

## 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)

All Apps Documents Web More	•	R							
Best match									
Outlook App		Outlook							
Search the web									
Outlook - See web results	>	App							
Documents									
<ul> <li>Room Calendar Manual (For Outlook Web)</li> <li>Assign an Editor or Delegate in outlook</li> <li>Folders</li> <li>Outlook Files</li> </ul>	>	<ul> <li>Open</li> <li>New Email Message</li> <li>New Appointment</li> <li>New Contact</li> <li>New Task</li> </ul>							
		ii							

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



Step3: Under Appointment tab click on "Scheduling Assistant"



**Step4:** Enter the meeting details, select the require and optional attendees and room accordingly.

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File	Meeting	Scheduling	g Assistan	it Inser	t Forn	nat Text	Review	Help	Q	Tell me wh	at you wa	int to do			
0	Refresh Availability	у <mark>Р</mark> Ац	utoPick ~	$\beta_{\pm}$ Ad	d Attende	es 🕂 A	Add Room	is 🖸 Ro	oom Find	der 🔀	Options ~				
5	⇒ end	Start time End time	Mon Mon	13/09/2021 13/09/2021	1 🖸	1:00 pm 1:30 pm	•	□ All day ় Make	/	] 👲 Time zo	ones				
				Monday, 1	Monday, 13 September 2021								Tuesday	, 14 Septemb	er i
		3 pm	4 pm	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	8 am	9 am	
	All Attendees														
~	Required Attendee														
$\checkmark$	Adil Rasheed   AM Net														
	Add required attendee														
$\sim$	Optional Attendee														
	Add optional attendee														
~	Resource (Room or														
	Add resource														
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Step 5: Click on the Send button, your request will reach PS to rector, He / She can reject or accept your meetings.