

The Archdale building conference room reservations will be made through Outlook calendars instead of the employee resources Intranet website. To reserve a conference room, simply open the room you need in the Outlook calendar using the “Open Calendar” option then select “Open Shared Calendar” (see images below), key in the name of the room, select the timeframe you will need the room, then invite meeting attendees. Below is a list of the Archdale conference rooms to choose from when booking through Outlook calendars:

- DENR_Archdale-Conf Rm-1106Z-South- 18 seats
- DENR_Archdale-Conf Rm-1109-North- 25 seats
- DENR_Archdale-Conf Rm-1219Q- 10 seats
- DENR_Archdale-Conf Rm-1242E- 6 seats
- DENR_Archdale-Conf Rm-1313R- 8 seats
- DENR_Archdale-Conf Rm-1342A- 20 seats
- DENR_Archdale-Conf Rm-640B-C- 11 seats
- DENR_Archdale-Conf Rm-742A- 17 seats
- DENR_Archdale-Conf Rm-917- 20 seats

