



# MRCOG Conference Room Guidelines

MRCOG welcomes all staff within the organization to use the available conference rooms for meetings, training functions and work-related events during our regular business hours, Monday through Friday, 8:00 am to 5:00 pm.

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**Purpose:** To establish guidelines for proper use of MRCOG conference rooms assigned to and / or utilized by MRCOG staff, as well as to set conference room standard practices and etiquettes.

### Available conference rooms

- **Reception Conference Room**
  - Occupancy Details: 9 chairs, 1 conference table
  - Resources: Conference call, white board, computer, large monitor, wireless internet
- **First Floor Conference Room**
  - Occupancy Details: 14 chairs, 1 conference table
  - Resources: Conference call, white board, computer, large monitor, wireless internet, coffee pot, kitchen access
- **Board Room**
  - Occupancy Details: 26+ chairs, 17 rectangular tables
  - Resources: Conference call, computer, projector, drop-down projector screen, owl camera, podium, coffee maker, wireless internet, kitchen access

### How to reserve a conference room

#### 1. View

- View the Conference Room Calendar found in Microsoft Outlook.

#### 2. Check

- Check the room's status prior to scheduling the room to view availability.

#### 3. Visit

- Visit <https://www.mrcog-nm.gov/rooms> and complete the request form.

#### 4. Include the following information when requesting a conference room:

- Name / email of meeting organizer to include in the meeting request
- Subject (name of meeting)
- Location (name of conference room)
- Start date and time
- End date and time
- Details (optional)
- Recurrence details (optional)

#### 5. Front Desk Reception will schedule the requested conference room.

**Once your meeting has been added to the Conference Room Calendar, you will receive a confirmation email.**

## Best practices

### 1. Self Service

1.1. The meeting organizer is responsible for:

- Making sure the meeting is on the calendar for applicable conference room
- Only using the allotted time scheduled for set meeting
- Identifying resource / equipment needs before the meeting begins.
- Contacting IT to request training on technology, if needed
- Arranging for food and beverages
- Arranging the tables / chairs (board room style, U-shape, classroom, hallow square, banquet, or auditorium setup)
- Closing the door when meeting is in progress
- If additional seat(s) or equipment are borrowed, making sure to return to their original location / placement
- Devices / Computer log off and monitor / TV / projector is turned off
- Ensuring conference room is returned to its original state

1.2. Restrooms are located on each floor. Drinking fountains are also located on each floor next to the restrooms.

### 2. Meeting Time

2.1. When scheduling a meeting, please schedule enough time to avoid meeting overrun – allow for adequate time for set up and clean up within regular office hours. If your meeting extends beyond the allotted time and another meeting is scheduled to begin, the organizer must adjourn the meeting and find another room to complete the meeting extension. Those meetings listed on the calendar will have priority over an impromptu meeting.

2.2. Conference rooms are for the use of MRCOG employees and take priority over outside meeting groups. Contact the MRCOG Office Manager to reserve on behalf of an outside organization. MRCOG reserves the right to cancel / refuse use of space to outside groups / organizations.

2.3. MRCOG conference rooms are not available evenings, weekends or holidays.

2.4. All meetings are subject to relocation should an emergency arise. MRCOG will make all reasonable attempts to provide as much advanced notice as possible to the meeting organizer.

2.5. Speak with the Front Desk Reception if your meeting has been rescheduled or cancelled, or if you need to request a room change. Please make any cancellations as early as possible.

### 3. Maintenance

3.1. General Cleanliness

The meeting organizer will be responsible for ensuring the conference room is cleaned of any trash, food or drinks used during the meeting. White boards should be erased and cleaned to be ready for the next user. Coffee pots should be turned off, emptied and cleaned. Any remaining handouts, agendas, etc. will need to be removed from the room and either recycled or saved in a meeting file.

3.2. Reporting

If an item is found to be broken or nonfunctioning it will be the responsibility of the meeting organizer to report. Contact Facilities / Maintenance for any repairs or clean-ups necessary, or IT for technical equipment issues / malfunctions.

3.3. Lost and Found

All items found or items lost within a conference room should be turned in to the Reception Desk.

## This Guide

The MRCOG Conference Room Calendar Guide includes instructions on how to view the MRCOG Conference Room Calendar in Microsoft Outlook.

Outlook comes in two applications:

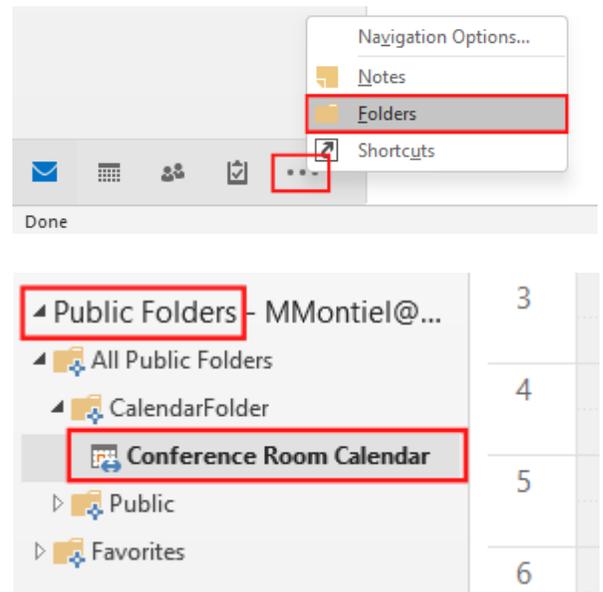
- Outlook desktop, which is installed directly on your computer
- Outlook on the web, which you access over the web

Microsoft frequently updates the design of their applications, so your version may not match exactly the descriptions provided in this guide. The following steps and screenshots may look a bit different.

## View the Conference Room Calendar

### Viewing the Conference Room Calendar in Outlook desktop client / Outlook for Windows

1. Open up Outlook, click the three dots and select **Folders** at the bottom of the navigation pane.
2. Expand out your **Public Folders** and **All Public Folders** folder until you see the calendar public folder > **Conference Room Calendar**.
3. Click on **Conference Room Calendar** to view the calendar.



### Viewing the Conference Room Calendar in Outlook on the web / Outlook Web App (OWA)

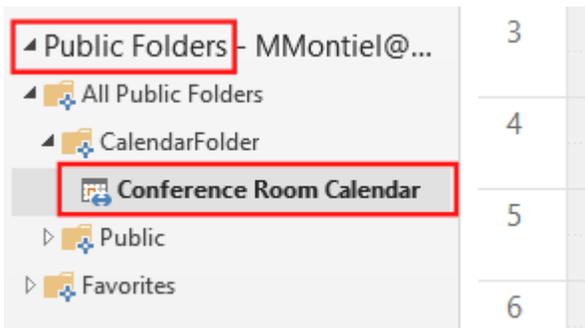
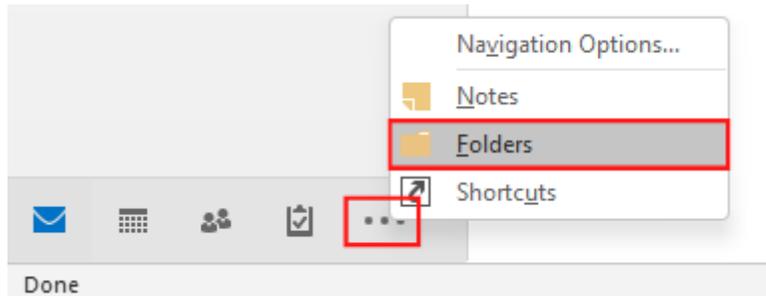
Visit section: **Open a shared calendar using Outlook on the web / Outlook Web App (OWA), page 5.**

## Add the Calendar to the list of your available calendars

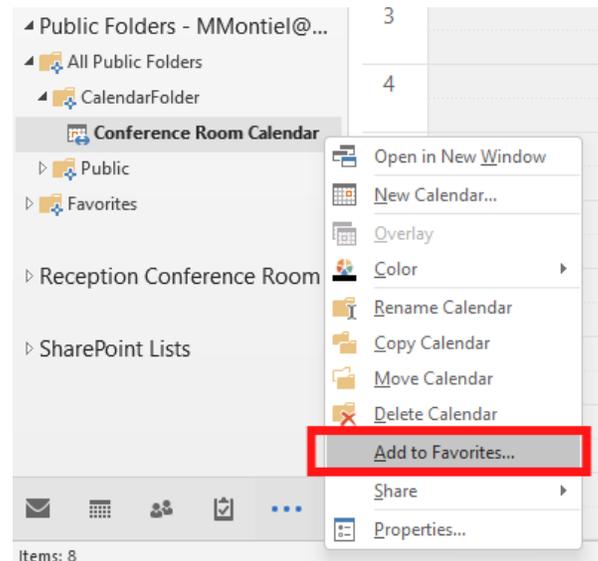
### Adding the Calendar folder in Outlook desktop client / Outlook for Windows

Each user will now need to add this calendar folder to their Outlook favorites which will allow them to see the contacts list in Outlook. To add the folder to their favorites each user will need to do the following.

1. Open up Outlook, click the three dots and select **Folders** at the bottom of the navigation pane.
2. Expand out your **Public Folders** and **All Public Folders** folder until you see the calendar public folder > **Conference Room Calendar**.



3. Right click the **Conference Room Calendar**, then select **Add to Favorites**.



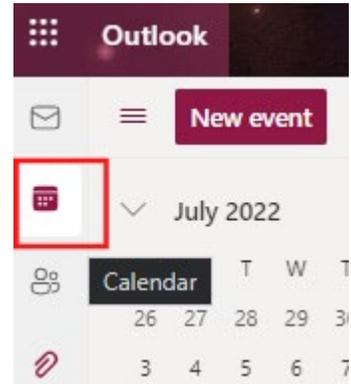
This will allow the you to view the shared Conference Room Calendar while in calendar view.

**NOTE:** The calendar may not show up right away in your Favorites / Others category. It may take a few hours to show up.

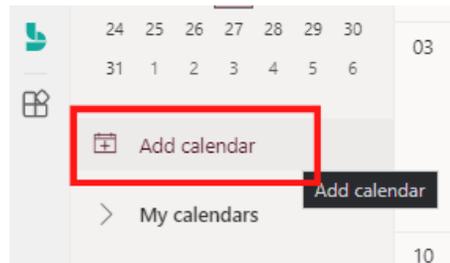
## Open a shared calendar using Outlook on the web / Outlook Web App (OWA)

To display and start using the shared calendar in OWA you need to open it from a directory. To do that:

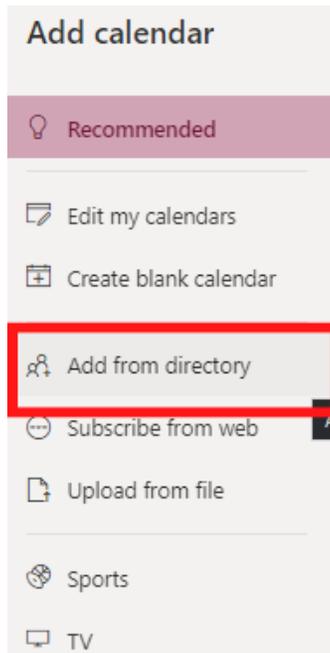
1. Sign in to your Microsoft 365 account using a Web browser.
2. Go to the calendar view. You can access it from the left icon menu in Outlook on the web by clicking the **Calendar** icon.



3. Click **Add calendar**.



4. Select **Add from directory**.



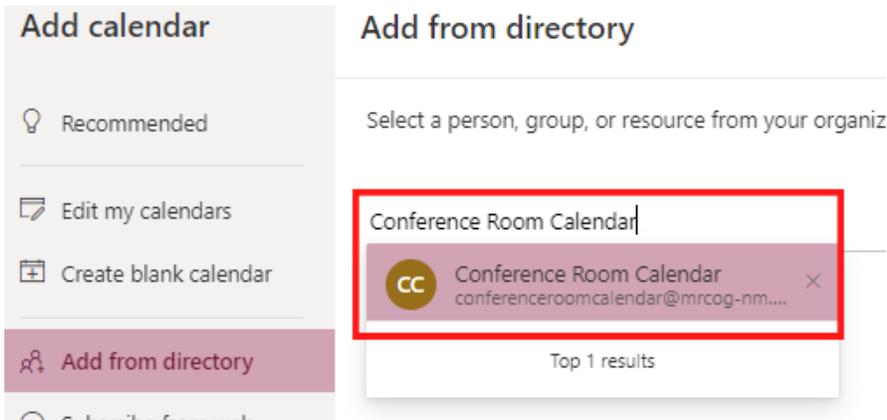
# Teamwork makes the dream work.

Search the People directory and see your team's availability on your calendar.

**Add from directory**

5. In Add from directory, type:

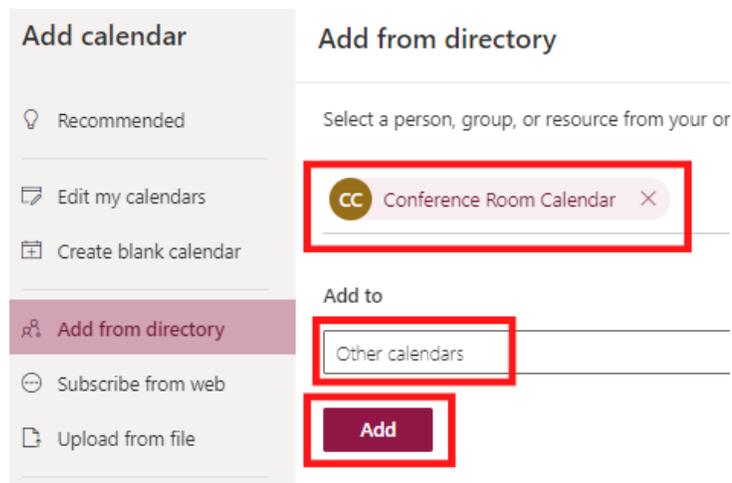
**Conference Room Calendar** (conferenceroomcalendar@mrcog-nm.gov).



6. Select the **Conference Room Calendar**.

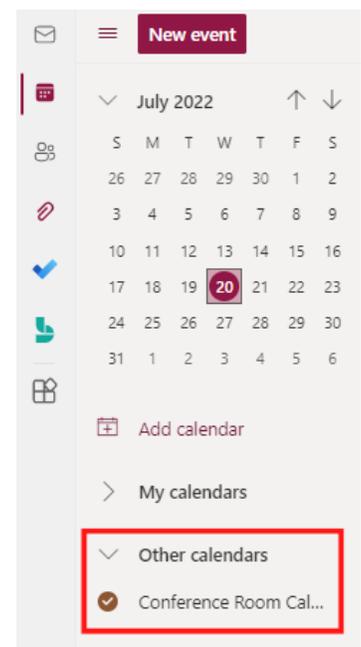
7. From the **Add to** section drop down menu, select **Other calendars**.

8. Click **Add**.



**The Conference Room Calendar should now appear in your calendar folder list under Other calendars** in the left navigation panel. You can click the name to toggle between displaying the calendar and hiding it.

To remove a calendar from the list in the left navigation column, right-click the calendar name, then select **Remove**.

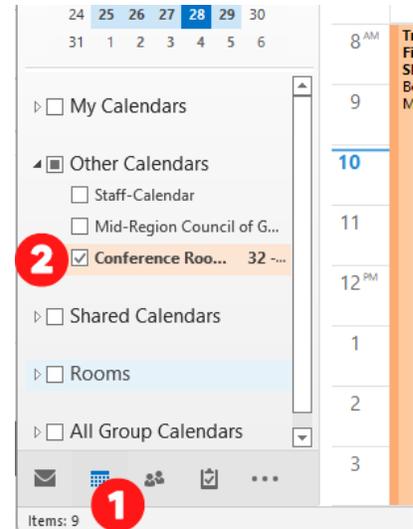


## Viewing the calendar

### View or hide contents of the calendar from Other Calendars in Outlook desktop client / Outlook for Windows

To view the Conference Room Calendar:

1. Select the **calendar icon** at the bottom left to view the calendar navigation pane.
2. Expand **Other Calendars**.
3. Check the checkbox before **Conference Room Calendar** to view the contents of the calendar.



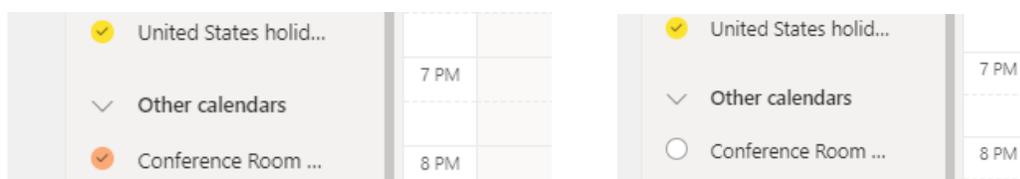
To hide the contents of the Conference Room Calendar:

1. To remove a calendar from view, clear its check box in the **Calendar Navigation Pane** or click **Close** (the 'x') on the calendar tab.



### View or hide contents of the calendar in Outlook on the web / Outlook Web App (OWA)

From the calendar view left navigation panel, click the name to toggle between displaying the calendar and hiding it.



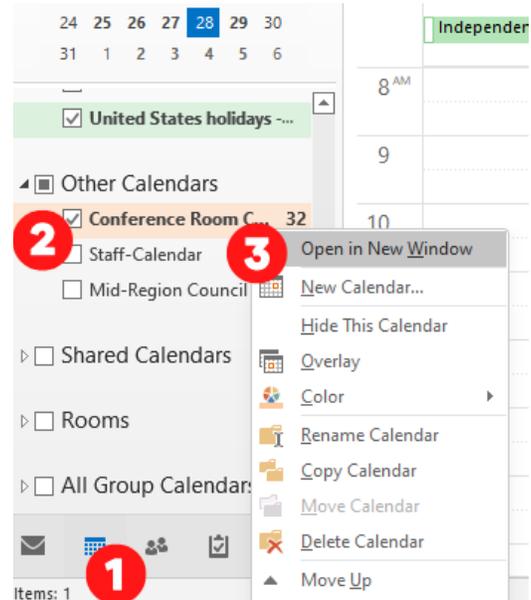
## View multiple calendars at the same time

You can see multiple calendars at the same time side-by-side or combined into a stacked overlay view to help you see availability across calendars.

### View multiple calendars in Outlook desktop client / Outlook for Windows

#### Open a calendar in a new window

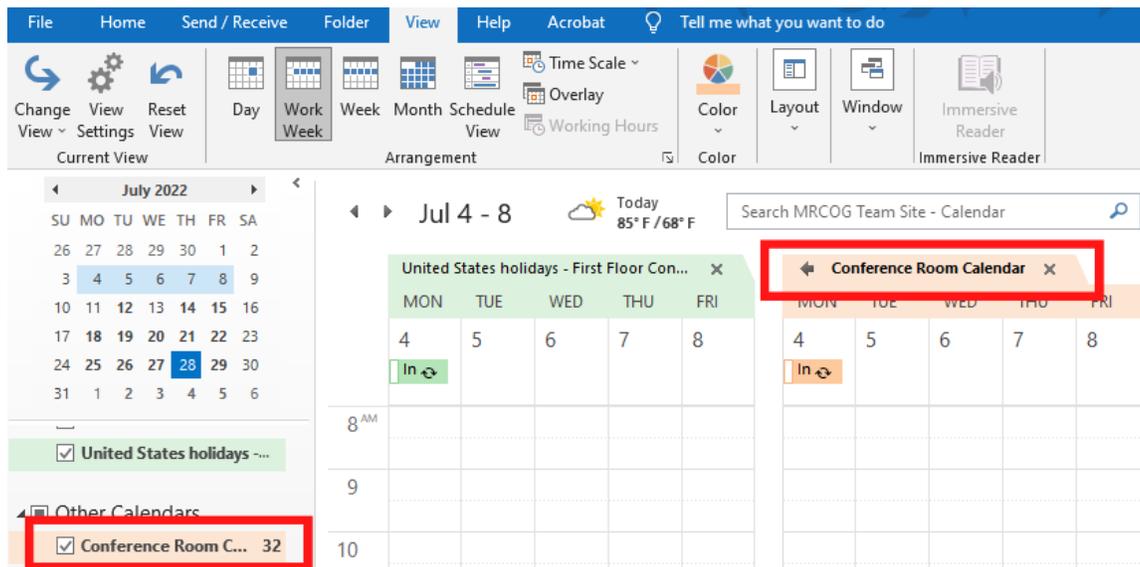
1. Select the **calendar icon** at the bottom left to view the calendar navigation pane.
2. Right-click the name of the calendar that you want to view.
3. Click **Open in New Window**.



#### Open a calendar in side-by-side view

1. Select the **calendar icon** at the bottom left to view the calendar navigation pane.
2. In the **Calendar Navigation Pane**, select the check box of another calendar that you want to view.

The calendar that you selected opens next to the calendar that is already displayed.

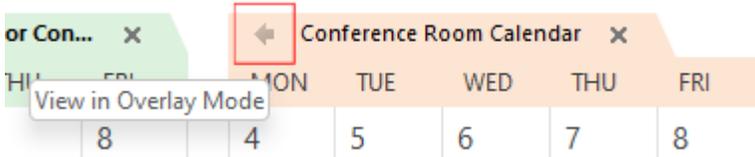


## Overlay the calendars

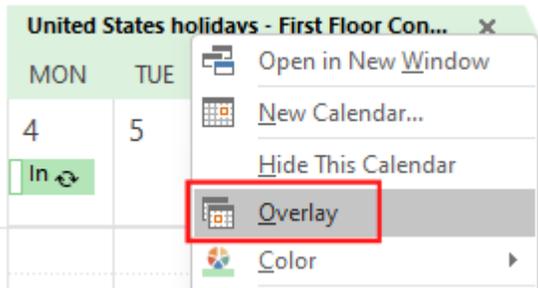
1. From the **Calendar Navigation Pane**, select the check box of another calendar that you want to view.

The calendar that you selected opens next to calendar that is already displayed. Each successive calendar opens next to the one most recently opened.

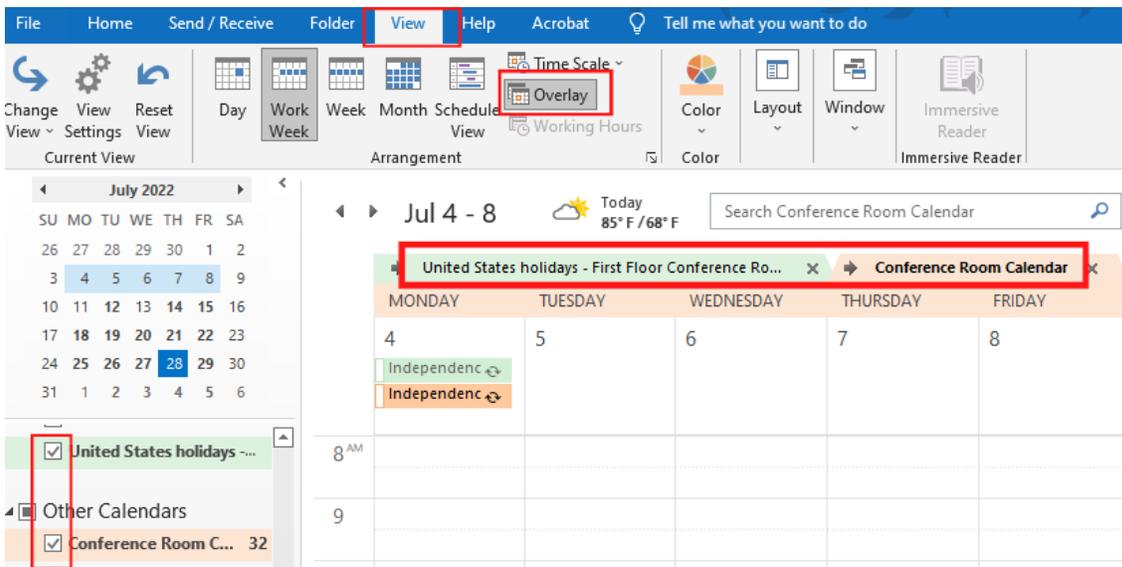
2. There are three different ways to overlay the calendars:
  - a. On the calendar tab, click the **View in Overlay Mode** arrow icon.



- b. Right-click on any calendar tab and select **Overlay**.



- c. From the top **View** menu, click **View > Arrangement > Overlay**.

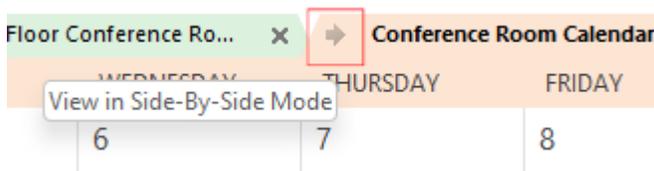


That calendar is now in overlay mode with the one you opened first — usually your default calendar.

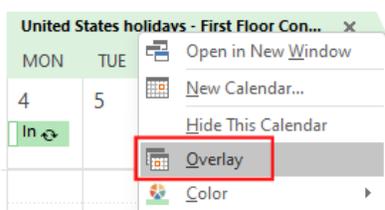
## Remove a calendar from the overlay stack

There are three different ways to remove a calendar from the overlay stack:

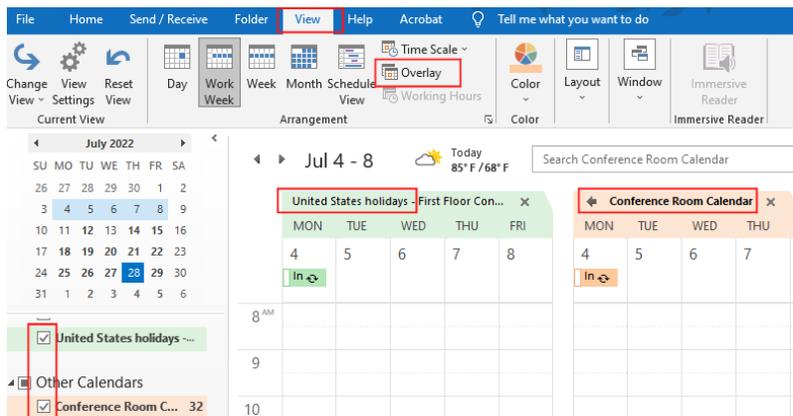
1. From the **Calendar Navigation Pane**, on the tab of the calendar that you want to remove from the overlay stack, click the **View in Side-by-Side Mode** arrow icon.



2. Right-click on any calendar tab and de-select **Overlay**.



3. From the top **View** menu, click **View > Arrangement > Overlay**.



The tab moves back to the right. The calendar that you selected no longer appears in overlay mode.

## View multiple calendars in Outlook on the web / Outlook Web App (OWA)

From the calendar view left navigation panel, click the name to toggle between displaying a calendar and hiding it.

