How to Book Meeting Rooms via Outlook Calendar

Book a New Meeting

1. **Login** into your *University Outlook* mail account
2. **Open** your *Outlook Calendar*
3. **Select New Meeting/Appointment** from menu icons
   
   ![Menu Icons]

   - File
   - Home
   - Send / Receive
   - New
   - New
   - New
   - Appointment
   - Meeting
   - Items

4. **Click Location** > Search for Rooms by location eg. Inveresk.Library

   ![Search Results - All Rooms]

5. **Select** your desired *Room* from the list > **click Rooms button** > **click Ok**

   ![Select Room]

6. **Add Your Name Title field**
7. **Select** your *Start & End Day / Time*
8. **Click Send**

   ![Meeting Invitation Details]
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Share Meeting Appointment with your colleagues

1. **Open Meeting** within your **Outlook Calendar**
2. **Select Forward** from menu options
3. **Enter your colleagues Email Address** in **To** field
4. **Click Send**

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**Cancel a Meeting Appointment**

1. **Open Meeting** within your **Outlook** Calendar
2. **Click Cancel Meeting**
3. **Click Send Cancellation**