



**Department:** Administration

**Policy Effective:** 2026

# Conference Room Calendars

## Policy Statement

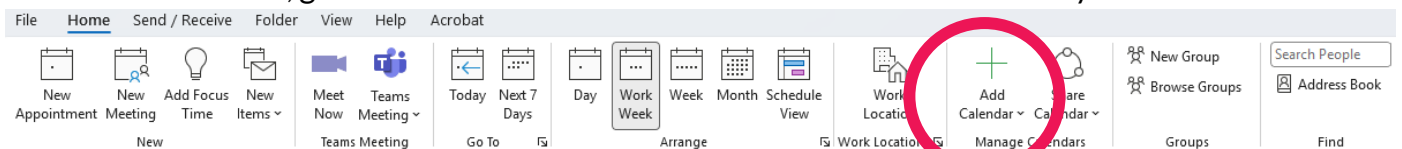
CEO has established this policy and the following procedures to ensure equitable, efficient space use of our conference rooms by setting clear booking rules, capacity limits, arrangement limits and maintenance expectations.

This includes the following guidelines:

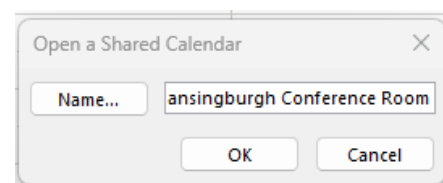
- All Conference room reservations must be placed through the [CEO Intranet](#)
- Conference rooms should be reserved as soon as possible
- Staff/programs must get a confirmation that the room is secured prior to finalizing an event or use of the space, including the booking of outside presenters or adding attendees.
- Conference rooms are limited to their described technology options and set up. \*  
*\*Additional technology needs or set up arrangements may be possible if pre-approved by Administration.*

## Procedure: Accessing the Calendars - Classic Outlook

In the calendar, go to the toolbar and select Add calendar > from directory



Choose, “shared calendar” and type in the name of the calendar. Example: “Lansingburgh Conference Room” and click OK





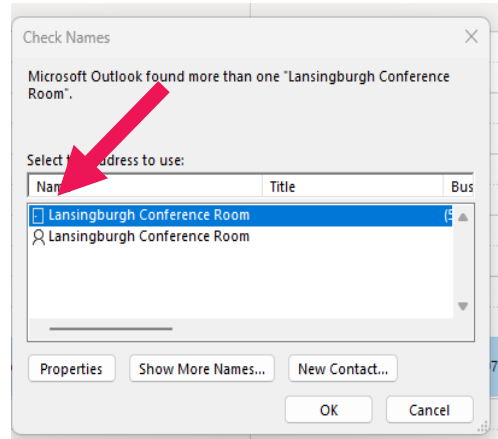
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Both the Rensselaer and the Lansingburgh Conference Rooms have 2 different profiles in Outlook. One for TEAMS and one for the room. Select the one with the door icon and click OK.

The calendar should now be added to the left side menu under “Shared Calendars” or “My Calendars”

Continue the process to add each calendar:

- Grafton Conference Room
- Troy Conference Room
- Lansingburgh Conference Room
- Nassau Conference Room
- Rensselaer Conference Room
- Berlin Conference Room
- Bridge Pavillion



## Procedure: Accessing the Calendars - New Outlook

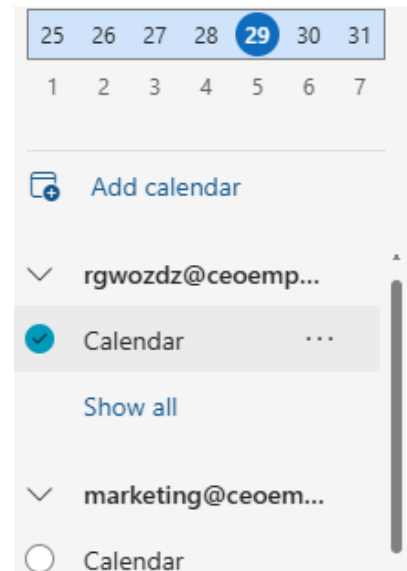
In the calendar, left side navigation pane and click Add calendar

Click Add from the directory

Teamwork makes the dream work.

Search the People directory and see your team's availability on your calendar.

Add from directory





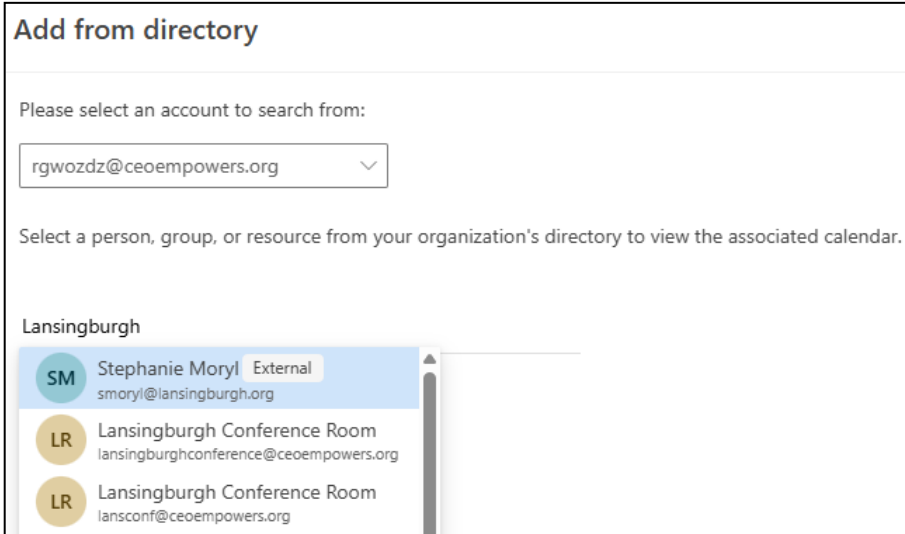
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Select your account and then type in the conference room name to add.

As stated previously, the Lansingburgh and Rensselaer Conference rooms have two profiles. One for the room, one for TEAMS. Please select the fully written out name for the room, i.e.

Lansingburghconference@ceoempowers.org

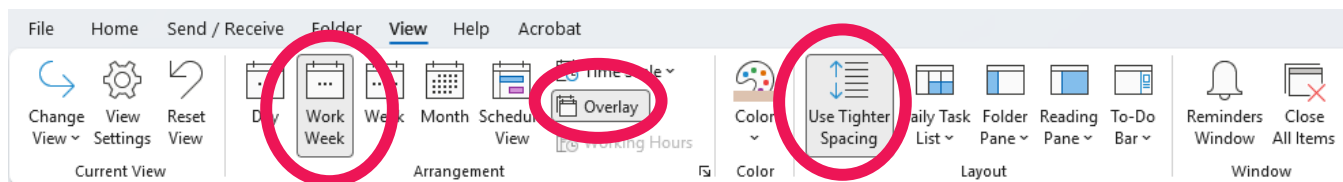


Continue the process to add each calendar:

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## Procedure: Printing the Calendars - Classic Outlook

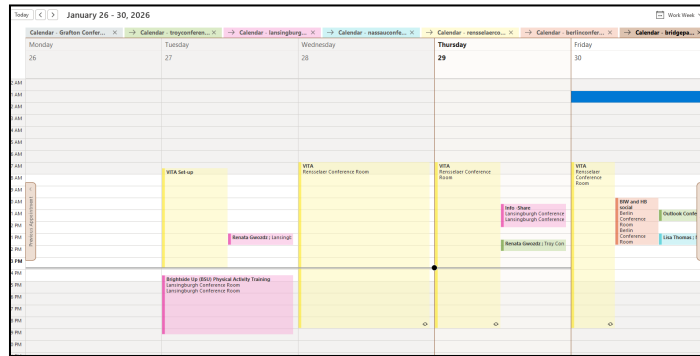
Start by overlaying the calendars to view all at once. Select Work Week and Overlay. It also helps to Use Tighter Spacing



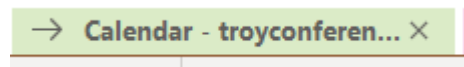


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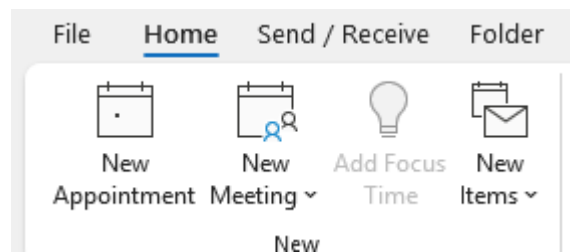
This should be your new view:



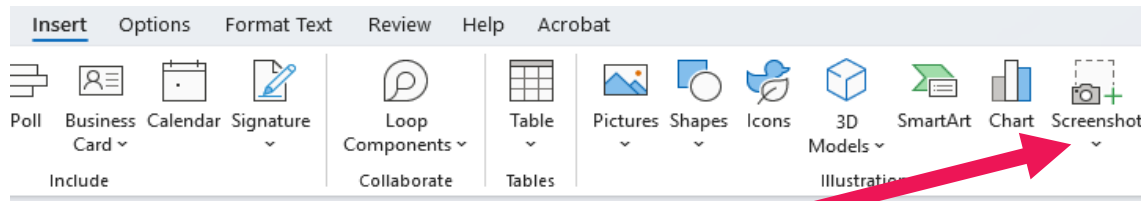
You can click the arrows on each calendar to separate them or reconnect them.



Click **New Item > Email Message** under the **Home** tab.



In the new message window, place the cursor in the body of the message.



Then, switch to the **Insert** tab and click **Screenshot**.

Available windows will include the linked calendars. Select and it will be added to the email. Print email or save the screen shot as a PNG to print.

You could also use this to share the schedule with staff directly as an email!



## Procedure: Printing the Calendars - New Outlook

Start by selecting the calendars (use check box) that you would like to print.

In select the view you would like; such as “work week” and “split view” in the top navigation bar.

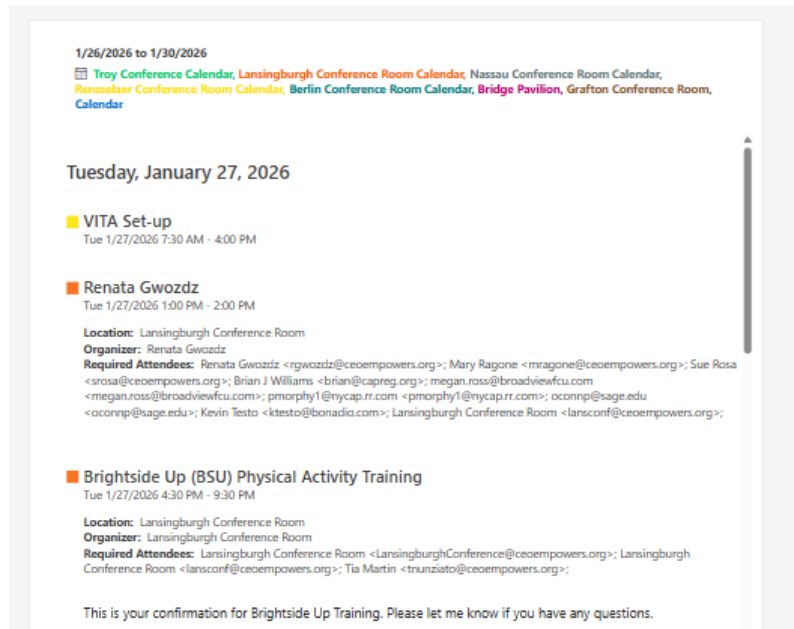
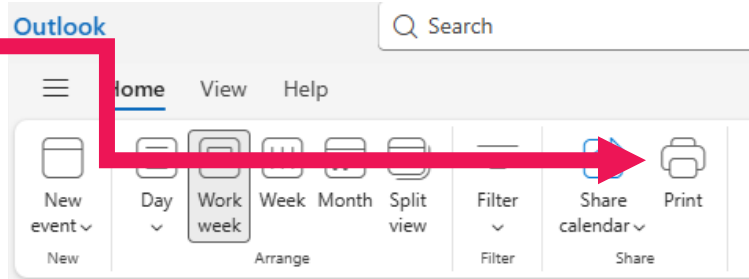
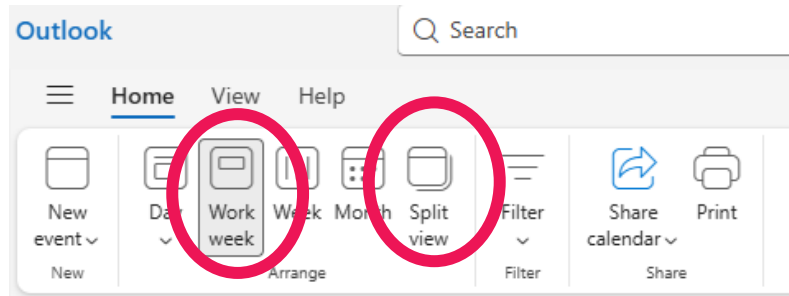
Select print in the top navigation bar.

A new window will open with options:

- Calendar
- View
- Layout
- Time range

Select the options of your choice and click Print at the bottom.

There is an option to check “Print detailed agenda” which will print the calendar items as well as all details inside the event.



## Additional Documents

Conference Room Reservations: <https://intranet.ceo-cap.org/resources/administration/>