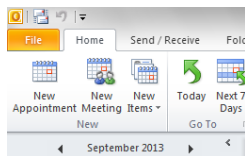




Outlook 2010 guide

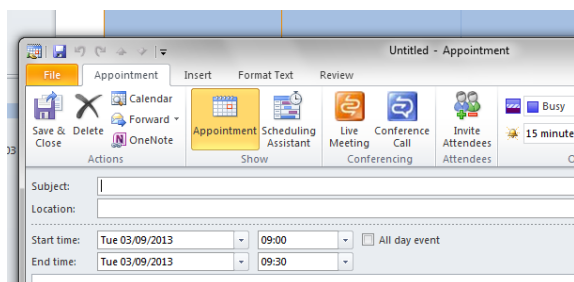
Booking a Meeting Room in Resource Calendars

1. Go to **Calendar** and select **New Appointment**.

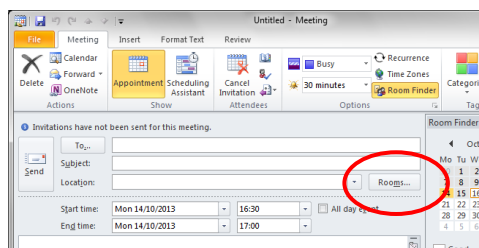


2. Fill in the Meeting **Subject**, select the **Start Time** and **End Time**, and **Invite Attendees**.

NOTE: DO NOT FILL IN THE LOCATION.

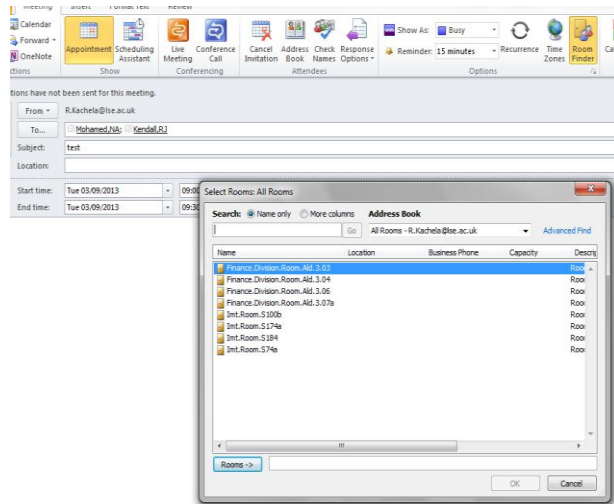


3. Once you have input the above details, you need to select where you would like the meeting. You can do this by selecting **Rooms**, in **Location**.



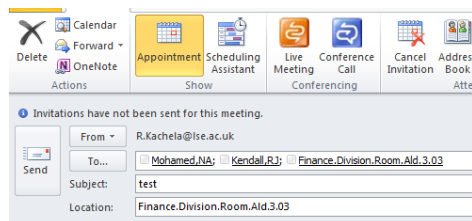
NOTE: the *Rooms* button will only appear once you have selected *Invite Attendees*.

4. All the new meeting rooms will appear in this drop-down menu.



Select the appropriate room by double-clicking on it. This will now appear in the bottom area. Once it appears, it will allow you to click the **OK** button.

5. The name of the room booked will appear in the **TO** section with the other invitees. This allows the system to send the booking directly to the room. You can check availability before sending request by opening the calendar and selecting the desired room to check.



6. The location is auto populated in the **Location** section and **Invite** section.
7. Once you are satisfied with the booking, you can **Send** the request. Once sent, you will receive a confirmation from the room selected to let you know that it is available and has been booked. If there is already a meeting at that time in that room, it will send you a message showing Decline. The decline message gives you a reason why it has been declined. Please check and re-book if required.