

How to book rooms 202b and 202c* online

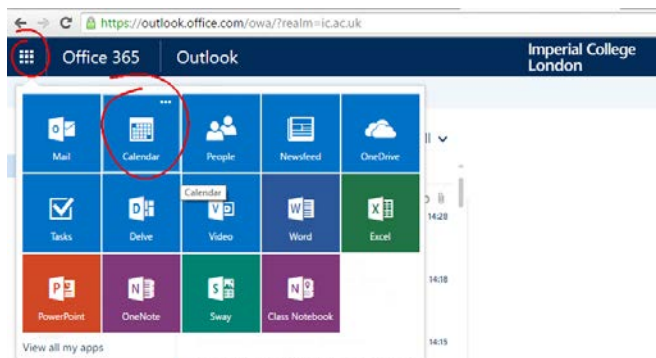
*The examples given here are rooms 202b and 202c but the same idea applies to all rooms that are bookable.

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.

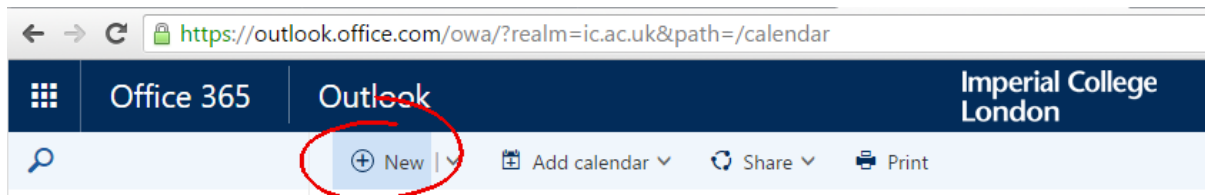
To setup the meeting open which ever browser you prefer.

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

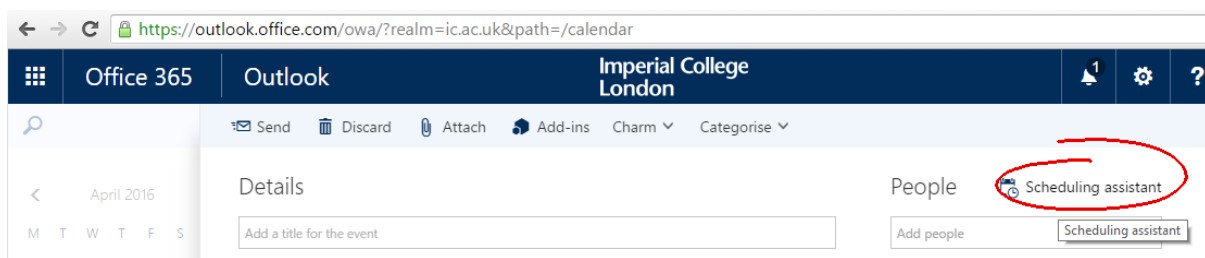
Click on the **Waffle** then **Calendar**



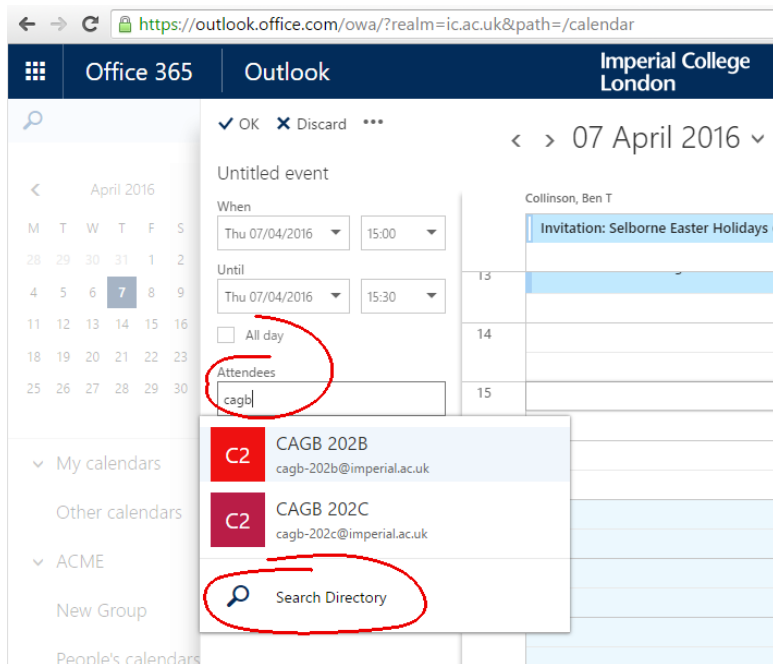
Select **New**



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

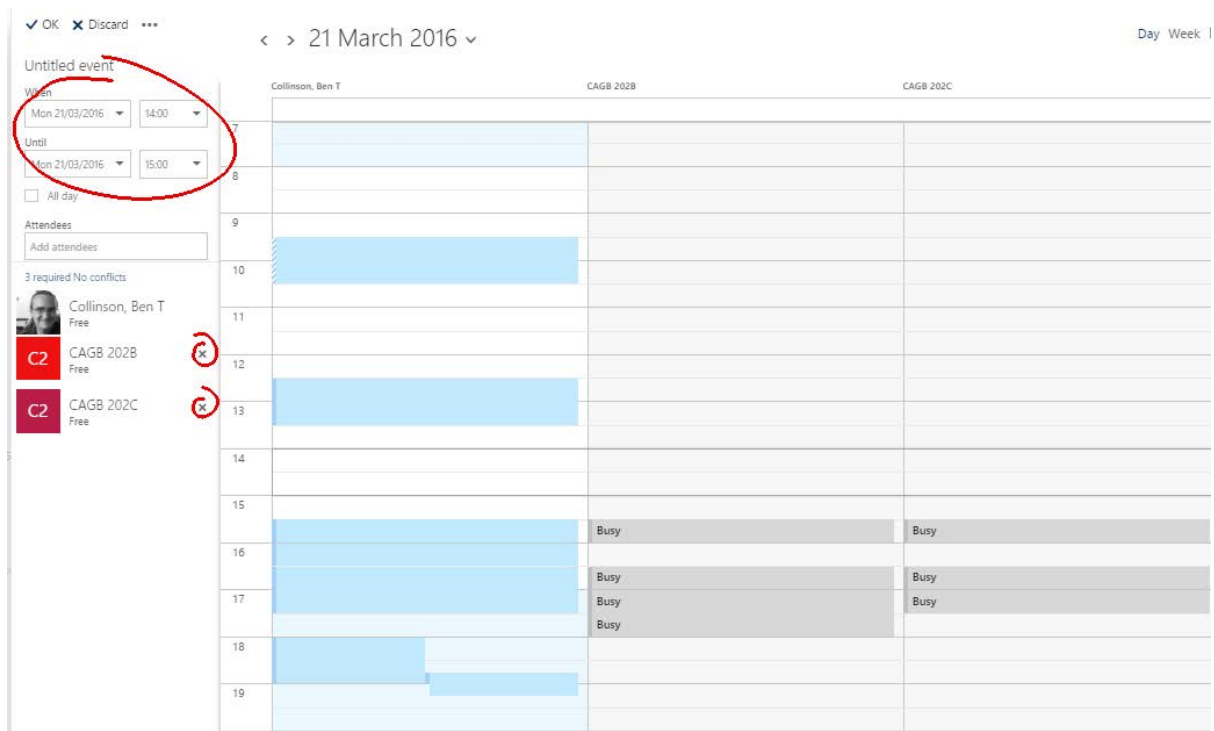


In the new window in the **Attendees** section put in **CAGB**, if you have done this previously you will see the rooms appear, if you have not click the **Search Directory** button to find the rooms in the address book.



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 itself for you.

The screenshot shows a meeting booking interface. At the top, a toolbar contains buttons for 'Send', 'Discard', 'Attach', 'Add-ins', 'Charm', and 'Categorise'. The 'Send' button is circled in red. Below the toolbar, a message states 'This event occurs in the past.' The main area is divided into two columns. The left column is titled 'Details' (circled in red) and contains a text input field for 'Add a title for the event', a location input field with an 'Add room' button, and several dropdown menus for 'Start' (Mon 21/03/2016, 14:00), 'End' (Mon 21/03/2016, 15:00), 'Repeat' (Never), and 'Reminder' (15 minutes). There are also checkboxes for 'All day' and 'Private', and options to 'Save to calendar' and 'Show as'. The right column is titled 'People' and includes a 'Scheduling assistant' icon, an 'Add people' input field, and a list of attendees. One attendee is listed as 'Collinson, Ben T' with the role 'Organiser'. Below this, the 'Attendees' section shows a 'Sort by' dropdown, a 'Request responses' checkbox, and a red card for 'CAGB 202B' with the status 'New attendee'. At the bottom of the 'Details' section is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options.