PAK-AUSTRIA FACHHOCHSCHULE: INSTITUTE OF APPLIED SCIENCES AND TECHNOLOGY
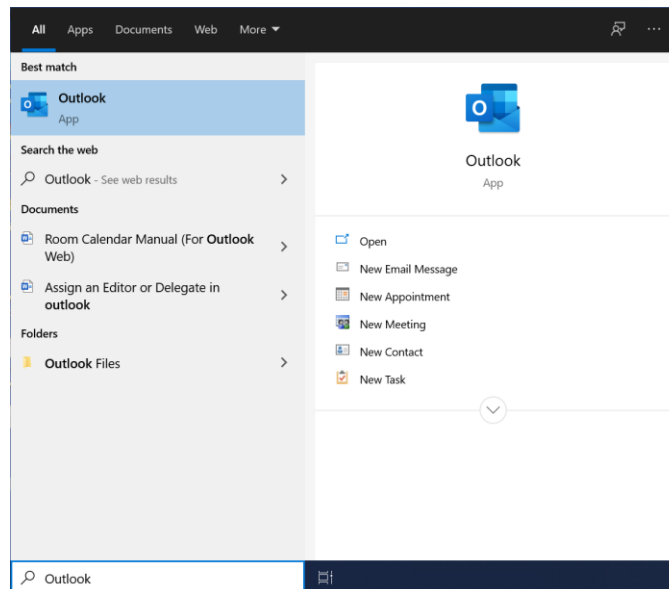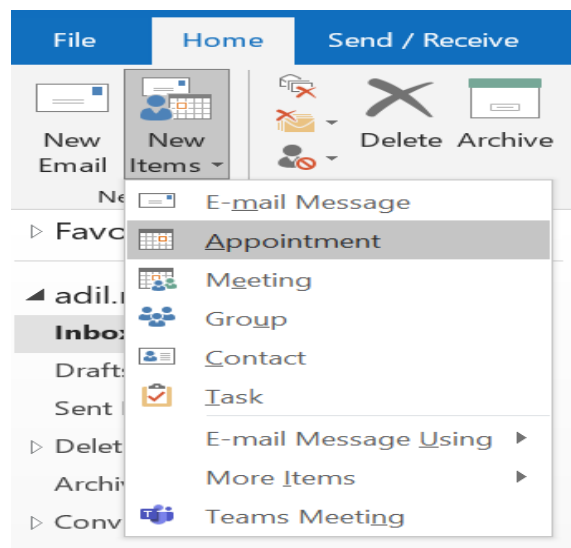
How to book a room through Outlook Desktop Application

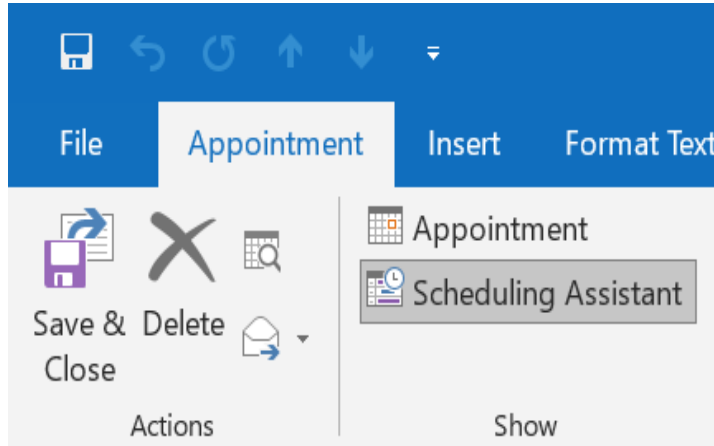**Step1:** Go to search bar and write "Outlook" and then double click on Outlook App.

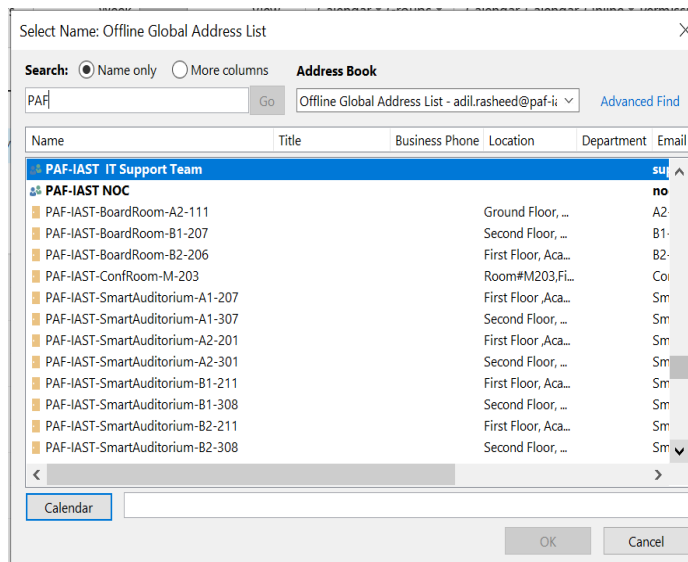Note: (Outlook App must be installed in system in prior to Step 1)

Step2: In Outlook, under Home tab, click on **"New Items"** and then **"Appointment"**
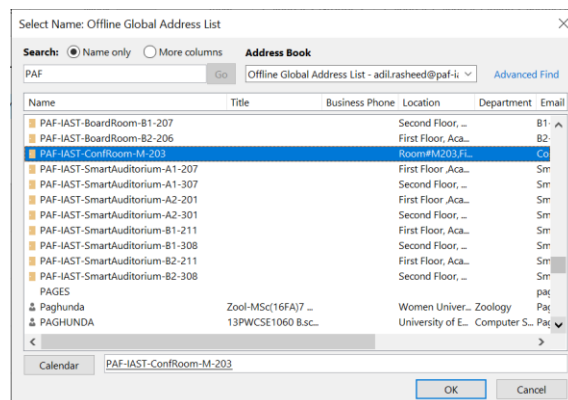
Step3: Under Appointment tab click on "Scheduling Assistant"
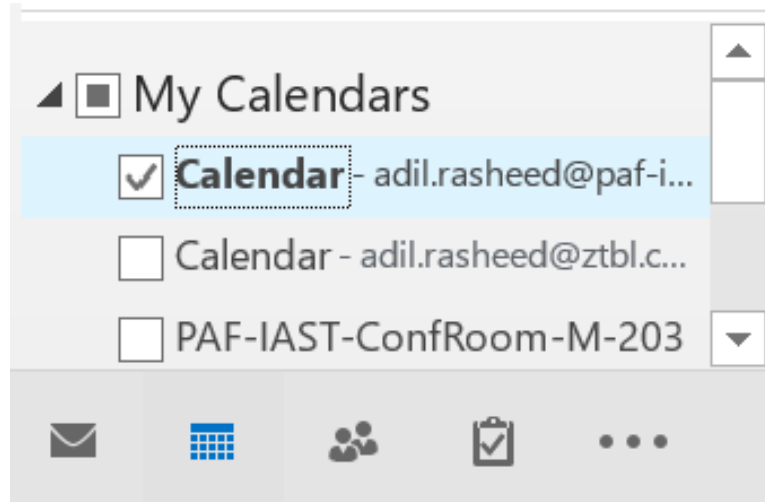

Step4: In Search Bar, write "PAF", you can find all PAF-IAST rooms
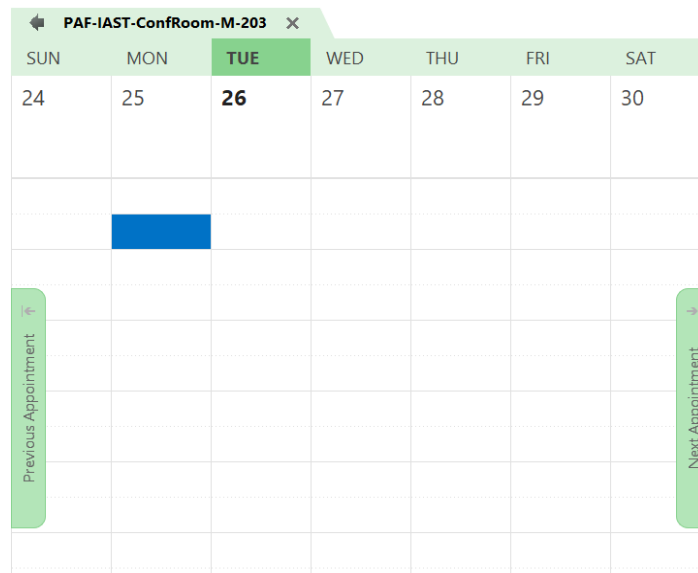

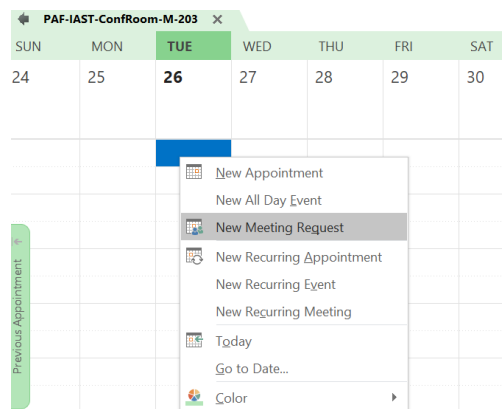**Step5:** Double click on your desired room and then click ok button.

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.

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.