Imperial College London

Book a Room Using Outlook

1

File Appointment Insert Format. Text Review Help Q Tell me what you want to do P P C Calendar Calendar Calendar Calendar Calendar Calendar Calendar Calendar Calendar	• • •	2) Click on the "Room Finder" button	 Select the list of rooms you are interested in booking (usually your own department).
Save & Delete Groward + Appointment Scheduling Skype Teams Meeting Invite Remind Letter Attended Scheduling Skype Meeting Neeting Neet		Demo booking - Meeting	■ - □ ×
Subject I	File Meeting Insert Format Tex	xt Review Help Q Tell me what you want to do	
La cation Start time Theo 06/12/2018 □ 12:00 ♥ All day even End time Theo 06/12/2018 □ 12:00 ♥	Delete G - M	Image: Skype Teams Meeting Meeting Meeting Meeting Meeting Meeting Meeting Response Options + Reminder: Meeting Notes Attendees Attendees Attendees Reminder:	
 Open your Calendar and create a "New Appointment". In the "Appointment" tab select "Invite Attendees". 	1 You haven't sent this meeting invitation yet.		Room Fin 👻 🗡
	To © Inner.Les: SHER.04-011 (6), restricted Subject Demo booking I coation SHER.04-01 (6), restricted Start time Thu 06/12/201 I time Thu 06/12/201 I time To All day erent Rooms I time Thu 06/12/201 I time To I time It I time It I time It I time It I timue It <tr< td=""><td></td></tr<>		
6) Add any other details to your appointment, and then click "Send"		matically list of suggester the times for when n field" most rooms are available.	ed SHER-04-4086 (Ø, retrict SHER-04-411 (Ø, retrict SHER-04-411 (Ø, retrict SHER-04-415 (Ø, retrict

Imperial College London

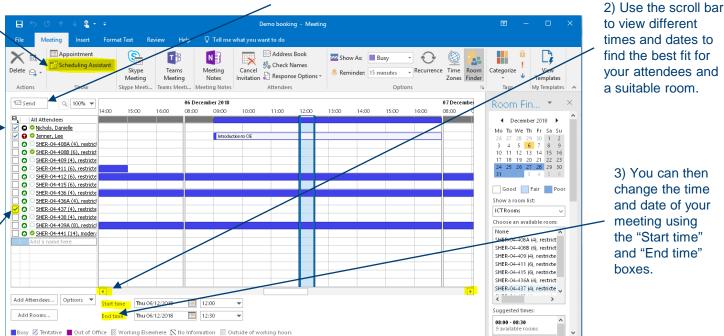
1) If there aren't any available rooms, or the room you'd like isn't free, click on the "Scheduling Assistant" view.

This will show you the diaries of all the your attendees and the rooms in the group selected.

4) Once you have decided which room you would like, tick the box by its name and it will be added to your appointment.

5) You can send from this screen, or navigate back to the "Appointment" tab, to add any other details to your meetina.

Scheduling Assistant



3) You can then change the time and date of your