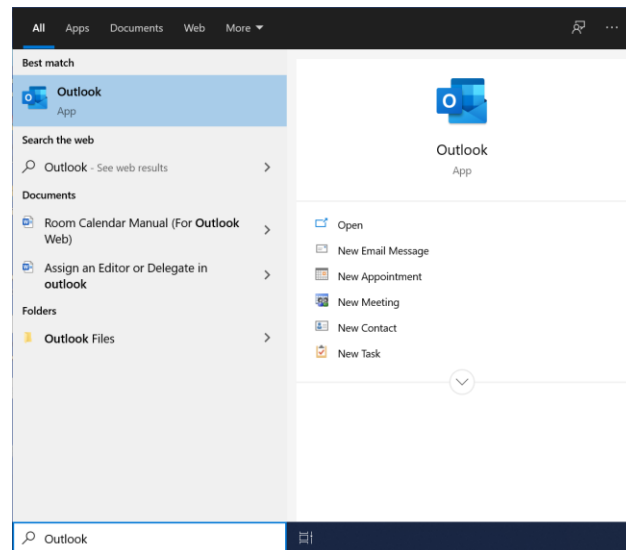


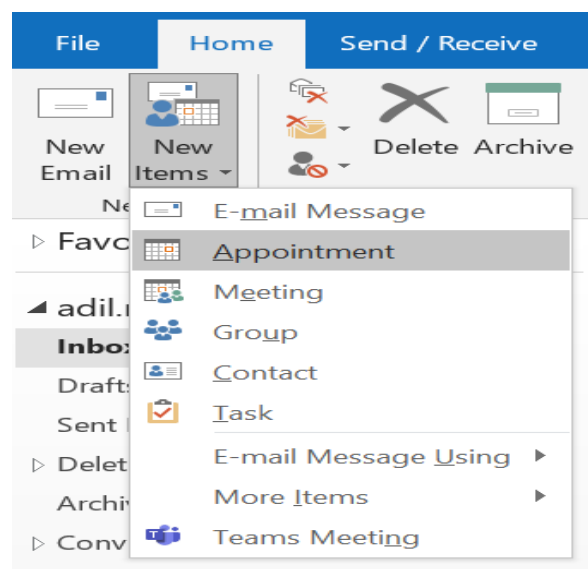
How to book a room through Outlook Desktop Application

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

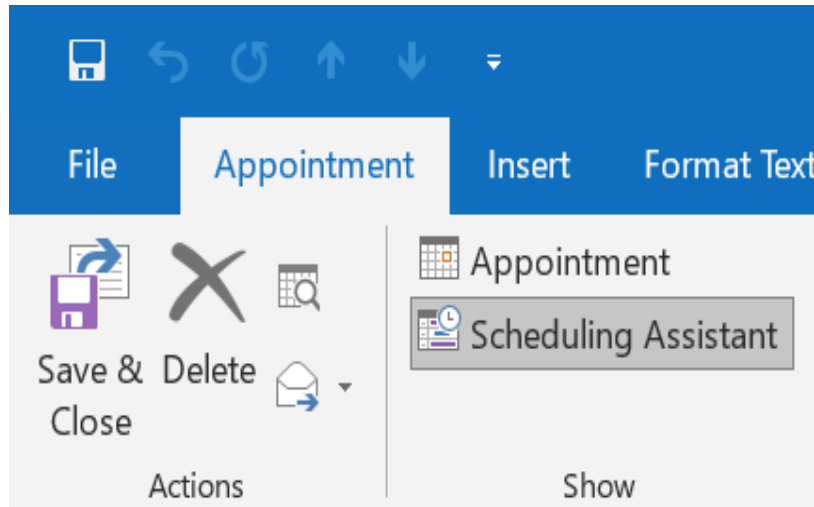
Note: (Outlook App must be installed in system in prior to Step 1)



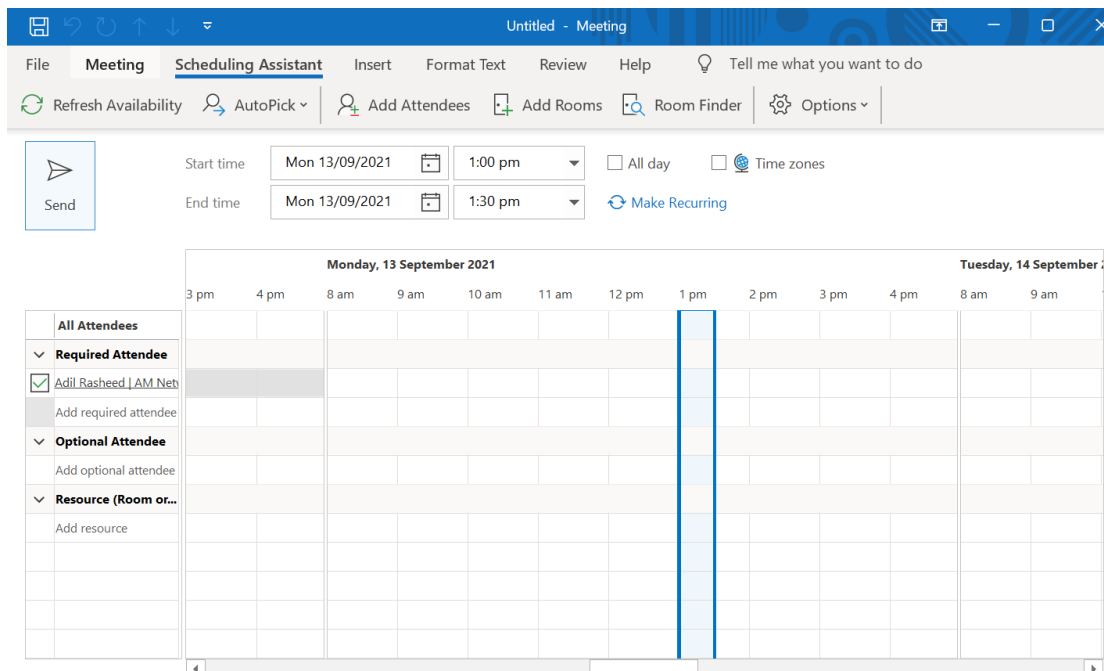
Step2: In Outlook, under Home tab, click on “New Items” and then “Appointment”



Step3: Under Appointment tab click on “Scheduling Assistant”



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



Step 5: Click on the Send button, your request will reach PS to rector, He / She can reject or accept your meetings.