

Book a meeting room



## How to book a meeting room

### Outlook

For use by:	Students, Employees
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# Online Mail Archiving

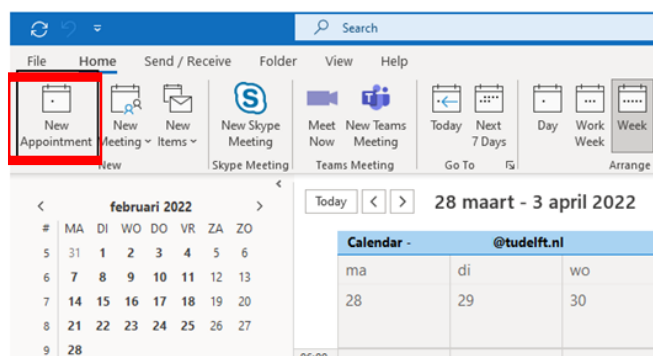
The text and screenshots in this manual apply to the latest versions of Microsoft Outlook and may differ slightly from your version.

## Before you begin

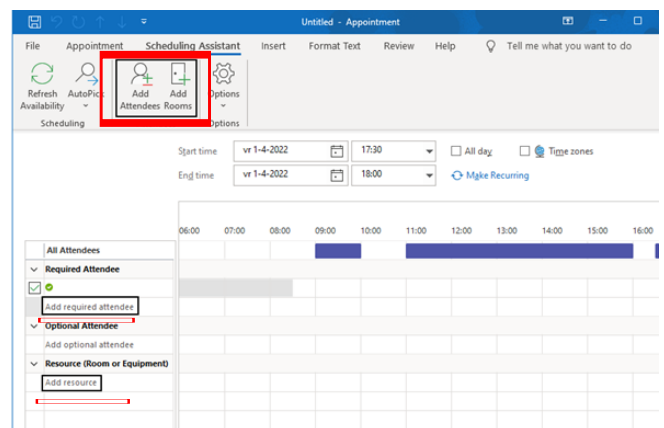
The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. The text and screenshots in this manual apply to the latest versions of Microsoft Outlook and may differ slightly from your version.

### how to book a meeting room

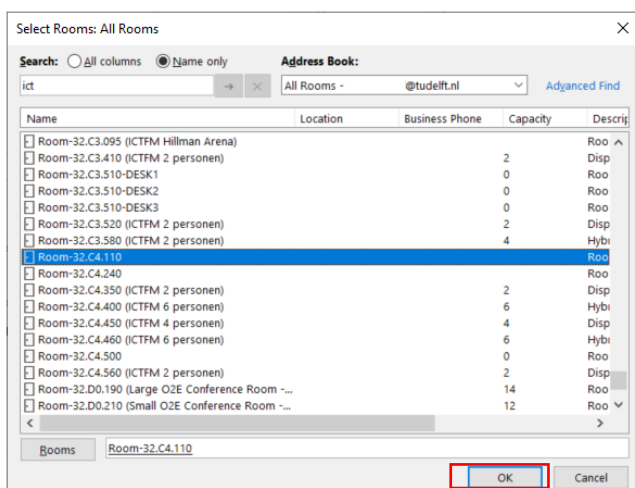
**Step 1.** Go to the desired calendar in Outlook and select 'New Appointment'.



**Step 2.** Select a date and time, after that click 'Scheduling Assistant' to bring up a new screen with the options to select more attendees and a resource like a meeting room. This view also shows the available times.



**Step 3.** Select the room you like to book, double click it and click 'OK'.



**Step 4.** You can also use the 'Room Finder' to search for a meeting room. After this finish your meeting request as usual.

