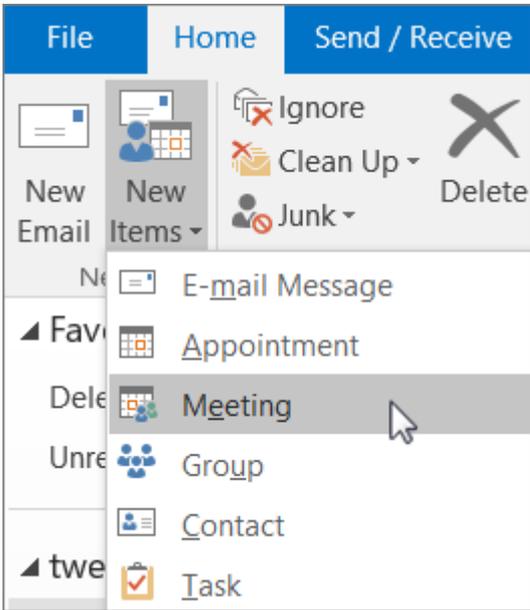


Booking Meeting Rooms

To use room or equipment mailboxes, open Outlook from your computer or sign in to Outlook on the web. Schedule a new meeting and add the room or equipment to the meeting like you would when inviting other employees or customers. You've now reserved it.

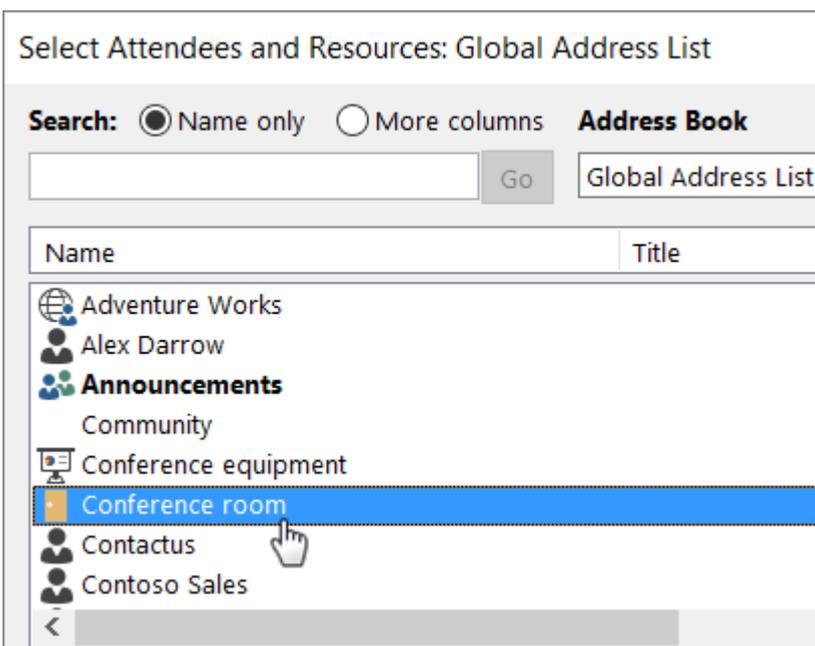
1. Open **Outlook** on your computer.
2. On the **Home** tab, choose **New Items > Meeting**.



Or, from your Calendar, just choose **New Meeting**.

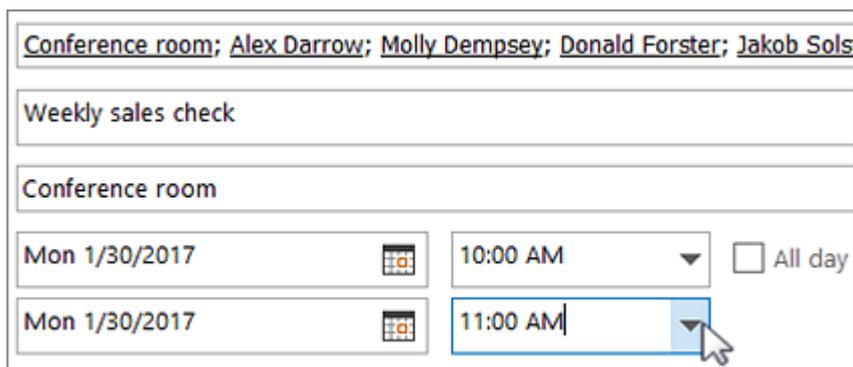
3. In the **To** field, type the name of the conference room or equipment you want to reserve, in addition to any attendees you'd like to invite.

Or, click **To** then double-click the conference room or equipment from the list. Then click **OK**.



4. In the **Subject** line, type the purpose of the reservation or meeting.
5. Change the **Location** value or leave as is.

6. Change the **Start time** and **End time**. Or, choose **All day event**. To make the meeting or reservation repeat, choose **Recurrence** at the top.



Conference room; Alex Darrow; Molly Dempsey; Donald Forster; Jakob Sols

Weekly sales check

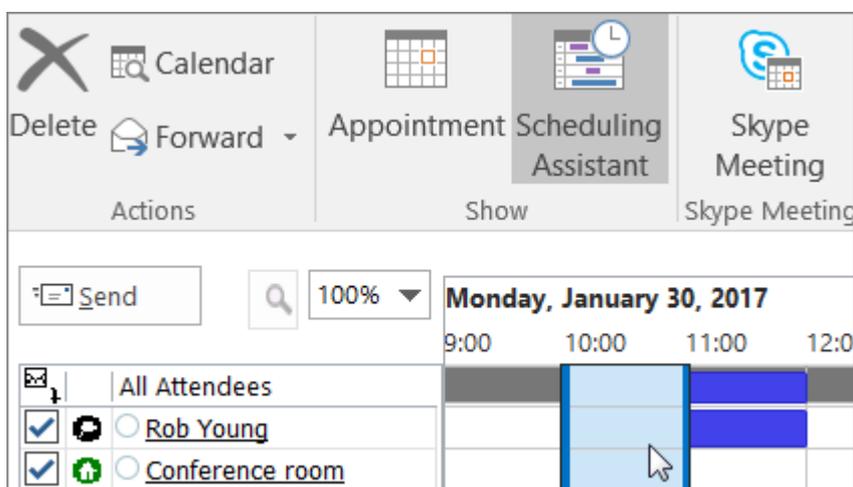
Conference room

Mon 1/30/2017 10:00 AM All day

Mon 1/30/2017 11:00 AM

Detailed description: This is a screenshot of a meeting scheduling form. At the top, there is a text field containing the names of attendees: "Conference room; Alex Darrow; Molly Dempsey; Donald Forster; Jakob Sols". Below this is a text field with "Weekly sales check". Another text field contains "Conference room". There are two date and time selection fields. The first shows "Mon 1/30/2017" and "10:00 AM" with a dropdown arrow and an "All day" checkbox. The second shows "Mon 1/30/2017" and "11:00 AM" with a dropdown arrow and a mouse cursor pointing to it.

7. Type a message describing the purpose and attach any files if needed.
8. To allow others to join online or call in to the meeting, click **Skype Meeting**.
9. To make sure the room, equipment, and people you've invited are available, click **Scheduling Assistant** at the top. Then select an available time in the calendar.



Delete Forward Appointment Scheduling Assistant Skype Meeting

Send 100% Monday, January 30, 2017

9:00 10:00 11:00 12:00

All Attendees

Rob Young

Conference room

Detailed description: This is a screenshot of the "Scheduling Assistant" interface. At the top, there are buttons for "Delete", "Forward", "Appointment", "Scheduling Assistant", and "Skype Meeting". Below these is a "Send" button and a search bar with "100%". The main area is a calendar for "Monday, January 30, 2017" with time slots from 9:00 to 12:00. A blue bar is visible in the 10:00-11:00 slot. Below the calendar is a list of attendees: "All Attendees", "Rob Young" (with a checkmark and a camera icon), and "Conference room" (with a checkmark and a camera icon).

TIP: In the scheduling calendar, blue means the room or equipment is reserved, or busy. Select the white, or free, area on the calendar.

10. When finished, choose **Send**.

Please refer to <https://support.office.com/en-gb/article/Room-and-equipment-mailboxes-9f518a6d-1e2c-4d44-93f3-e19013a1552b#ID0EABAAA=Overview> should you require more information.