# How to book rooms 202b and 202c* online

*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.
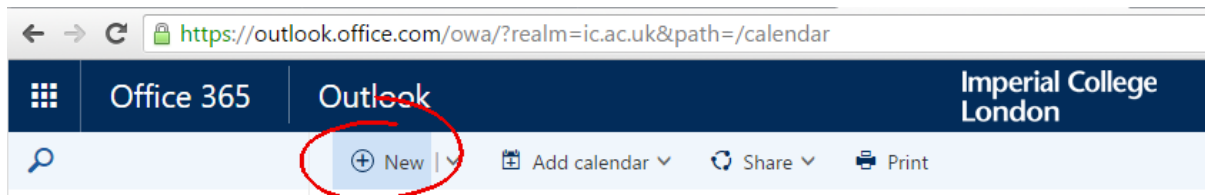
To setup the meeting open which ever browser you prefer.

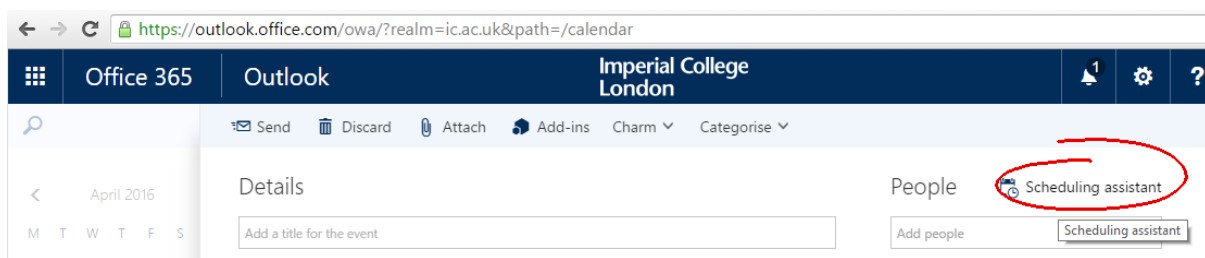Log in to your email at www.imperial.ac.uk\office365

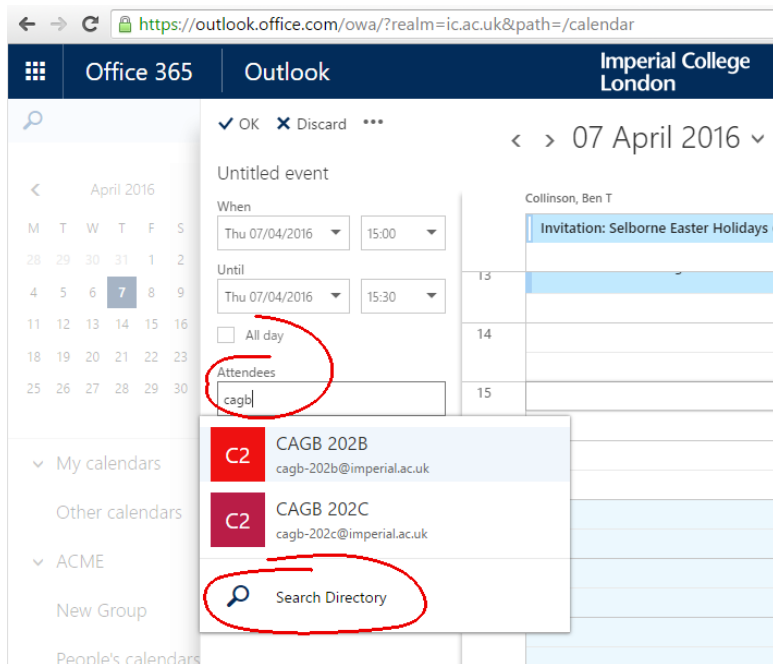Click on the **Waffle** then **Calendar**
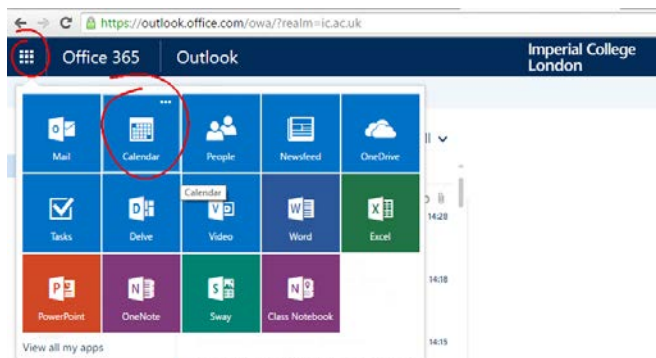
Select **New**

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

In the new window in the **Attendees** section put in **CAGB**, if you have done this previously you will see the rooms appear, if you have not click the **Search Directory** button to find the rooms in the address book.

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 top left of the window.
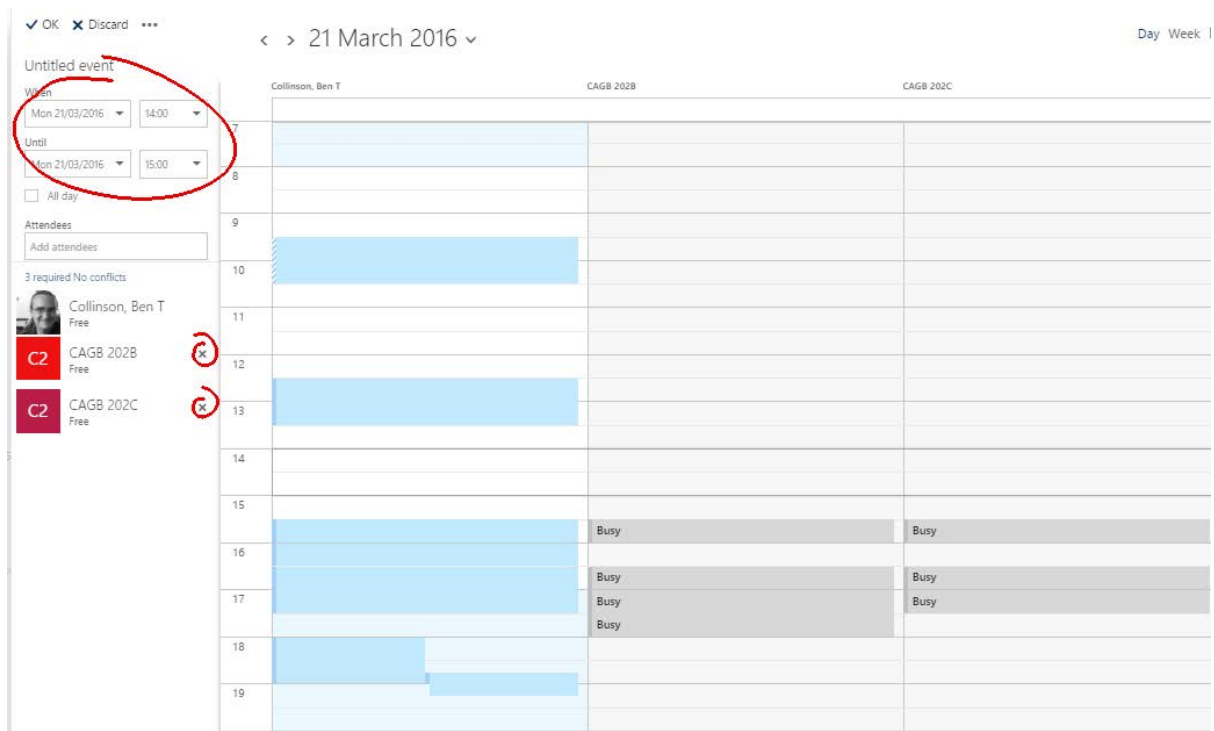
Finally click **OK** and add **Details** and notes if needed and press **Send.** As long as you are on the approved list of people for that room it will automatically book its self for you.