

How to book a room through Outlook Desktop Application

Step1: Go to search bar and write "Outlook" and then double click on Outlook App.

Note: (Outlook App must be installed in system in prior to Step 1)



Step2: In Outlook, under Home tab, click on "New Items" and then "Appointment"



Step3: Under Appointment tab click on "Scheduling Assistant"



Step4: In Search Bar, write "PAF", you can find all PAF-IAST rooms

earch: Name only More colum	ins	Address Book			-	
AF	Go	Offline Global A	ddress List - adil.ra	asheed@paf-i≀ ∨	Advanced	d Find
Vame	Tit	tle	Business Phone	Location	Department	Ema
PAF-IAST IT Support Team						su /
A PAF-IAST NOC						no
PAF-IAST-BoardRoom-A2-111				Ground Floor,		A2·
PAF-IAST-BoardRoom-B1-207				Second Floor,		B1∙
PAF-IAST-BoardRoom-B2-206				First Floor, Aca		B2∙
PAF-IAST-ConfRoom-M-203				Room#M203,Fi		Со
PAF-IAST-SmartAuditorium-A1-207				First Floor ,Aca		Sm
PAF-IAST-SmartAuditorium-A1-307				Second Floor,		Sm
PAF-IAST-SmartAuditorium-A2-201				First Floor ,Aca		Sm
PAF-IAST-SmartAuditorium-A2-301				Second Floor,		Sm
PAF-IAST-SmartAuditorium-B1-211				First Floor, Aca		Sm
PAF-IAST-SmartAuditorium-B1-308				Second Floor,		Sm
PAF-IAST-SmartAuditorium-B2-211				First Floor, Aca		Sm
PAF-IAST-SmartAuditorium-B2-308				Second Floor,		Sm 🗸
(>
Calendar						

Step5: Double click on your desired room and then click ok button.

AF	Go Offline Global A	ddress List - adil.r	asheed@paf-ia ~	Advanced	d Fin
Name	Title	Business Phone	Location	Department	Em
PAF-IAST-BoardRoom-B1-207			Second Floor,		B1·
PAF-IAST-BoardRoom-B2-206			First Floor, Aca		B2·
PAF-IAST-ConfRoom-M-203			Room#M203,Fi		Co
PAF-IAST-SmartAuditorium-A1-207			First Floor ,Aca		Sm
PAF-IAST-SmartAuditorium-A1-307			Second Floor,		Sm
PAF-IAST-SmartAuditorium-A2-201			First Floor ,Aca		Sm
PAF-IAST-SmartAuditorium-A2-301			Second Floor,		Sm
PAF-IAST-SmartAuditorium-B1-211			First Floor, Aca		Sm
PAF-IAST-SmartAuditorium-B1-308			Second Floor,		Sm
PAF-IAST-SmartAuditorium-B2-211			First Floor, Aca		Sm
PAF-IAST-SmartAuditorium-B2-308			Second Floor,		Sm
PAGES					pag
🌡 Paghunda	Zool-MSc(16FA)7		Women Univer	Zoology	Pag
& PAGHUNDA	13PWCSE1060 B.sc		University of E	Computer S	Pag
<					>

Step6: Now the Room successfully added in your Calendar list



Step6: Double Click on the Room Calendar, you will have the room calendar shown as below.

PAF-IAST-ConfRoom-M-203 ×									
SUN	MON	TUE	WED	THU	FRI	SAT			
24	25	26	27	28	29	30			
Previous Appointment						Next Appointment			

Step7: For New Appointment, Right click under date and click on "New Meeting Request".

PAF-IAST-ConfRoom-M-203 ×									
SUN	MON	TUE		WED	THU	FRI	SAT		
24	25	26		27	28	29	30		
Previous Appointment			<u>N</u> ee Nee Nee Nee T <u>o</u>	Appointmo w All Day Eve w Meeting R w Recurring I w Recurring I w Re <u>c</u> urring I day to Date	ent eguest Appointme Event Meeting	ent			

Step8: Schedule your meeting and send to participants.

File	Meeting	Insert	Format Tex	t R	eview He	elp Q T	ell me what y	vou want†	to do	
$\boldsymbol{\times}$		Q Calendar		•		L ii	×		₿.	Ę
Delete	Copy to My Calendar	🕞 Forward	, Appoir	ntment	Scheduling Assistant	Teams Meeting	Cancel Invitation	Address Book	Check Names	Response Options *
	Actions			Show	N	Teams Meeting	g	Attend	dees	
i You I	To Subject	s meeting invitat	ion yet.							
	Start time End time	Tue 26/01/202 Tue 26/01/202	1		12:00 am 12:30 am	▼ AI	l day event			

Note: Once you schedule the meeting to a specific room, the concern delegator can accept or reject your meeting. Also you will have the error if there is conflict in time.