

1. **Log in to Outlook:** Open your web browser and navigate to Outlook on the web (<https://outlook.office.com>).
2. **Go to Calendar:** Click on the "Calendar" icon located at the bottom left corner of the Outlook window to access your calendar.
3. **Create a New Meeting:** Click on the "New event" button located at the top left corner of the calendar view. This will open a new event window.
4. **Add Attendees:** In the new event window, enter the email addresses of the attendees in the "Invite someone" field. You can also select attendees from your contacts list by clicking on the "People" icon.
5. **Set Date and Time:** Choose the date and time for the meeting by clicking on the "Start time" and "End time" fields and selecting the desired date and time from the calendar and dropdown menus.
6. **Add Location:** In the event window, you should see a field labeled "Location." 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 "Add a reminder" dropdown menu and selecting an appropriate option.
8. **Add Meeting Details (Optional):** You can add additional details about the meeting in the "Add a message to attendees" field. 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 located at the top of the event window 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 | | | | | | |