Imperial College London

Book a Room Using Outlook

2) Click on the "Room Finder" button

3) Select the list of rooms you are interested in booking (usually your own department).
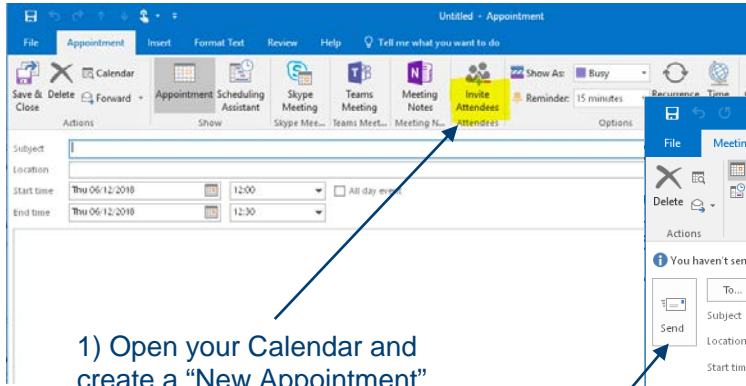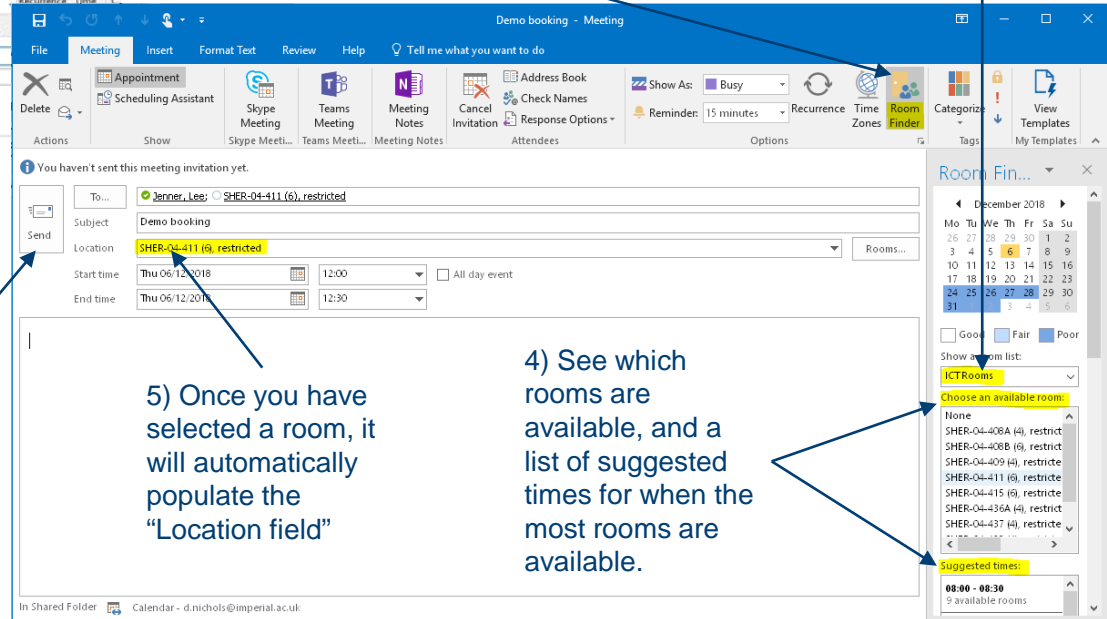
1) Open your Calendar and create a "New Appointment".

In the "Appointment" tab select "Invite Attendees".

5) Once you have selected a room, it will automatically populate the "Location field"

4) See which rooms are available, and a list of suggested times for when the most rooms are available.

6) Add any other details to your appointment, and then click "Send"

Imperial College London

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

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.

2) Use the scroll bar to view different times and dates to find the best fit for your attendees and a suitable room.

3) You can then change the time and date of your meeting using the "Start time" and "End time" boxes.