**Using RSO365**

RSO365 allows users to filter for meeting spaces and resources they need within the familiar scheduling tool of Microsoft Outlook. Because the filtering process is data-driven, unique attributes configured in a user's Exchange are available.

**NOTE: The Swap Resource functionality are not useable once the interface is installed. Additionally, you cannot add services (example: A/V) in Outlook with the interface.**

**Opening RSO365 in Outlook Desktop App**

1. Using your preferred workflow, open an Appointment or Meeting event.
2. Click the add-in displaying in the main ribbon.

**Result:** A side menu displays.

**Opening RSO365 in Outlook Web App**

1. Using your preferred workflow, open an Appointment or Meeting event.
2. In the Calendar window menu, click the ellipsis (), then select **Find a Room**.
**Note:** if you don't see a menu with an ellipsis, click "More options" to expand the Calendar window.

**Result:** A side menu displays.

**Tip:** to add the "Find a Room" add-in to the main list of icons at the top of the Calendar window, complete the following steps:

* 1. From the top toolbar, click the **Settings** icon > **View all Outlook Settings**.
	2. Next, select the **Calendar** tab > **Customize actions**.
	3. Select the "Find a Room" check box. To change the order in which these icons appear, select them in a different order.
	4. **Save**.

**Create a New Meeting**

1. Open a new meeting or appointment event in Outlook, then enter basic meeting details, such as Title, Description, and Attendees.
**Note:** Users can fill out these fields in Outlook before or after opening RSO365.
2. When you're ready to find a meeting space, open RSO365 in the Outlook platform.
3. From the **Find** section, choose a resource to filter by enabling its radio button.
4. Set a Capacity value, if needed.
5. Next, expand the location you want and select the appropriate group, for example *First Floor*, from the expandable list.
6. Click **Search** to view spaces that have the resources requested.
7. Click the space name you want, then **Reserve** to add it to the event window in Outlook. A link to the Resource Scheduler is also added to the body of the event information.

**Update an Existing Meeting**

Select an existing meeting in either the Outlook desktop or web application. Click the RSO365 add-in and, using the same steps as when creating a new meeting, update the meeting.