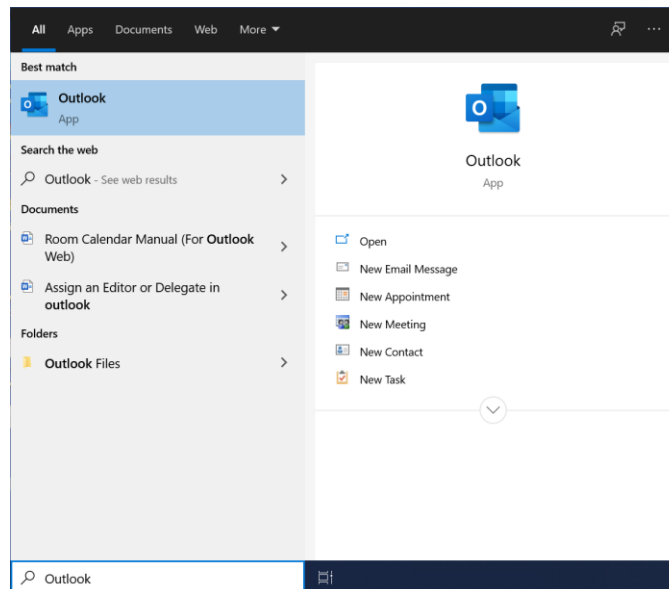


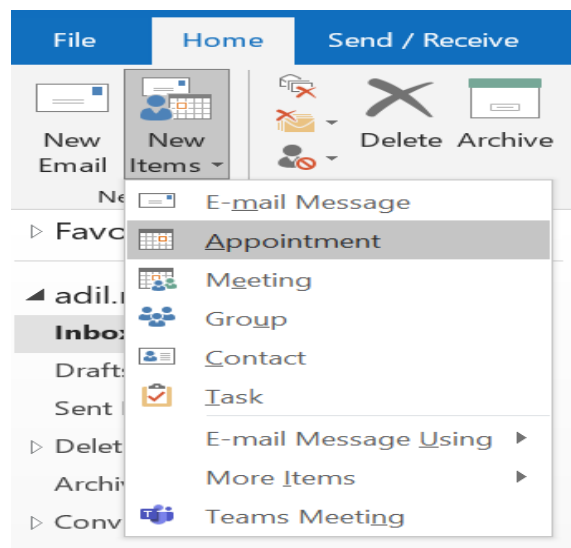
How to book a room through Outlook Desktop Application

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

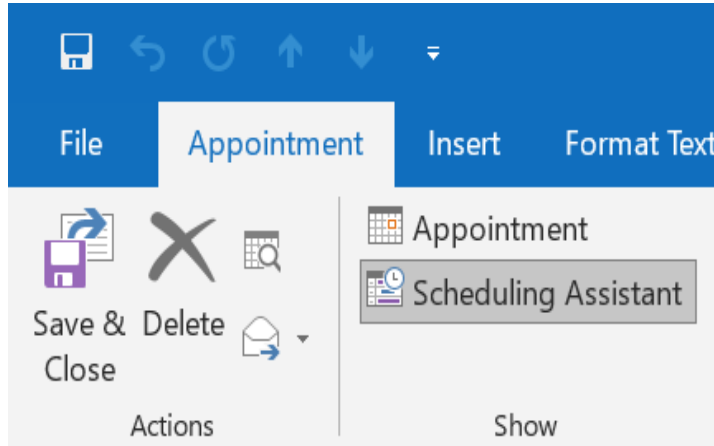
Note: (Outlook App must be installed in system in prior to Step 1)



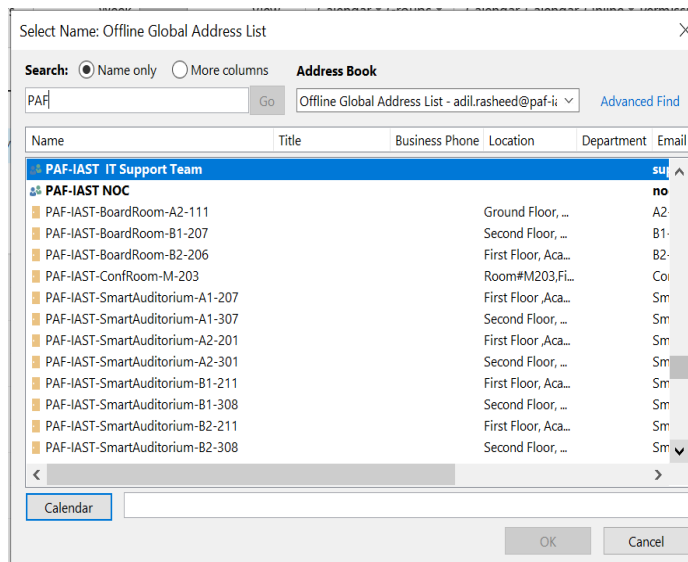
Step2: In Outlook, under Home tab, click on “New Items” and then “Appointment”



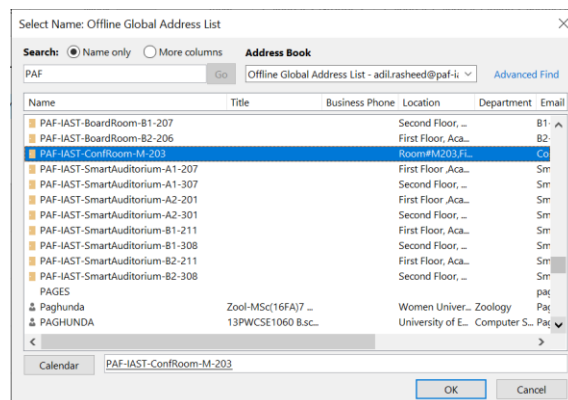
Step3: Under Appointment tab click on “Scheduling Assistant”



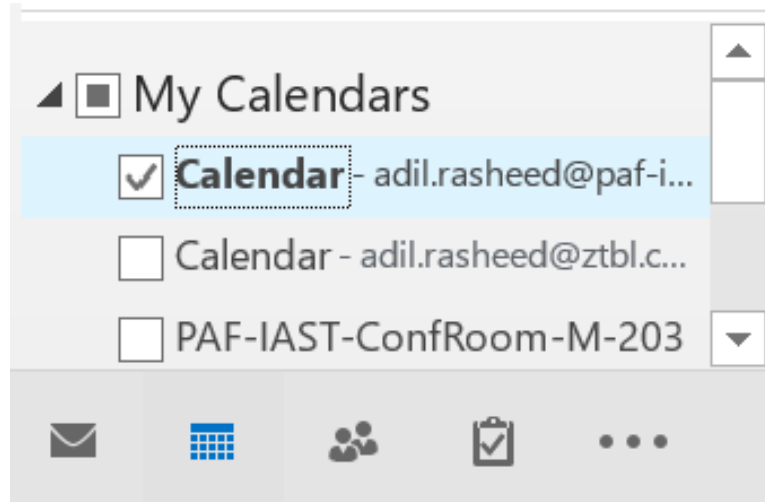
Step4: In Search Bar, write “PAF”, you can find all PAF-IAST rooms



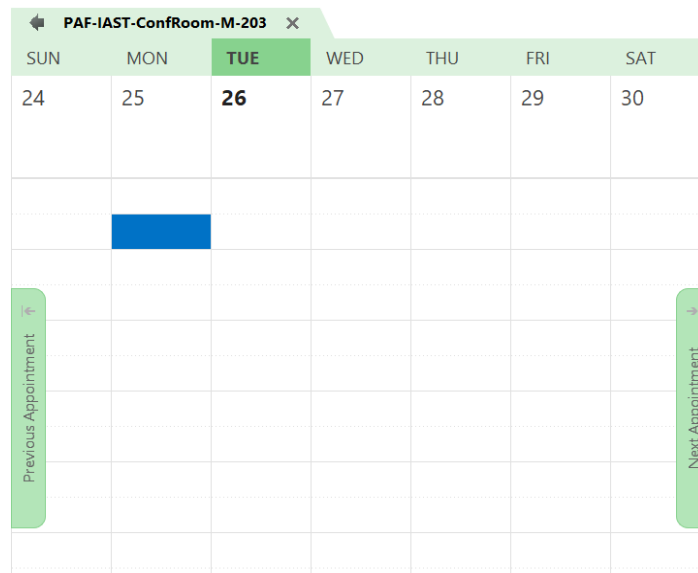
Step5: Double click on your desired room and then click ok button.



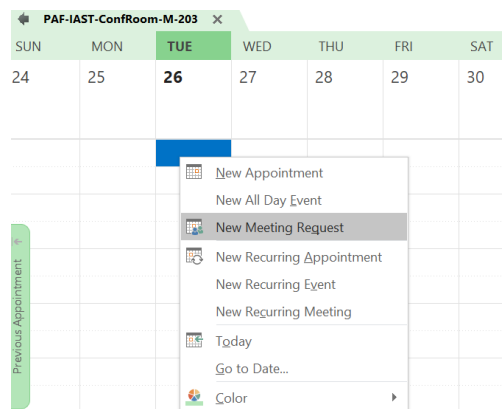
Step6: Now the Room successfully added in your Calendar list



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



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



Step8: Schedule your meeting and send to participants.

The screenshot displays the 'Meeting' ribbon in Microsoft Word. The ribbon includes the following options: 'Delete', 'Copy to My Calendar', 'Calendar', 'Forward', 'Appointment', 'Scheduling Assistant', 'Teams Meeting', 'Cancel Invitation', 'Address Book', 'Check Names', and 'Response Options'. Below the ribbon, a message states: 'You haven't sent this meeting invitation yet.' The meeting invitation form contains the following fields: 'To...' (empty), 'Subject' (empty), 'Location' (empty), 'Start time' (Tue 26/01/2021, 12:00 am), 'End time' (Tue 26/01/2021, 12:30 am), and an 'All day event' checkbox (unchecked).

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.