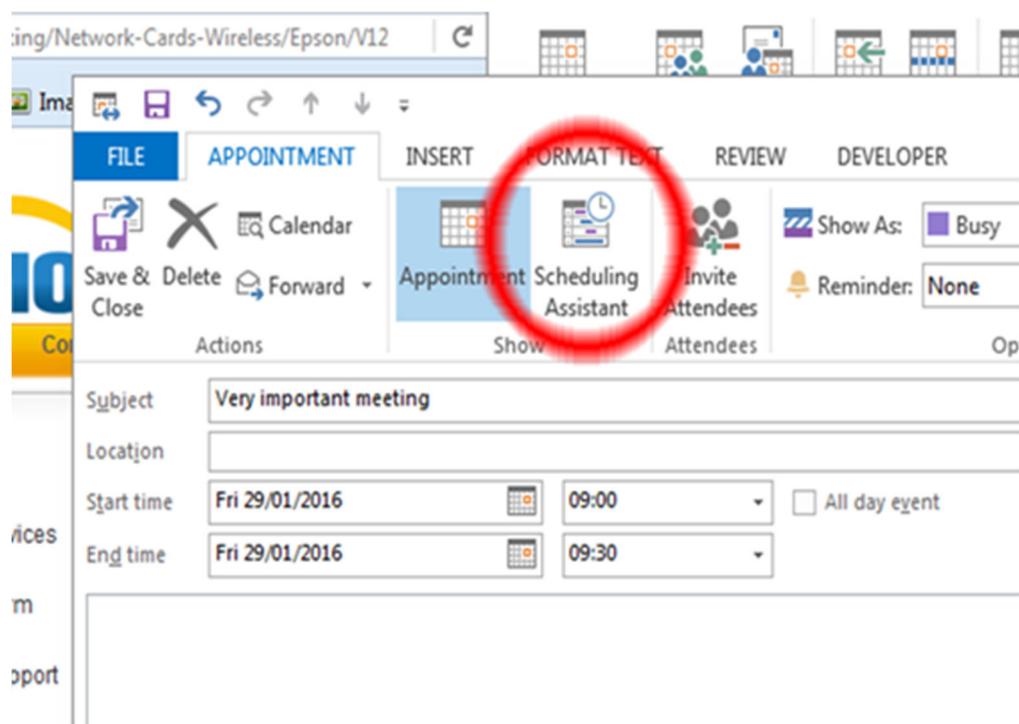


To access the calendars:

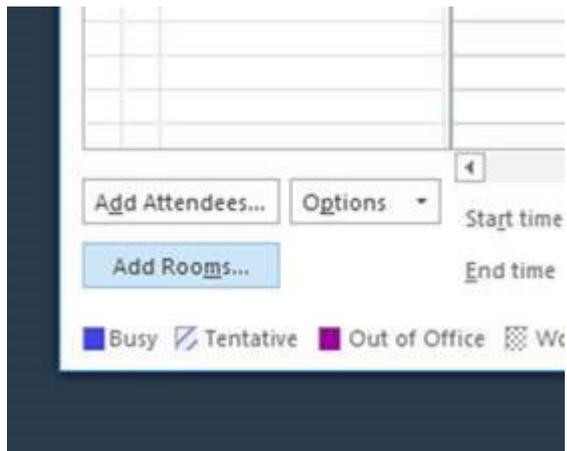
- Select "Calendar" in the bottom L-H corner of your Outlook
- Select "Open Calendar" about halfway along the toolbar at the top
- Select "From Room List" from the drop-down
- Type the appropriate room name in the pop-out box and click OK
- The calendar will open to the right of your personal calendar and will appear on your list of rooms to the left of your screen. To close the bookings calendar, just click the cross at the top of it – to reopen just tick the box in the list on the left

To book a meeting:

- In "calendars" in Outlook, click "new appointment" and fill in the time, date, subject etc of your meeting. **Don't** at this point fill in the location.
- Click "scheduling assistant"



- If you want to invite other people to the meeting, list them here. Then click the "add rooms" button near the bottom, and search the room – this will bring up the three meeting rooms so you can select the one you want. You need to ensure you use the **full name** of the room otherwise the invite won't get added to the correct calendar.



- Double click this entry and then click "OK".
- You should now have everything filled in and be good to "send" the invite. If not then click "appointment" to get back to the main screen, and send from there.