPIA® Outlook Add-In-How-To Schedule a Quick Meeting Room (New)

1. Open **Outlook**.
2. Click the **Calendar** tab at the bottom of **Outlook**.  
Your **Outlook Calendar** will open.



3. Click **Scopia** on the **Outlook Home** ribbon.  
**Schedule a Scopia Meeting** window opens.  
(See Figure 1)
4. You do not need to make any modifications in this window. Just click **OK** to exit the **Schedule a Scopia Meeting** window.  
(See Figure 1)

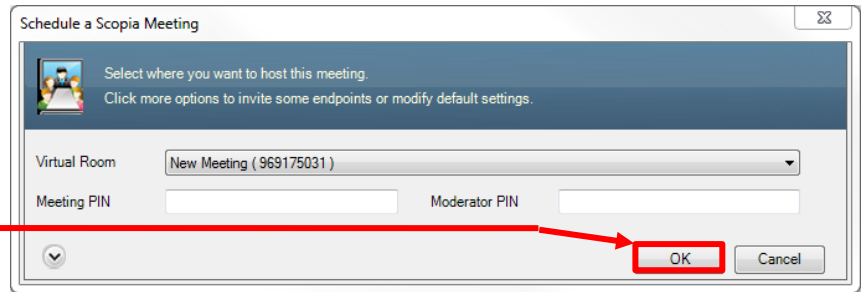


Figure 1—Schedule a Scopia Meeting Window—Advanced Meeting Settings

Your **Outlook Calendar Invite** will open.

5. Click **Invite Attendees** on the **Outlook Appointment** ribbon if the **To** field is not active. Otherwise, if you do not see **Attendees** on the **Outlook Appointment** ribbon, skip to step six. (See Figure 2)

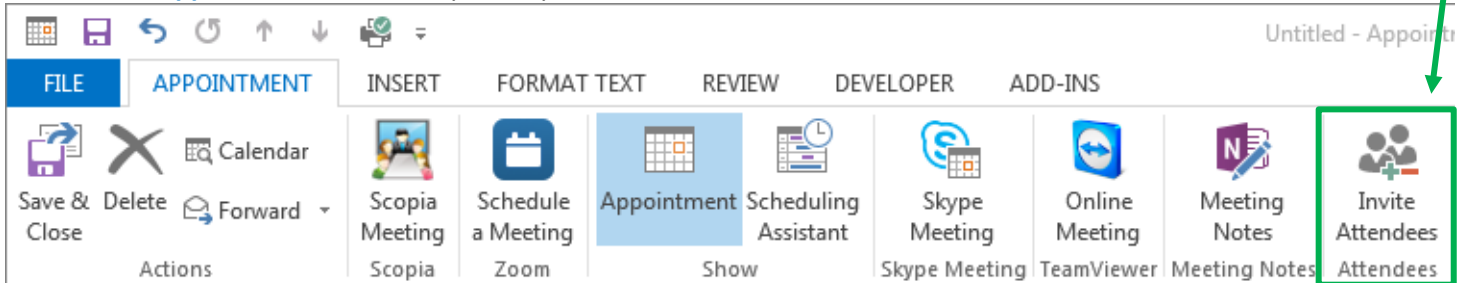


Figure 2—Outlook Calendar Invite—Basic Meeting Settings

6. You may now add recipients to the **To** field. (You must send the meeting to yourself).
7. You may also enter agenda items above **\*\*\*\*\*START\*\*\*\*\*** in the message body.
8. Schedule the Meeting as you typically do in Outlook.