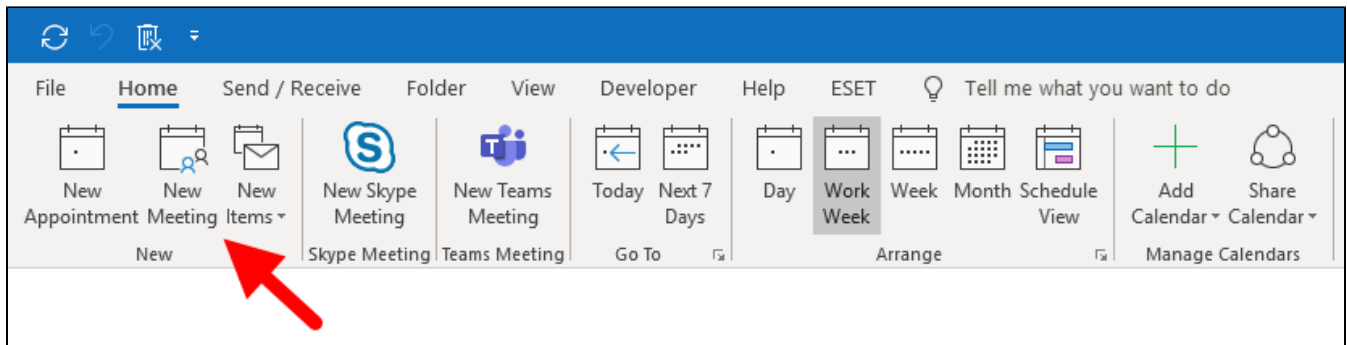


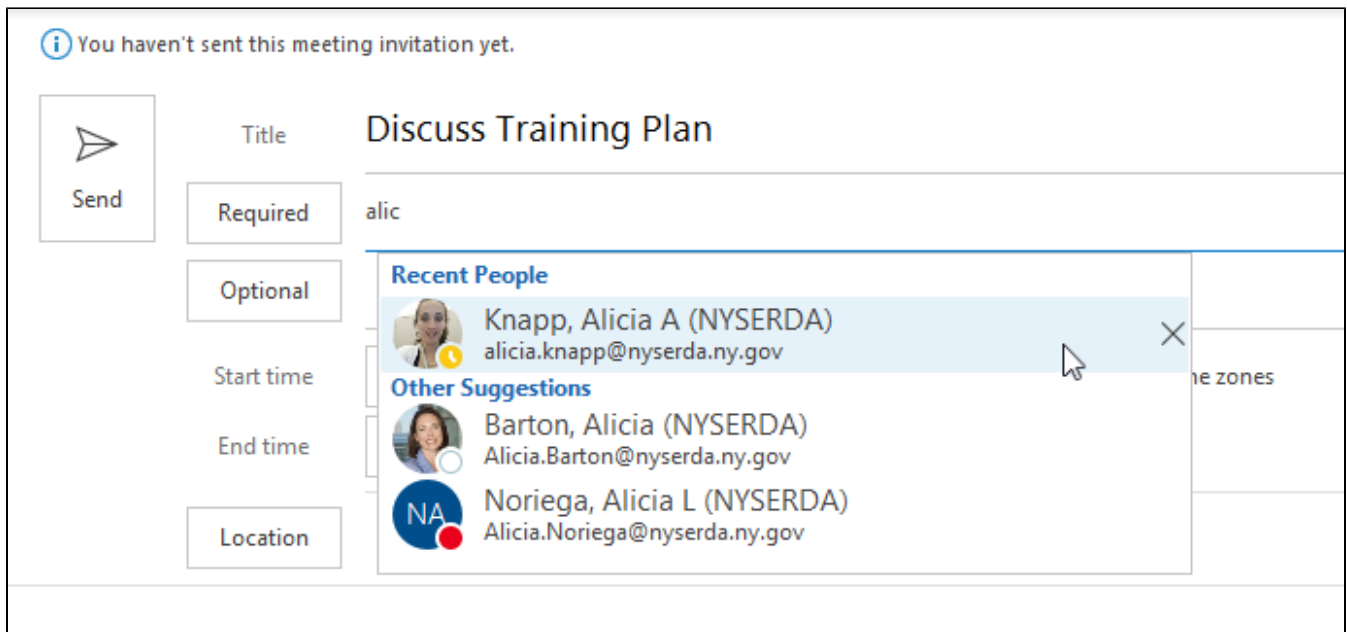
Outlook: Creating a Meeting in Outlook

To create a meeting, navigate to the **Outlook Calendar** and click **New Meeting**.

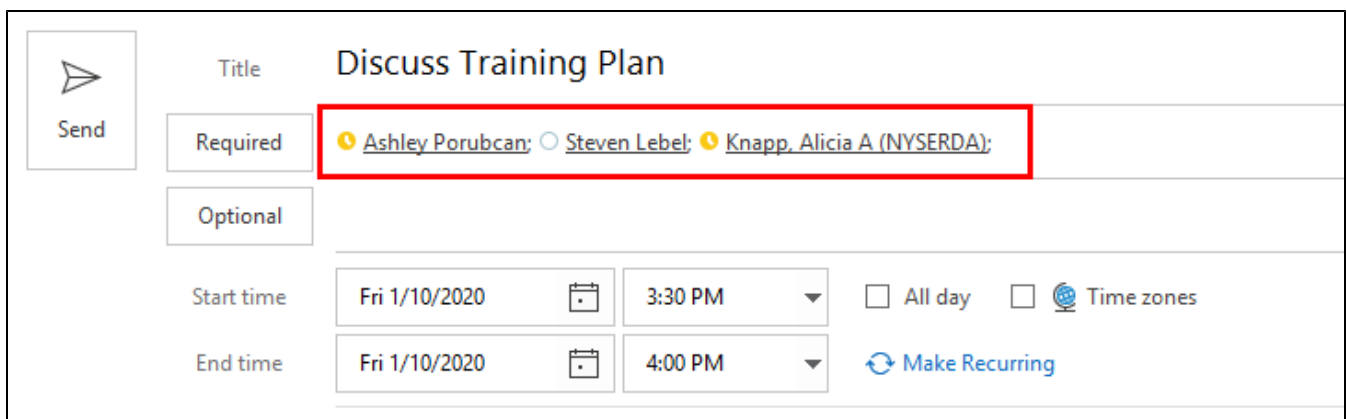


Adding Invitees

Meeting invitees can be *required* or *optional*. Enter meeting invitee names in the respective fields. As you type, names will automatically populate.



You will see a list of recent contacts as well as other contacts in the active directory who match your typing. You may select contacts as they display to complete your entry or you can continue and complete the contact's name.



Adding Invitees using the Address Book

If you cannot locate a contact, click either **Required** or **Optional** to open the Outlook Address Book.

In the Address Book window, click **Address Book** to select the directory that includes your contact.



The **NYSERDA** Address Book contains all NYSERDA contacts. After you load the address book, you can search for contacts by last name.

Locate each person you would like to invite.

Select Attendees and Resources: NYSERDA

Search: ☒ Name only ☐ More columns **Address Book**

poru Go NYSERDA Advanced Find

Name	Title	Business Phone	Location	Department
Porubcan, Ashley D (NYSERDA)	Program Manager	518-862-1090, 3448	Albany - 17CC, 1st Floor	Strategic Operations
Pottipad, Vinaya (NYSERDA)	Contractor	518-862-1090, 3126	Albany - 15CC, 2nd Floor	Information Technology
Publicinfo, FuelNY (NYSERDA)	Undefined			
Quintero, Angelica (NYSERDA)	Contractor	518-862-1090, 7775	Offsite \ Offsite	Multifamily Residential
Rabito, Donna J (NYSERDA)	Director	518-862-1090, 3640	Albany - 17CC, 2nd Floor	Human Resources
Rambacher, Sarah J (NYSERDA)	Program Manager	518-862-1090, 3604	NYC	Shared Services
Ray, Lauren (NYSERDA)	Contractor	518-862-1090, 3811	Offsite - Offsite / NA	Efficiency Planning and Engineering
Razanousky, Michael P (NYSERDA)	Senior Project Manager	518-862-1090, 3245	Albany - 17CC, 2nd Floor	Smart Grid Systems and Distributed Energy
Reed, Michael (NYSERDA)	Program Manager	212-971-5342, 3244	NYC	Advanced Efficiency Solutions
Reichart, Elizabeth R (NYSERDA)	Intern		NYC	Policy and Regulatory Affairs
Renny, Jessica H (GREENBANK)	VP NY Green Bank	212-971-5342, 4495	NYC	NY Green Bank
Reohr, Christopher J (NYSERDA)	Senior Project Manager	518-862-1090, 3363	Albany - 17CC, 2nd Floor	Communities and Local Government
Ressler, Monica (NYSERDA)	Contractor	(361) 404-1811	Offsite	Information Technology
Reuss, Caroline H (NYSERDA)	Project Manager	518-862-1090, 3560	Albany - 15CC, 1st Floor	Multifamily Residential
Rhodes, John B (NYSERDA)	NYSERDA Board Member	518-862-1090, 3012		
Richards, Priscilla J (NYSERDA)	Program Manager	518-862-1090, 3312	Albany - 17CC, 2nd Floor	Codes Products and Standards
Ridgway, Monica A (NYSERDA)	Project Manager	212-971-5342, 3140	NYC	Advanced Efficiency Solutions
Riese, Tara A (NYSERDA)	Office Administrator	716-942-9960, 3574	West Valley	West Valley

Required Knapp, Alicia A (NYSERDA); Porubcan, Ashley D (NYSERDA)

Optional Lebel, Steven G (NYSERDA)

Resources

OK Cancel

First, highlight the contact name:

- Click **Required** to add the contact to the required attendees list.
- Click **Optional** to add the contact to the optional attendees list.

Click **OK** to finish.

Adding a Meeting Title

Enter a name for your meeting in the **Title** field.

Discuss Training Plan - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Forward Skype Meeting Teams Meeting Meeting Notes Cancel Invitation Address Book Check Response Names Options Show As: Busy Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance Tags

You haven't sent this meeting invitation yet.

Send

Title Discuss Training Plan

Required

Optional

Start time Fri 1/10/2020 3:30 PM All day Time zones

End time Fri 1/10/2020 4:00 PM Make Recurring

Location

Adding a Meeting Location

To add a location for your meeting, click **Location**.

The screenshot shows a meeting creation interface. At the top, there's a 'Send' button with a paper plane icon. Below it, the title 'Discuss Training Plan' is displayed. Under the title, there are two tabs: 'Required' and 'Optional'. The 'Required' tab is active, showing a list of attendees: Ashley Porubcan, Steven Lebel, and Knapp, Alicia A (NYSERDA). Below the attendees, there are fields for 'Start time' and 'End time'. The start time is set to 'Fri 1/10/2020' at '3:30 PM', and the end time is 'Fri 1/10/2020' at '4:00 PM'. There are checkboxes for 'All day' and 'Time zones'. A 'Make Recurring' button is also present. At the bottom, there is a 'Location' button, which is highlighted with a red rectangle.

A pop-up window opens and displays **All Rooms** (all rooms in the New York State system). Click the Address Book dropdown list and select **NYSERDA A Rooms** to locate NYSERDA's conference rooms.

The screenshot shows a pop-up window titled 'Select Rooms: All Rooms'. It has a search bar with a 'Go' button and two radio buttons: 'Name only' (selected) and 'More columns'. Below the search bar is a table with columns 'Name' and 'Location'. The table lists several rooms, including 'abc.rm.conf.alb.interview1.outs...', 'abc.rm.conf.alb.interview2.inside', 'abc.rm.conf.buf.executive', 'abc.rm.conf.buf.fullboard', 'abc.rm.conf.executive', and 'abc.rm.conf.legal'. To the right of the table is an 'Address Book' dropdown menu. The dropdown menu is open, showing a list of options: 'All Rooms', 'Nicholas@nyserda.ny.gov', 'Contacts', 'Offline Global Address List', 'Global Address List', 'All Contacts', 'All Rooms', 'NYSERDA', 'NYSERDA Rooms' (highlighted with a mouse cursor), and 'Offline Global Address List'.

Select the conference room(s) that you would like to use. To select multiple rooms, hold **Control** (Ctrl) on your keyboard and click to select each room.



Selecting multiple rooms allows you to reserve rooms that connect to one another and also allows you to preview each room's schedule using the **Scheduling Assistant**.


Click **Rooms** to add the selected room(s) to the meeting.

Select Rooms: NYSERDA Rooms

Search: ☒ Name only ☐ More columns Address Book

Go NYSERDA Rooms [Advanced Find](#)

Name	Location	Business Phone	Capacity	Description	Email Address
erda.rm.15cc.adirondack	15CC(Thin Client, SmartBoard, ConfPhone)	3502	20	Room	adirondack@nyserda.ny.gov
erda.rm.15cc.catskills	15CC(Thin Client)	3503	6	Room	catskills@nyserda.ny.gov
erda.rm.15cc.finger.lakes	15CC(Thin Client)	3504	8	Room	finger.lakes@nyserda.ny.gov
erda.rm.15cc.lake.george	15CC(Thin Client)	3408	4	Room	lake.george.1fl.4@nyserda.ny.gov
erda.rm.15cc.plattsburgh	15CC(Thin Client, Video Conf, TV, ConfPhone, Expa...	3497	12	Room	plattsburgh.12@nyserda.ny.gov
erda.rm.15cc.watertown	15CC(Thin Client, Expands with Plattsburgh Room)	3498	12	Room	watertown.24@nyserda.ny.gov
erda.rm.17cc.albany	17CC - 2ndFl(Thin Client, TV, ConfPhone)	3421	12	Room	albany.2fl.12@nyserda.ny.gov
erda.rm.17cc.buffalo	17CC - 1stFl(Thin Client)	3401	8	Room	buffalo.1fl.8@nyserda.ny.gov
erda.rm.17cc.chatham	17CC - 1stFl (Phone)	3084	6	Room	chatham.1fl@nyserda.ny.gov
erda.rm.17cc.hudson.valley	17CC - 2ndFl(Thin Client, TV)	3407	8	Room	hudson.valley.2fl.817.columbia.c...
erda.rm.17cc.lactation	17 Columbia Circle (Lactation Room)		1	Room	erda.rm.17cc.lactation@nyserda.n...
erda.rm.17cc.lake.placid	17CC - 2ndFl (Internet, PC and Monitor)	3402	8	Room	lake.placid.2fl@nyserda.ny.gov
erda.rm.17cc.mohawkvalley	17CC - 2ndFl(Thin Client, Video Conf, TV)	3388	8	Room	mohawk.valley.2fl.8@nyserda.ny.:
erda.rm.17cc.niagara	17CC - Basement(Thin Client, Smartboard, ConfPho...	3601	24	Room	niagara.basement.24@nyserda.ny...
erda.rm.17cc.north.country	17cc 2ndFl (ThinClient, TV, Phone)	3414	8	Room	north.country.1fl.617.columbia.cir
erda.rm.17cc.parker.d.mathusa...	17CC - 1stFl(Thin Client, Video Conf, TV)	3339	45	Room	board.room.1fl.18@nyserda.ny.gc
erda.rm.17cc.rochester	17CC - Basement(Thin Client, Video Conf, TV, ConfP...	3405	24	Room	rochester.basement.24@nyserda...
erda.rm.17cc.sand.lake	17CC - 1st Floor Exec - (Thin Client, Video Conf, Pho...	3025	6	Room	erda.rm.17cc.sand.lake@nyserda.i
erda.rm.17cc.saratoga	17CC - 2ndFl(Thin Client, TV, 6 Training thin clients, ...	3389	10	Room	saratoga.2fl.10@nyserda.ny.gov
erda.rm.17cc.syracuse	17CC - 1stFl(Thin Client, Video Conf, TV)	3403	12	Room	syracuse.1fl.12@nyserda.ny.gov
erda.rm.17cc.visitor.cube.1	17CC - 1stFl(Thin Client)	3516	1	Room	visitor.cube.1@nyserda.ny.gov
erda.rm.17cc.visitor.cube.2	17CC - 1stFl(Thin Client)	3058	1	Room	visitor.cube.2@nyserda.ny.gov
erda.rm.17cc.visitor.cube.3	17CC - 1stFl(Thin Client)	3088	1	Room	visitor.cube.3@nyserda.ny.gov
erda.rm.17cc.visitor.cube.4	17CC - 1stFl(Thin Client)	3428	1	Room	visitor.cube.4@nyserda.ny.gov
erda.rm.17cc.visitor.cube.5	17CC - 2nd Fl (Thin Client, Monitor, Phone)	3378	1	Room	visitor.cube.5@nyserda.ny.gov
erda.rm.17cc.visitor.cube.6	17CC - 2nd Fl (Thin Client, Monitor, Phone)	3213	1	Room	visitor.cube.6@nyserda.ny.gov
erda.rm.17cc.visitor.cube.7	17CC - 2nd Fl (Thin Client, Monitor, Phone)	3213	1	Room	visitor.cube.7@nyserda.ny.gov
erda.rm.17cc.westchester	17CC - 2ndFl(Thin Client, 8 training thin clients, Exp...		10	Room	westchester.2fl.10@nyserda.ny.gc
erda.rm.larkin.boardroom	Buffalo(PC, TV, ConfPhone)	3041		Room	buffalo.board.room@nyserda.ny.
erda.rm.market.arcade.room	Buffalo(PC)	3044		Room	buffalo.room.4@nyserda.ny.gov
erda.rm.visitor.office.1	17cc 1st Floor Northwest side		1	Room	erda.rm.visitor.office.1@nyserda.r
erda.rm.west.valley.conference....	West Valley(PC, Video Conf, TV, ConfPhone)	4004		Room	ww.conference.room@nyserda.ny.

Rooms  OK Cancel

Click **OK** to confirm.


Using the Scheduling Assistant to Locate Available Rooms

When you add multiple rooms to a meeting invitation, you can use the **Scheduling Assistant** to locate one that is available at a specific time.

















Add all the rooms you would like to check to the meeting invite.

Navigate to the **Scheduling Assistant** tab. You will see a calendar view for all invitees and all rooms.

Scroll through the calendar view to locate a time where both the invitees and the room are available. When you locate an open time, click and drag your cursor from the beginning to the end of the time slot.

 100%

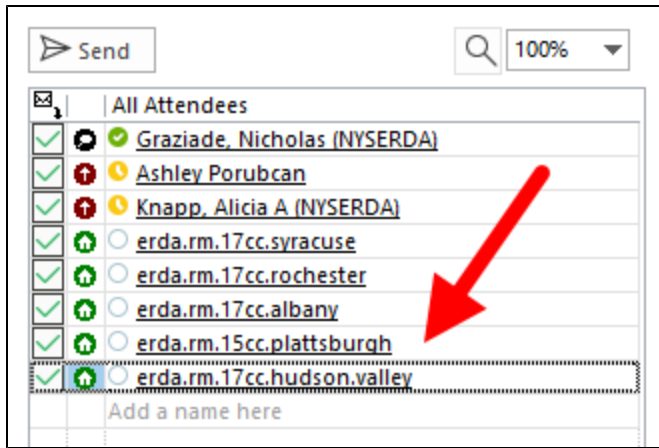
All Attendees

-   **Graziade, Nicholas (NYSERDA)**
-   **Ashley Porubcan**
-   **Knapp, Alicia A (NYSERDA)**
-   **erda.rm.17cc.syracuse**
-   **erda.rm.17cc.rochester**
-   **erda.rm.17cc.albany**
-   **erda.rm.15cc.plattsburgh**
-   **erda.rm.17cc.hudson.valley**
-

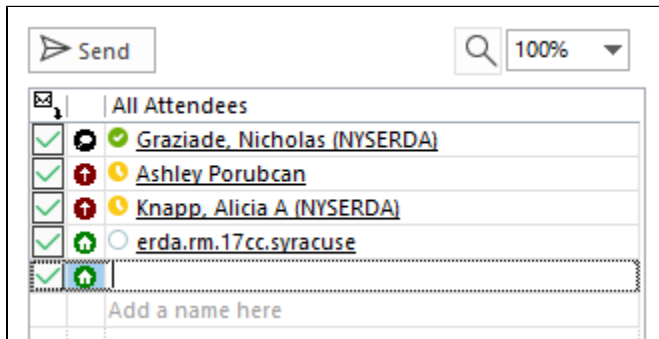
Thursday, January 16, 2020

9:00 AM	10:00	11:00	12:00 PM	1:00	2:00	3:00
Morr			Lunch		Nick	HOLD DATE:
GCOM Chec	CSP Groomi			cheryl and da	Ashle	Private Appoi
Fleitz, Wendy	Bernal, Nicol		Berman, Joe (NYSERDA)			Porubcan, As
		Lebel, Steven			Zill, Zachary	Walkthrough
Bohli	Cheng, Christopher (NYSERDA)					
Schryer, Kim A (NYSERDA)						Filisha, Mishe
	Dougherty, Sue (NYSERDA)		Carver, Robe		Genzer, Rach	

After you have selected a time, delete the rooms that you are not using from the meeting. Click the room name in the **All Attendees** list.



Next, press **Delete** on your keyboard to delete the row. Repeat this process for each room that you are not using.



Entering an Agenda

Enter an agenda or any additional details (e.g. Conference Line, WebEx Details, etc.) in the meeting message.

Send

Title

Discuss Training Plan

Required

👤 Ashley Porubcan;
👤 Knapp, Alicia A (NYSERDA);
👤 erda.rm.17cc.syracuse

Optional

Start time

Thu 1/16/2020

11:00 AM

☐ All day
☐ Time zones

End time

Thu 1/16/2020

12:00 PM

Make Recurring

Location

erda.rm.17cc.syracuse

Agenda:

1. Review revisions to IT Training Plan
2. Review SharePoint calendar changes
3. Determine next steps

<https://nyserda.webex.com/nyserda/j.php?MTID=mb2c79b9e25a4b5209759cbb055b1fb7d>
Meeting Number: 739 266 255
Meeting Password: 101
Audio: +1-415-655-0001

Be sure to consider the following points in your agenda:

- Identify and prioritize items to cover
- Ensure that each item supports the overall purpose of the meeting
- Structure your agenda to allow ten minutes at the end of the meeting for to review key decisions and action items and to allow participants to travel to their next appointments

Sending the Meeting Invitation

To send a meeting invite, click **Send** at the top of the message.

File

Meeting

Scheduling Assistant

Insert

Format Text

Review

Help

Delete

Calendar

Forward

Skype Meeting

Teams Meeting

Meeting Notes

Cancel Invitation

Address Book

Check Names

Response Options

Actions

Skype Meeting

Teams Meeting

Meeting Notes

Attendees

You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

Send

Title

Jira Project Management Training

Required


👤 Akhyar, Mubtasim (NYSERDA);
👤 Mfodwo, Augy (NYSERDA);
👤 O'Connor,

If you have reserved a conference room the system will automatically send a message from the scheduled location indicating that you have successfully secured the room.

Wed 12/18/2019 9:38 AM

erda.rm.17cc.saratoga

Accepted: Jira Project Management Training

To  Graziade, Nicholas (NYSERDA)


When Wednesday, December 18, 2019 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).

Location WebEx; erda.rm.17cc.saratoga; erda.rm.17cc.westchester

Accepted  Akhyar, Mubtasim (NYSERDA);  Mfodwo, Augy (NYSERDA);  O'Connor, Chris (NYSERDA);

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

 erda.rm.17cc.saratoga has accepted this meeting.

Your request was accepted.

Sent by Microsoft Exchange Server 2016

If the selected room is unavailable, the system will send a "declined" message from the room.