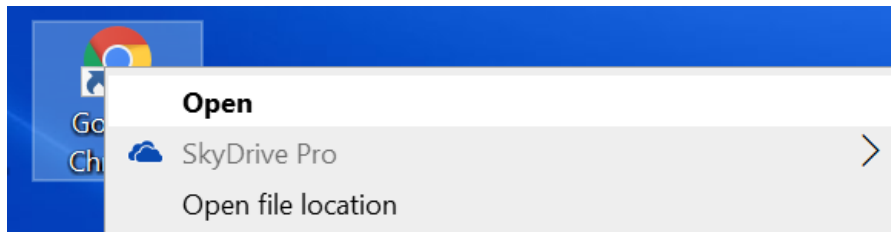


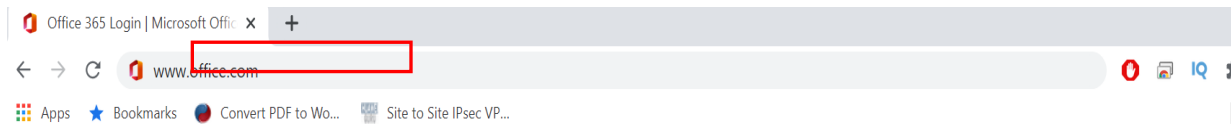


How to Book a Room through Outlook Web

Step1: Go to web browser, right click on the icon and then click on open.



Step2: Go to address bar and write www.office.com and press enter key.



Step3: Enter your office 365 credentials and sign in.



adil.rasheed@paf-iast.edu.pk

Enter password

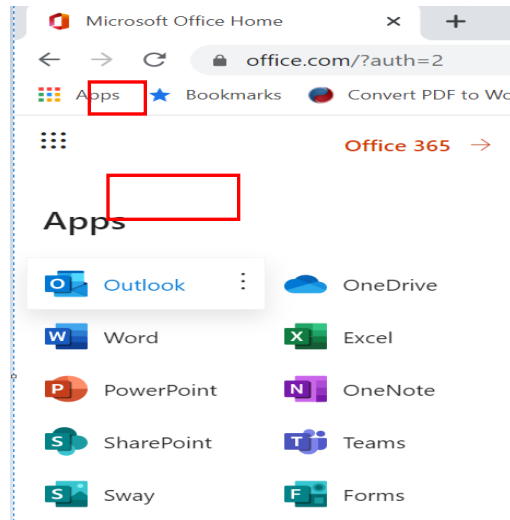
.....

[Forgot my password](#)

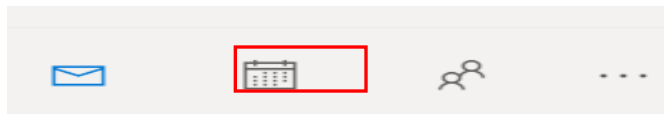
[Sign in with another account](#)

Sign in

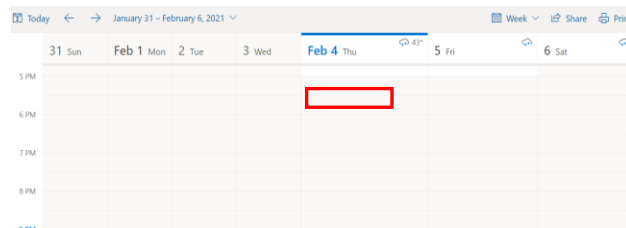
Step4: Click on App Launcher Icon very left top on the page then click on Outlook.



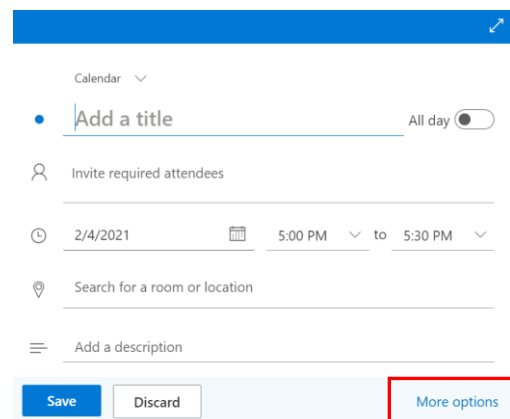
Step5: In Outlook, go to Calendar icon on left bottom of the page.



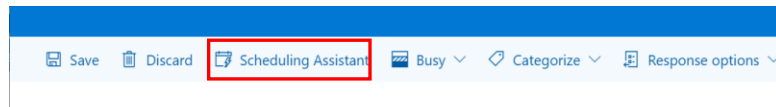
Step6: Your calendar will show like below, click on empty field under date.



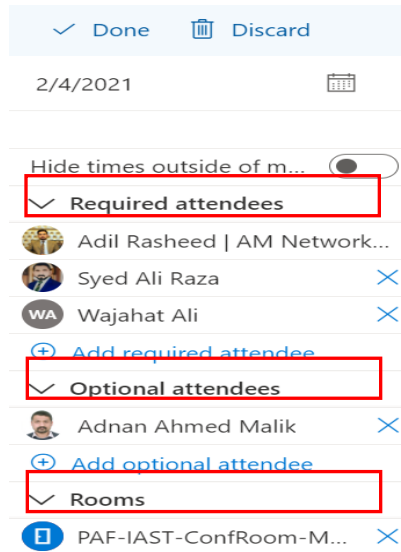
Step7: Click on the "More options" at right bottom of below window.



Step8: Click on the “Scheduling Assistant” from the top of window.



Step9: From the left side you can add the required attendees, optional attendees and the room where you want to schedule the meeting.



Step 10: From the right side, you can select the suitable time when your attendees and room is free and click on “Done” at top.

