**Research Centre conference suite (Tower 2) basic booking information**

CALENDAR NAMES

There are three calendars; one for each meeting room and once for the reception/break-out area. Their names are as follows:

* “Researchcentremanagers.Room.Tw2.9.04” (max 65 person room, theatre style)
* “Researchcentremanagers.Room.Tw2.9.05” (max 20 person room, board style)
* “Researchcentremanagers.Room.Tw2.9.06” (reception/break-out area)

TO ADD THE CALENDARS TO YOUR OUTLOOK

1. Click on your Calendar tab in Outlook (as if you were opening your own calendar).
2. Click on “Open calendar” in the ribbon across the top of your screen, then “Open shared calendar”.
3. Enter the calendar name(s) and click “ok”.

The calendars should now appear under “Shared calendars” in the left hand part of your Outlook window. You can tick them to view them and untick them to hide them.

TO MAKE A BOOKING

Please follow the instructions in the attached PDF file (“Outlook 2010 guide RESOURCE CALENDAR”).

Please also note the **booking policy**, including the **template** for information to be included when making your booking.

*Last updated: 14 October 2014*