Instructions for Scheduling Training Rooms

1. Go to calendar.
2. From the menu bar, select "New meeting request."
   (The "Untitled – Message" box will appear.)
3. On the "To" address line, type the desired room name, i.e. Macon Training Center – Atlanta Room. (If there is a problem, see step 4.)
4. Go to Address Book and type "Macon Training Center", and select from the list.