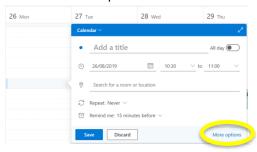
## Using Outlook in Office 365 to Book a Room

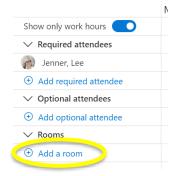
1. Create a new appointment in your calendar by clicking on the desired time. Click on 'More options'.



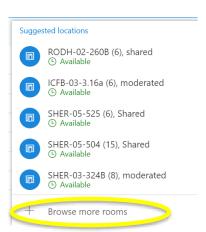
2. Click on the 'Scheduling Assistant' in the top ribbon.



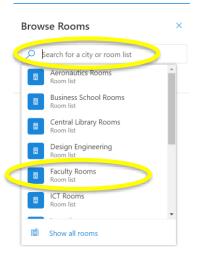
3. Click on 'Add a room' to see a list of suggested rooms.



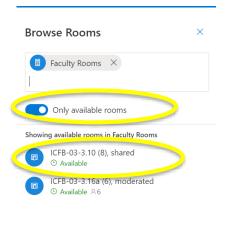
4. Click on 'Browse more rooms'



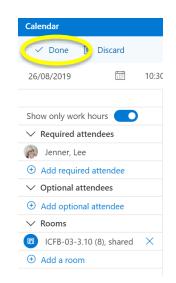
- room list".
- 6. Click on your preferred list



5. Click in the "Search for a city or 7. With "Only available rooms" on, click on a room from the list



8. Click Done



9. Room has been added. Enter any other details and click Send. You will receive an email from the room and then a further email from Planon, which will confirm your booking.

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Cale	ndar Y
A	Send 🗓 Discard 🖫 Scheduling Assistant 🚟 Busy V 🛇 Categorise V 🗏 Response options V
•	Add a title
8	Invite attendees Optional
(L)	26/08/2019 <u> </u>
S	Repeat: Never V
0	☐ ICF8-03-3.10 (8), shared × Teams meeting ●
U	Remind me: 15 minutes before $\vee$