

1. Getting Started

- Training goals
- Benefits
- Understanding different user roles
- Launching Meeting Room Manager
- Editing your profile
- Meeting Room Manager interface
 - Reservation grid
 - Grid view selections
 - Filters
 - Color legend
 - Search form
 - My location
 - Printing
 - Help

2. Simple Reservation Tasks

- **Create a reservation**
- **Using the reserve icon**
- **Recurring reservations**
- **Finding available reservations**
- **Multiple resource reservations**
- **Attendees tab**
- **Meeting Room Manager address book**
- **Requirements tab**
- **Invoice tab**
- **Request services**
- **Meeting conflict resolution**

3. Advanced Reservation Tasks

- Edit / delete reservations

- Priority reservations
- Create a wait list entry
- Individual reservation reassignment
- Email reminders

4. Using Outlook

- Sending non-bi-directional invitations via Outlook (Pro)
- Scheduling bi-directional meetings via outlook
 - Setting up / testing connections
 - Importing meetings
 - Viewing changed reservations
 - Launching and scheduling within the Outlook plug-in
 - Inviting and updating attendees

5. Finding Data

- Search for reservations
- Search for resources
- Filters
- Apply a location filter
- Apply a resource or reservation filter
- Apply a custom filter