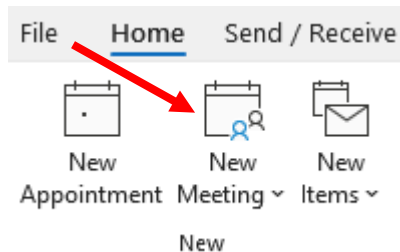


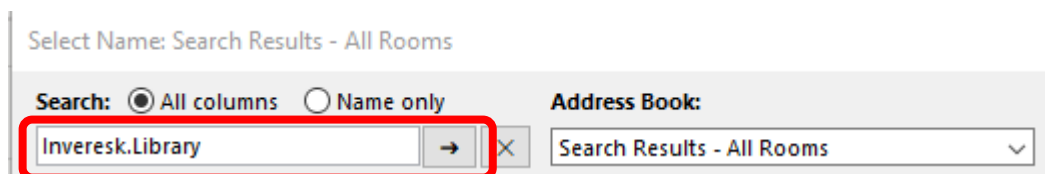
How to Book Meeting Rooms via Outlook Calendar

Book a New Meeting

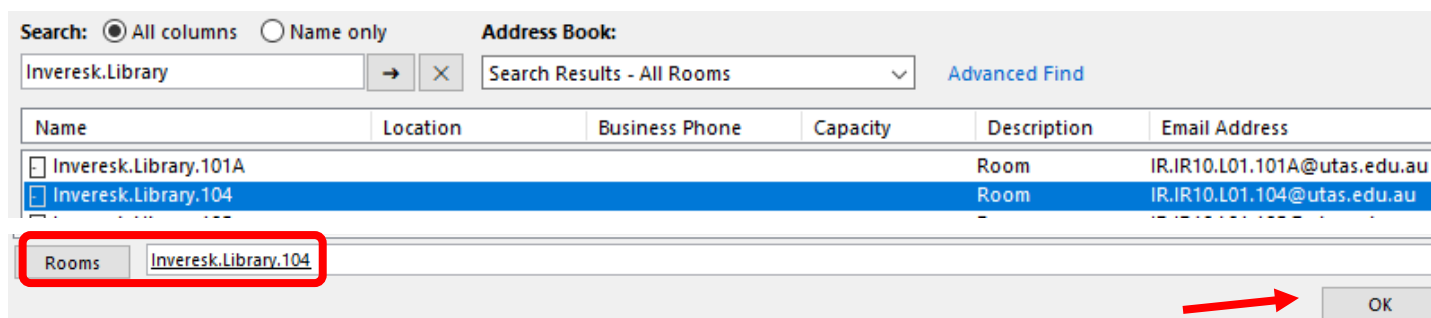
1. **Login** into your **University Outlook** mail account
2. **Open** your **Outlook Calendar**
3. **Select New Meeting/Appointment** from menu icons



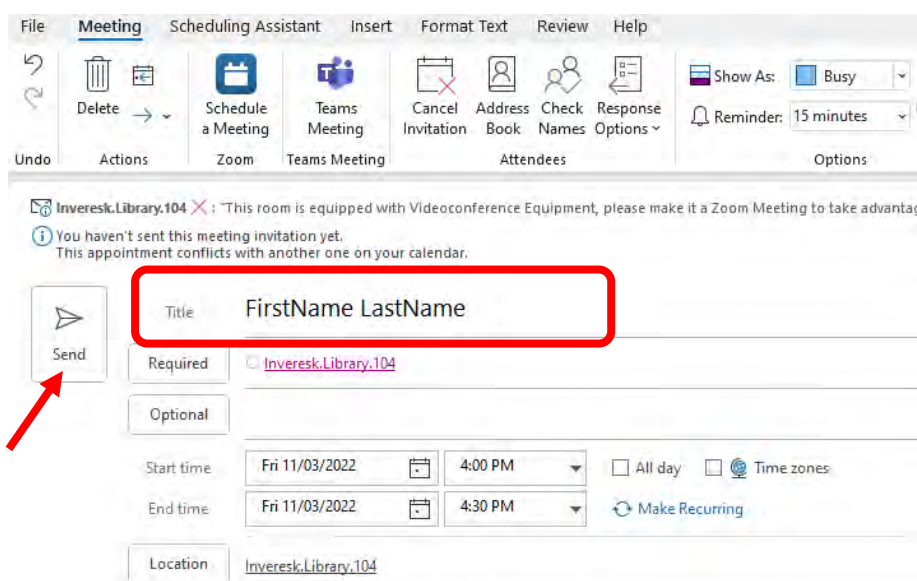
4. **Click Location** > Search for Rooms by location eg. Inveresk.Library



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



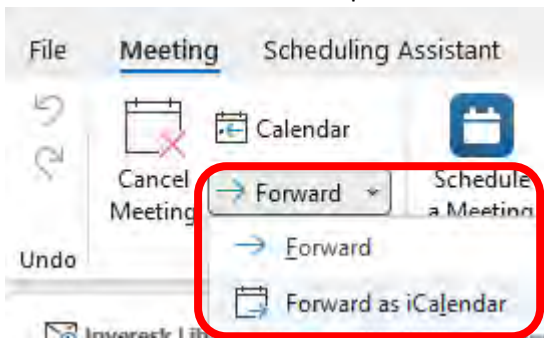
6. **Add Your Name** Title field
7. **Select your Start & End Day / Time**
8. **Click Send**



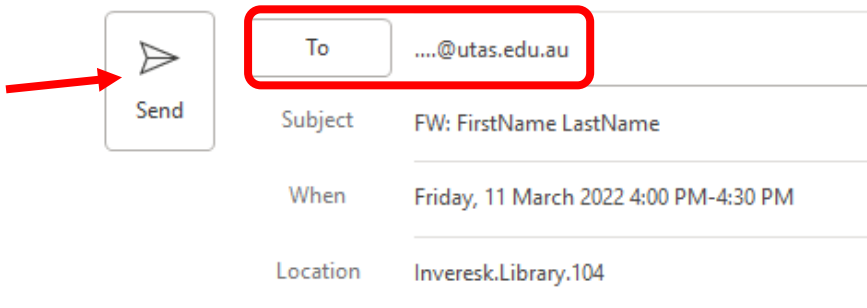
How to Book Meeting Rooms via Outlook Calendar

Share Meeting Appointment with your colleagues

1. **Open *Meeting*** within your ***Outlook Calendar***
2. **Select *Forward*** from menu options

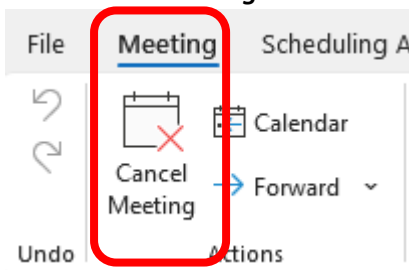


3. **Enter your colleagues *Email Address*** in **To** field
4. **Click *Send***



Cancel a Meeting Appointment

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



3. **Click *Send Cancellation***

