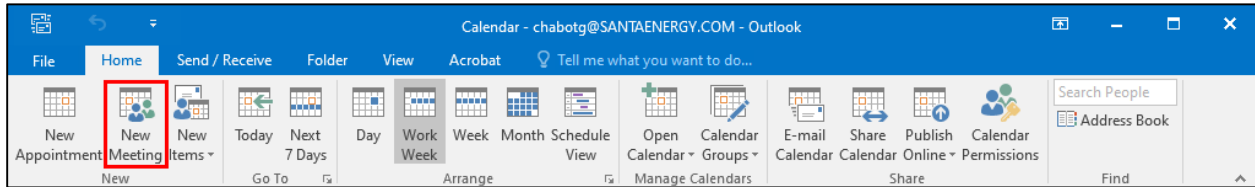
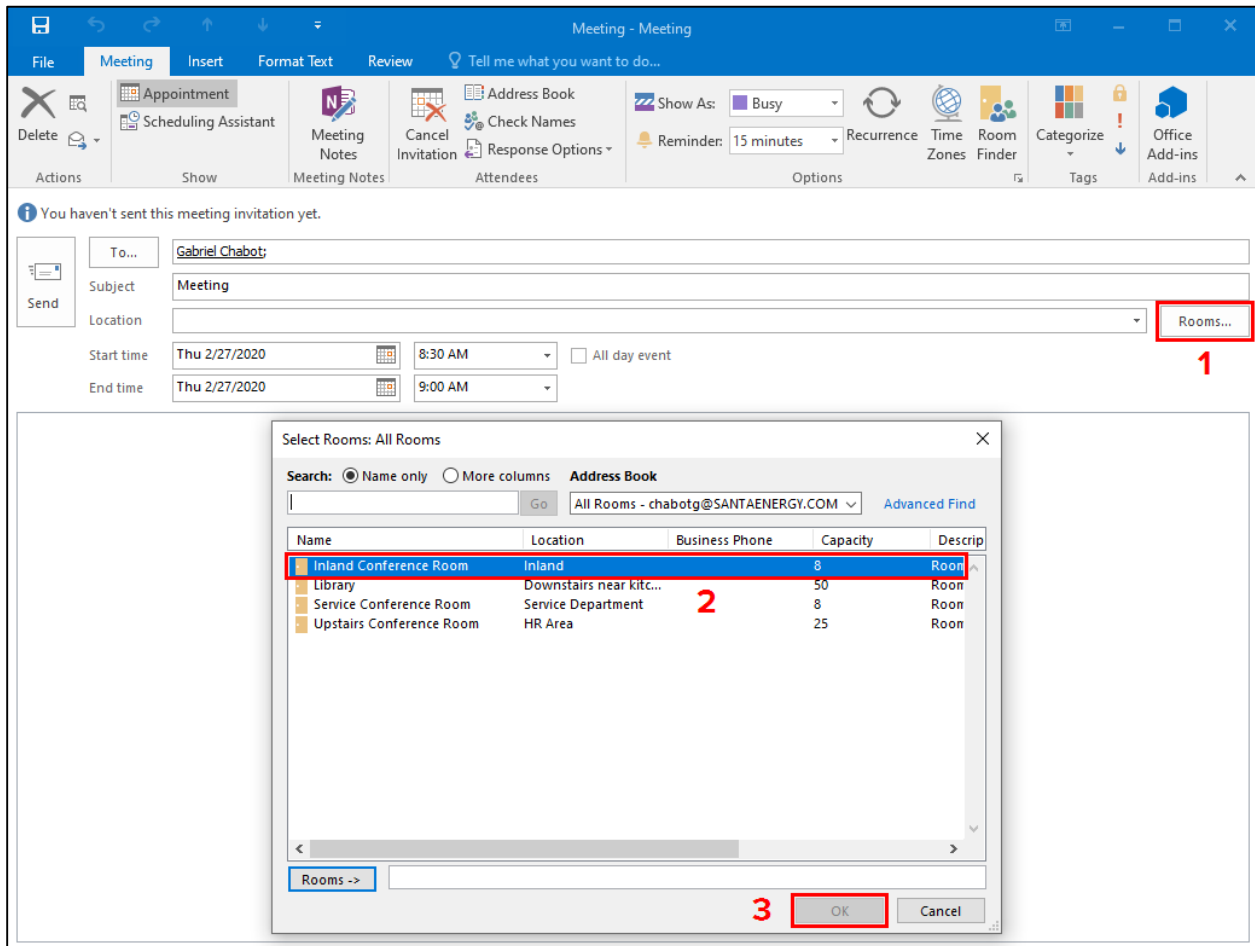


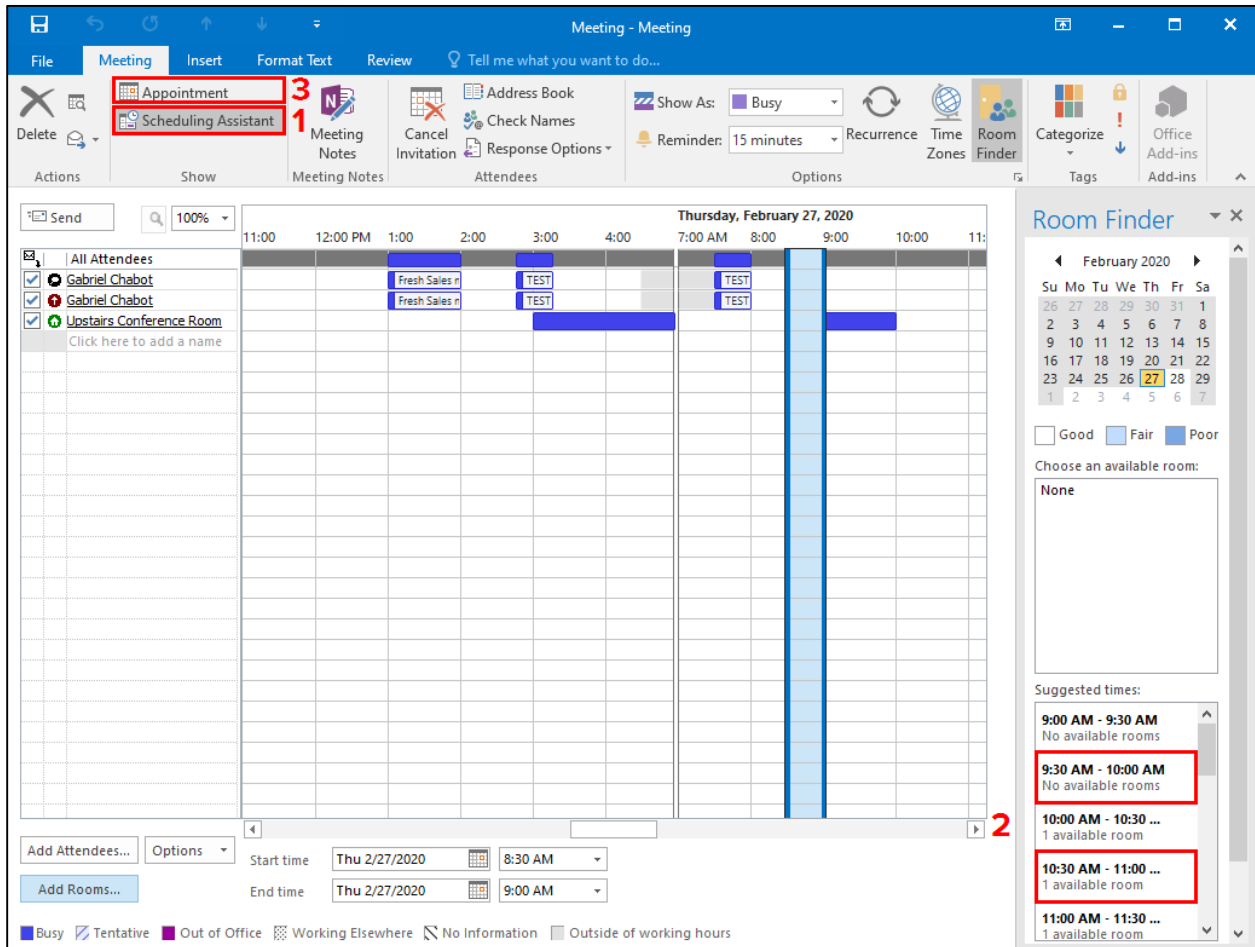
To create a meeting in Outlook, first select “New Meeting” in the Home ribbon.



1. Fill out the meeting invitation as normal, then select “Rooms...”
2. Choose the room you would like to hold the meeting in.
3. Select “OK” once you’ve chosen the desired room.



1. After choosing the room, select “Scheduling Assistant” in the Meeting ribbon.
2. Confirm that the room is available in the time that you wish to schedule the meeting.
3. Once done, select “Appointment” to get back to the main appointment screen.



After confirming all the information is correct, select “Send”.

