Scheduling BCC room(s) with Outlook desktop client

1. Navigate to the Outlook calendar view

2. Click 

3. There are two methods to select a room

METHOD ONE

1. Select BCC Conference Rooms from the Show a room list from the Room Finder

![Room Finder](image)

2. Click the desired room from the list, the room will be inserted in the field AND the Location field

METHOD TWO

1. Click 

![Select Rooms: All Rooms](image)

2. Type

3. Click the desired conference room from the list

4. Click 

5. Click , the room will be inserted into the field AND the Location field
Scheduling BCC room(s) with Outlook web client

1. Navigate to the Outlook calendar view

![Calendar event](image)

2. Click

3. There are two methods to select a room

**METHOD ONE**

1. Click in the “Add a location or a room” field

![Add room](image)

2. Click , the BCC room will be listed

3. Click the desired room from the list

**METHOD TWO**

1. Type Conference room, bu in the “Add People” field

![Add people](image)

The list of rooms will be displayed

**Issue:** When end user is utilizing the web client (Eppley Institute mandated the sole use of web Outlook client and all end users can schedule meeting off campus) the Nebraska Medicine naming standard for the conference room name is cut off in both methods (Add Room or People).