Locating the Conference Room Booking Outlook Folders
REVISED 7/17

Method 1: Desktop Shortcut
The new shortcut path **must be personalized with your e-mail address**; you will edit the paths to include your e-mail address

Conference Room Shortcut

1. **Personalize the Path**
    a. Copy the CONFERENCE ROOM path, including the quotation marks: "C:\Program Files\Microsoft Office\root\Office16\OUTLOOK.EXE" /select "outlook://Public Folders – [sample@partners.org/All](mailto:sample@partners.org) Public Folders/Partners/MGH/Social Services/ Conference Room 037"
    b. Paste into a Word document to edit (or any program you'd like to use to edit)
    c. Edit the e-mail address - type your MGH e-mail address over the sample e-mail address
        i. It will look like this "C:\Program Files\Microsoft Office\root\Office16\OUTLOOK.EXE" /select "outlook://Public Folders – [eforman@partners.org/All](mailto:eforman@partners.org) Public Folders/Partners/MGH/Social Services/ Conference Room 037"
    d. Copy the new personalized path

2. **Create Shortcut**
    a. Right-click on your desktop and select New > Shortcut
    b. In the "Type the location of the item:" field, paste the new personalized path then click Next
    c. Type a name for this shortcut- name it as desired (e.g., SS Conf Room) then click Finish

Group Room Shortcut
1. **Repeat steps above for the Group room- EXCEPT in Step 1 use the path:**
"C:\Program Files\Microsoft Office\root\Office16\OUTLOOK.EXE" /select "outlook://Public Folders - sample@PARTNERS.ORG/All Public Folders/Partners/MGH/Social Services/Group Conference Room 023"

Having difficulty?
1. If you are unsuccessful **e-mail** Charles Reeves
2. By request he will create the shortcuts and place them in our shared folder (I drive) where you can copy

Method 2: Navigate through Outlook

You can also get to the conference room booking calendars by going into Outlook and drilling down from Public Folders.

Click on : (on the lower left side …. Under your mail folder in Outlook)
  Open   1) Public Folders
           2) All Public Folders\
           3) Partners\
           4) MGH\
           5) Social Services\
           6) GROUP Conference Room 023 or Conference Room 037