1. **Open Outlook:** Launch the Microsoft 365 Outlook app on your device.
2. **Navigate to Calendar:** Click on the "Calendar" icon located at the bottom left corner of the Outlook window. This will open your calendar view.
3. **Create a New Meeting:** Click on the "New Meeting" button or select a time slot on the calendar to create a new meeting.
4. **Add Attendees:** In the new meeting window, add the email addresses of the attendees in the "To" field. You can also add them from your contacts list.
5. **Set Date and Time:** Choose the date and time for the meeting by clicking on the appropriate fields and selecting the desired date and time from the calendar and dropdown menus.
6. **Add Location:** In the meeting window, you should see a field labeled "Location" or "Place." Click on this field to enter the location of the meeting. You can type in the address or name of the location.
7. **Set Reminder (Optional):** If you want to set a reminder for the meeting, you can do so by clicking on the "Reminder" dropdown menu and selecting an appropriate option.
8. **Add Meeting Details (Optional):** You can add additional details about the meeting in the body of the email. This could include the agenda, meeting objectives, or any other relevant information.
9. **Send the Meeting Invitation:** Once you have filled in all the necessary details, click on the "Send" button to send the meeting invitation to the attendees. They will receive an email with the meeting details and can accept or decline the invitation.
10. **Accepted Email:** Once you send the invitation, you will get an email back with a approved/denied request on the room within a few minutes with the exception of Rooms 201A, 216A, and 216B, which will need to be approved by the President's Office.

ATC	Seats in Room		Caperton	Seats in Room		Aviation	Seats in Room
PCTC 201A	14		CAP 148	100		AVI 120	6
PCTC 200K	8		CAP 149	100			
PCTC 216A	No Limit						
PCTC 216B	No Limit						
PCTC 113	14						
PCTC 222A	12						
PCTC 205	6						