2. Click on **Calendar**.
3. Click **New Appointment**.
4. Type your subject into the Subject field.
5. Set the correct start time and end time.
6. Click on **Scheduling Assistant**.
8. Click the **Add Rooms** button.
7. Select your conference room from the list.
8. Click the **Rooms** button to choose your room.
9. Click **OK**.
10. Click **Send** to save the appointment.