This guide is for quick reference. More details are available online on the EMS Documentation Website in the [EMS for Microsoft Outlook User Guide](https://success.emssoftware.com/Content/EMSforOutlook/UserGuide/UseEMSforOutlook.htm) section.

Create a Meeting with the EMS for Desktop Outlook Add-in

1. A screenshot of a phone

   Description automatically generatedOpen Outlook and select **New Meeting**.
2. Complete the meeting information: Title, Attendees, Start and End Date/Time.

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Description automatically generatedSelect the ***EMS Room Manager*** icon in the ribbon menu.

1. Select the template for your request.

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1. Select either the List View or the Schedule View.

**List View** shows rooms available for the selected date and time.

If filter items are selected, the list view shows rooms that fit the filter criteria.

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**Schedule View** show all rooms in the selected building.

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1. Select the Green + button next to the name of your preferred room(s).

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1. Enter the Setup Type and count (if required) for each room you select and click ***Done***.

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1. Click to the Services tab if available to add services.

Selected services display on the right in the Services Cart.

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1. Complete the Additional Information tab if available.

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1. Click ***Send*** in the EMS Room Scheduling window.

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###### Manage your Bookings:

###### Date, time, room location and service changes are managed in the EMS Room Manager function of Outlook or in the EMS Web App or EMS Mobile under My Events.

###### EMS for Outlook Helpful Information:

**Click on the name of a room to see room details, setup types, features and images**

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Select Schedule View to see meetings booked in other spaces for the day. Hover over each booking for more details.

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Use filters to display a list of room that fit your meeting needs.