RESERVE A CONFERENCE ROOM

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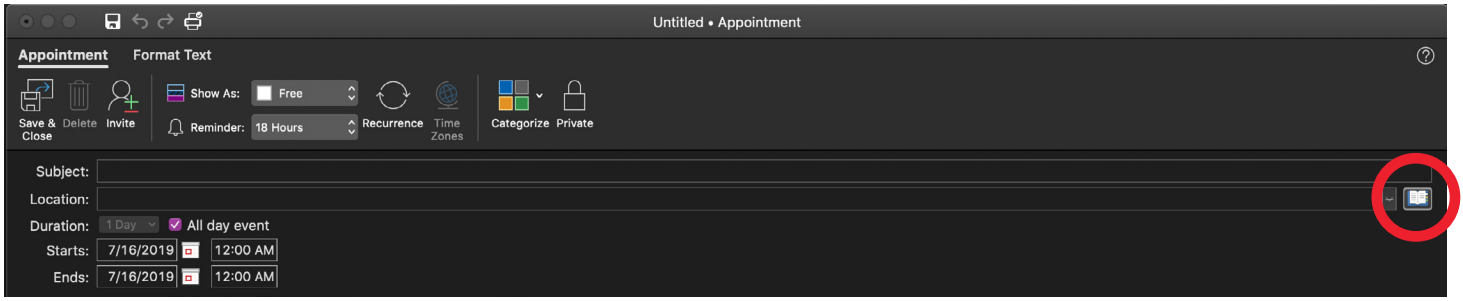
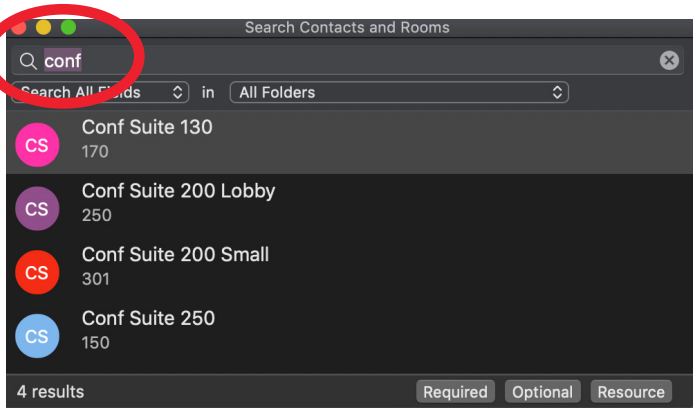
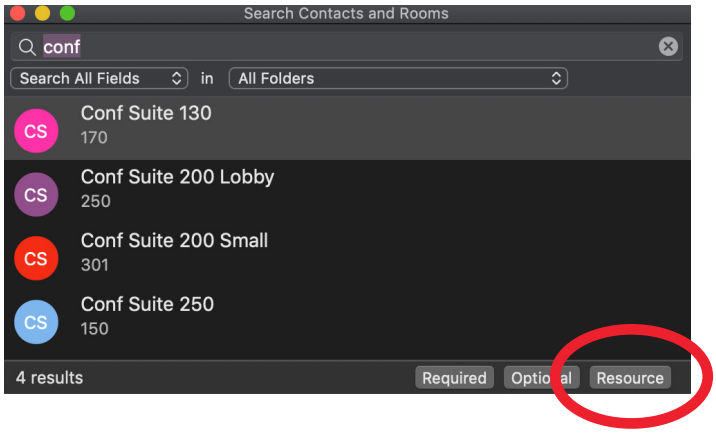


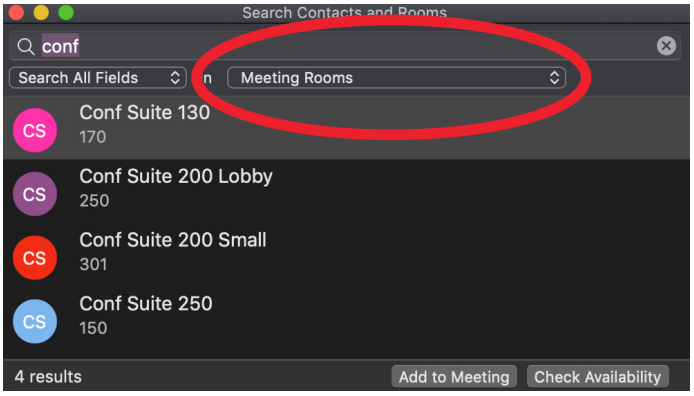
1 BEGIN CREATING A NEW APPOINTMENT OR MEETING AND CLICK THE LOCATION DIRECTORY ICON



2 TYPE "CONF" INTO THE SEARCH POP-UP



3 PICK YOUR CONFERENCE ROOM AND CLICK "RESOURCE"



DID YOU KNOW?

You can check a conference room's availability by searching "conf" in All Fields: Meeting Rooms, then click "check availability"

FOLLOW OUR TMG CORPORATE CALENDAR

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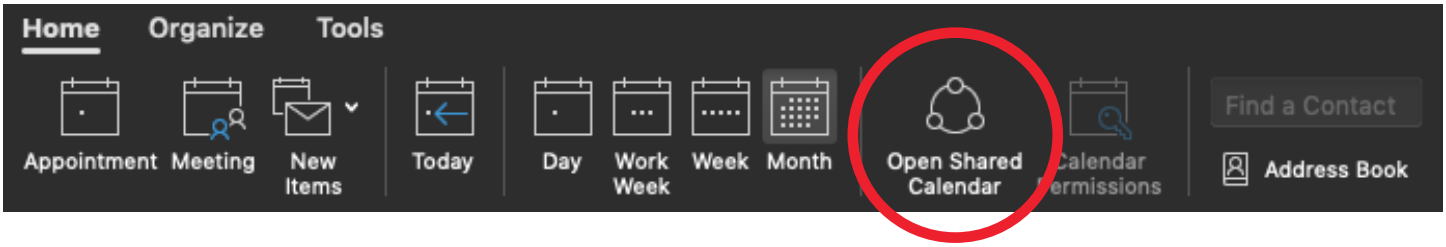
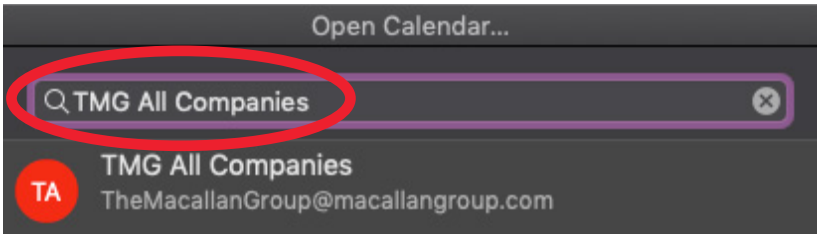
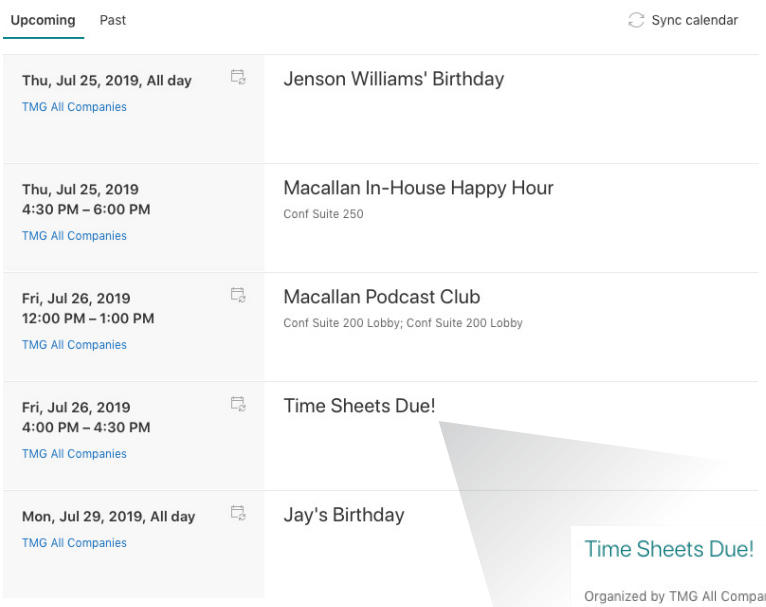
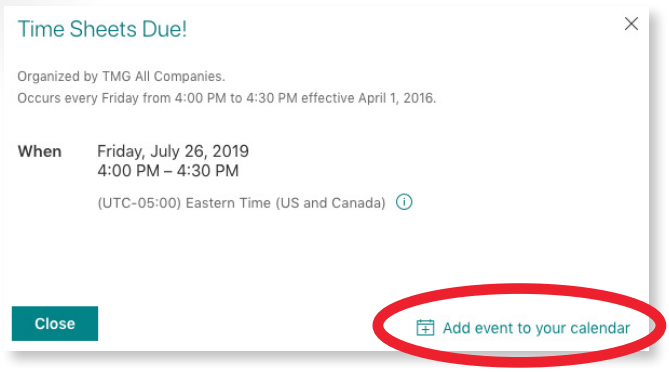


1 *CLICK "OPEN SHARED CALENDAR" IN THE HOME TAB*



2 *TYPE "TMG ALL COMPANIES" INTO THE SEARCH POP-UP AND CLICK "OPEN"*





DID YOU KNOW?

You can also view the TMG Corporate Calendar on our new **SharePoint site!**

You can add company events to your personal calendar by clicking the event's name and selecting "Add event to your calendar."