

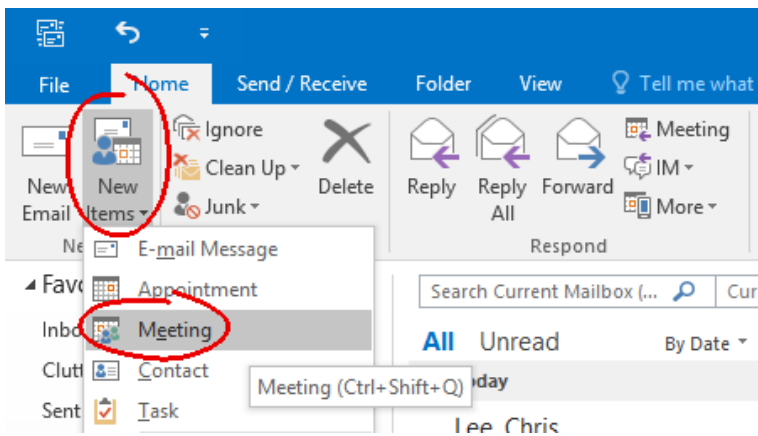
# How to book rooms 202b and 202c\* on a PC

\*The examples given here are rooms 202b and 202c but the same idea applies to all rooms that are bookable.

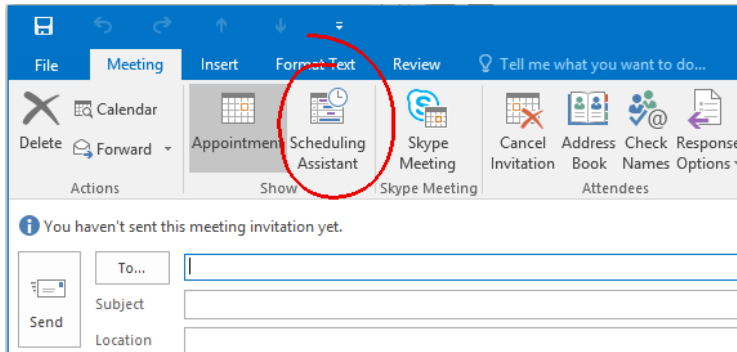
Booking a room is as simple as inviting that room to a meeting, you can even use the “Scheduling Assistant” to check when the room is free.

To setup the meeting open Outlook on any computer that has been setup with your Imperial email.

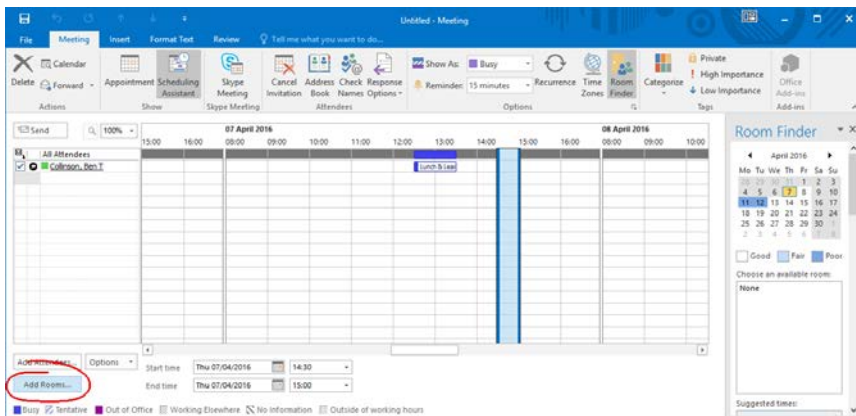
Go to **New Items** then to **New Meeting**



In the new window that opens go **Scheduling Assistant**



At the bottom of the next windows click the **Add Rooms** button.

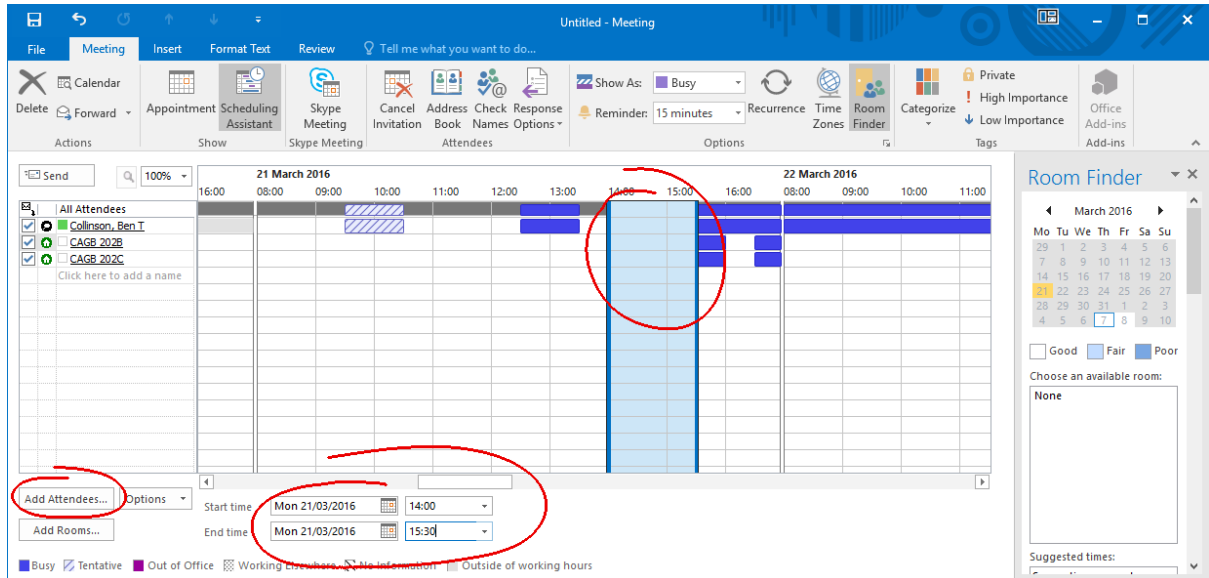


This will load up all of the rooms that are available to book via Outlook.

Scroll down, or use the search function to find the room that you want in this case **CAGB 202b** and **CAGB 202c**. Either double click on the room and select the one you want and click the **Rooms** button at the bottom. This will now show your self and the room in the **Scheduling Assistant** window.

If you would like to add other people you can do the no by selecting **Add Attendees...** at the bottom of the window

You can now find a time when you and the room you want to book are free, untick what ever rooms you do not need to save wasted bookings. At this point you can either use the mouse to select the time you want the room, or use the date and time boxes at the bottom of the window.



Finally click back to **Appointment** and add a **Subject** and notes if needed and press **Send**. As long as you are on the approved list of people for that room it will automatically book its self for you.

