

To reserve space in the MMM studio, follow these steps:

- 1) Open **Outlook** and click on the **Calendar** icon. Then click on the **Meeting** button.
- 2) Begin typing the room name you wish to reserve in the **To:** field

There are 6 reservable rooms (see preview below of how they appear in Outlook):

Kellogg Ford MMM Conf Rm 1.330
Kellogg Ford MMM Group Rm 1.315
Kellogg Ford MMM Group Rm 1.319
Ford Breakout Room 1.321
Ford Breakout Room 1.325
MMM 1.327

Directory

Kellogg Ford MMM Conf Rm...	RM-KSM-FordMMM1330@e...
Kellogg Ford MMM Group R...	RM-KSM-FordMMM1315@e...
Kellogg Ford MMM Group R...	RM-KSM-FordMMM1319@e...

- 3) Click on the desired room name and it will populate the To: field and Location: field
Once the meeting is created, with the accurate time and date details, **send it to the room** (see example below)

The screenshot shows the Outlook Meeting Organizer interface. The 'To:' field contains 'Kellogg Ford MMM Group Rm 1-315 (6)'. The 'Location:' field contains 'kellogg ford'. A 'Directory' dropdown menu is open, showing three options: 'Kellogg Ford MMM Conf Rm...' (RM-KSM-FordMMM1330@e...), 'Kellogg Ford MMM Group R...' (RM-KSM-FordMMM1315@e...), and 'Kellogg Ford MMM Group R...' (RM-KSM-FordMMM1319@e...). The interface includes a toolbar with various meeting-related icons and a header area with window controls and a title bar.

- 4) For rooms 1.330, 1.315, & 1.319, the reservation will be accepted or declined immediately, based on availability. You will receive an email confirming or declining the request. For rooms 1.321, 1.325, & 1.327, the reservation will be routed to a MMM staff member for approval. You will receive an email confirming or declining the request after it has been reviewed.
- 5) If you are unable to pull the rooms up in Outlook when creating a meeting, or if you are experiencing other technical difficulties, please let a MMM staff member know and they will work with you to resolve the issue.