



Quick Guide for Scheduling Tenant Conference Rooms At Natural Resources Headquarter Building

Tenant Conference Rooms on Floors 3-20 at National Resources Headquarters

The Natural Resources building has approximately 120 conference rooms. These conference rooms are known as “Tenant Conference Rooms” and located on floors 3 through 20. These rooms can be directly scheduled for use by any agency departmental employee through Microsoft Outlook. In some cases, a room is dedicated only to a given department and cannot be scheduled by anyone outside of that organization. The Natural Resources headquarters building’s conference rooms are listed in your Outlook Global Address as NRHQ xx-xxx (i.e., NRHQ 20-103 is conference room on 20th floor room number 20-103).

Scheduling a Tenant Conference Room

Scheduling is done through Outlook, the departmental email software use. The usual process is to create a meeting and then assign a “location” to that meeting. By assigning a room to a meeting, you are reserving that room for the duration of that meeting. When you create a meeting, select the “Location” button to open-up list of rooms.

Title: Sharing of New Building Resources

Required: _____

Optional: _____

Start time: Mon 8/2/2021 2:00 PM Pacific Time (US & Canada)

End time: Mon 8/2/2021 2:30 PM Pacific Time (US & Canada)

Location: | _____

This opens up your departmental list of rooms. Change the “Address Book” selection to “Global Address List” to see the full list of rooms. Enter NRHQs into the “Search” criteria to quickly access the list of Natural Resources Headquarters’ tenant conference rooms.

Select Rooms: Global Address List

Search: Name only More columns

Address Book: Global Address List - Sarb.Takhar@water.c

nrhq Go Advanced Find

Name	Title	Business Phone	Location	Department
<input type="checkbox"/> NRHQ 20-103 (Serpentine Room)			Room 20-103	CNRA
<input type="checkbox"/> NRHQ 20-104 (Mohave Room)			Room 20-104	CNRA
<input type="checkbox"/> NRHQ 20-105 (Farallon Room)			Room 20-105	CNRA
<input type="checkbox"/> NRHQ 20-400 (Trestles Room)			Room 20-400	CNRA
<input checked="" type="checkbox"/> NRHQ 3-202 (Silver Lake Room)				Energy
<input checked="" type="checkbox"/> NRHQ 3-203 (Goose Lake Room)				Energy
<input checked="" type="checkbox"/> NRHQ 3-213 (Donner Lake Room)				Energy
<input checked="" type="checkbox"/> NRHQ 3-214 (Lake Elsinor Room)				Energy
<input checked="" type="checkbox"/> NRHQ 3-215 (Eagle Lake Room)				Energy
<input checked="" type="checkbox"/> NRHQ 3-400 (Lake Tahoe Room)				Energy
<input checked="" type="checkbox"/> NRHQ 3-411 (Clear Lake Room)				Energy
<input type="checkbox"/> NRHQ 4-103				DWR
<input type="checkbox"/> NRHQ 4-201 (Reservoir Room)				DWR
<input type="checkbox"/> NRHQ 4-202 (Levee Room)				DWR
<input type="checkbox"/> NRHQ 4-206				DWR
<input type="checkbox"/> NRHQ 4-211 (Aqueduct Room)				DWR

You may then select the desired room. Note: You can check the available of any tenant conference room(s) the same way you check available for any other employee or outlook resources.