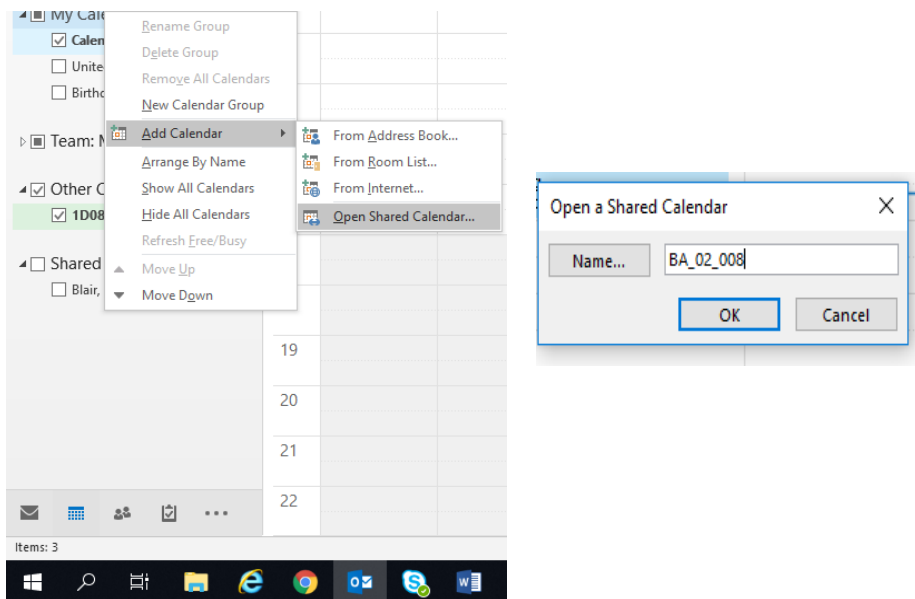


Booking a Room using Outlook

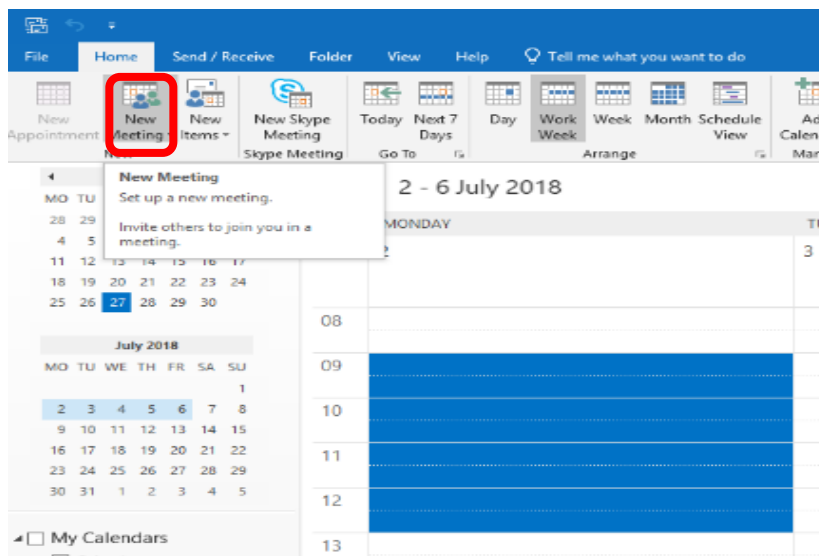
- 1) Open Outlook,
and select the calendar tab at the bottom left;



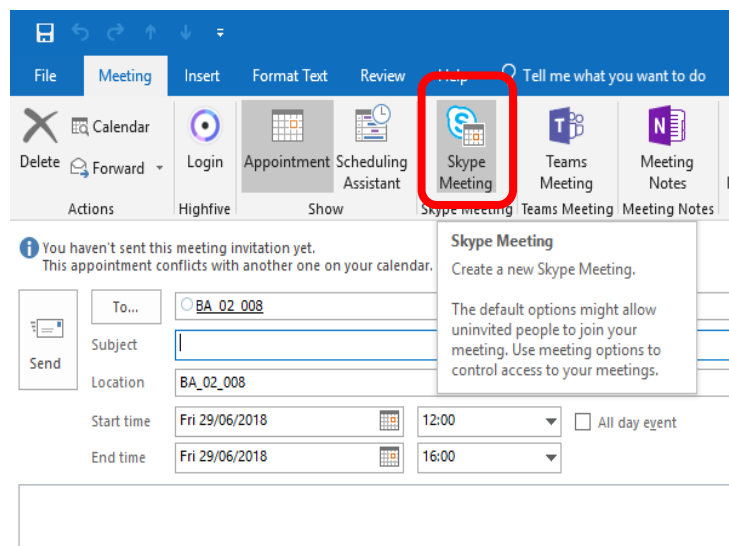
- 2) Now add the calendar for your room (e.g) BA_02_003.
Right-click on **'My Calendars'** and add a calendar from the **'Open Shared Calendar'** option as shown below;



- 3) You can now highlight the date & time you require the room for your meeting, and select the **'New Meeting'** option from your toolbar;



- 4) Now add the attendee details for your meeting. Include anyone you wish to invite in the **"To.."** section, and other rooms to be used. Select the **"Skype Meeting"** option to allow attendees to join your meeting.



- 5) Click **'Send'** to complete your meeting booking. You will then be able to see the room booking in the calendar, and all attendees will receive and can respond to their invites. Your booking is now complete, and you will receive a confirmation e-mail.

Note:
Be aware some room also require booking via PlanOn, or have bespoke systems.