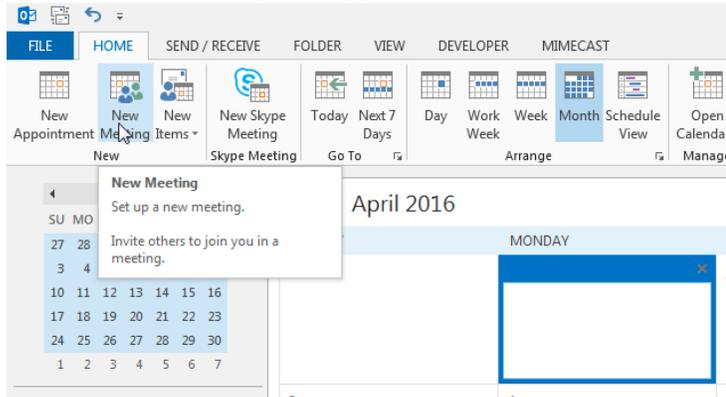
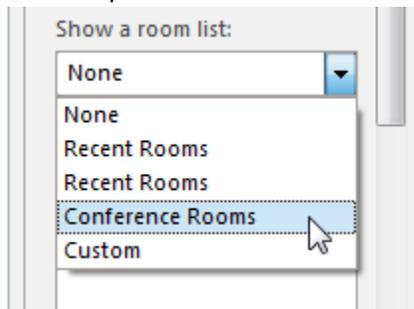


How to book your own conference room with Outlook

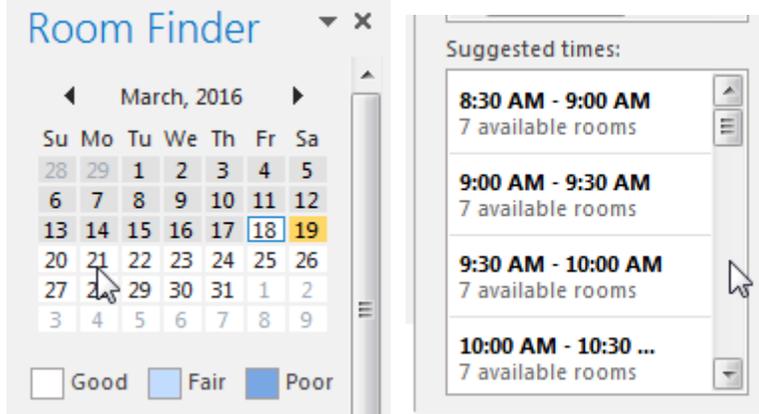
1. Create a new *Meeting* (not appointment) in Outlook.



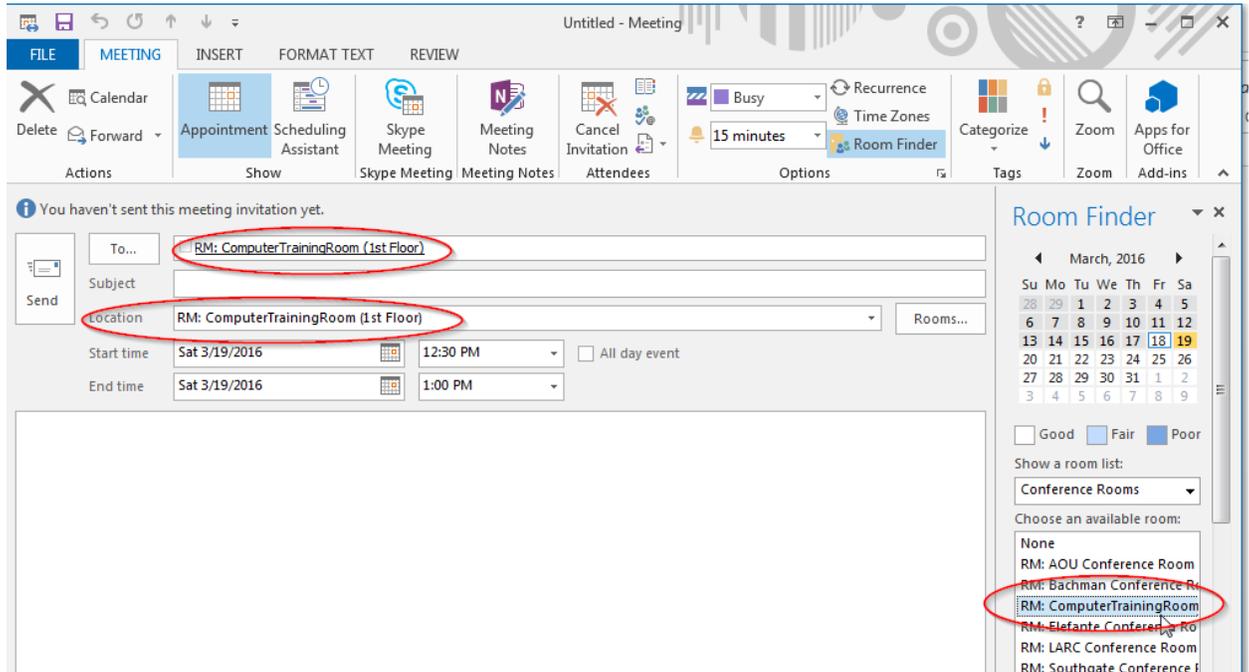
2. In the Room Finder on the right-hand side of your new meeting window, select the room list "Conference Rooms" from the drop-down menu. If you want to book a conference line, select the "Telephone Conference Lines" list instead.



3. The rooms that are listed will include only the *available* rooms for your meeting date and time. Changing the date or time of the meeting will update the list of available rooms. Suggested dates and times are shown in the room finder, and are highlighted to show how many rooms are available.



- Once you have settled on a date and time, select one of the available rooms. It will be added to the meeting location, and your request will be sent off to Reception or IT to be approved.



- Booking requests are sent to Reception (or IT for the Computer Training Room) automatically for approval. You will receive an automatic notice when your request is received, and then a second notice when your request is approved or rejected. If you chose a time that conflicts with another meeting, you will receive an automatic rejection notice.