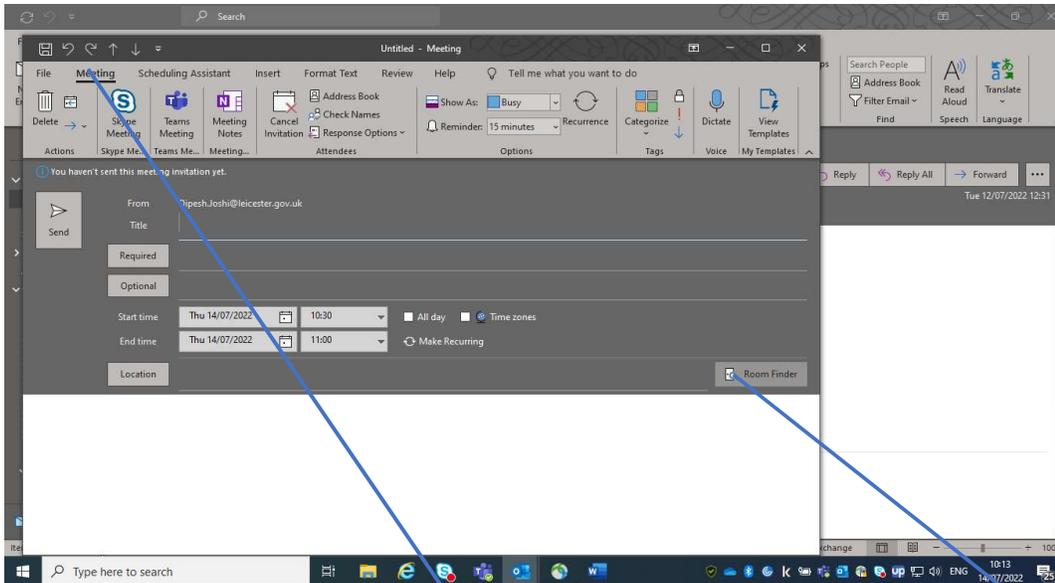
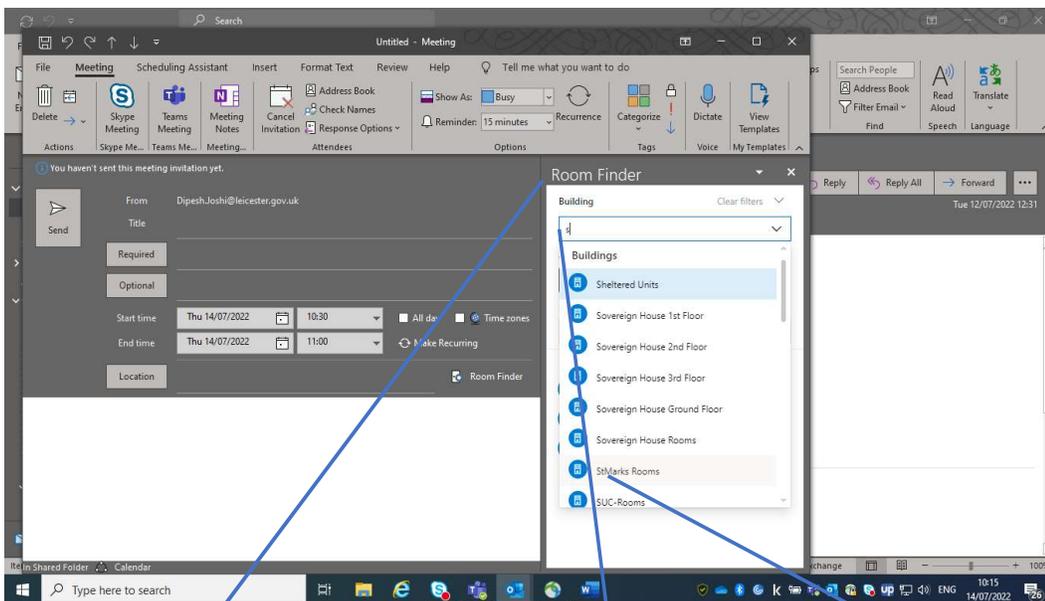


# Meeting Room Booking System via Outlook

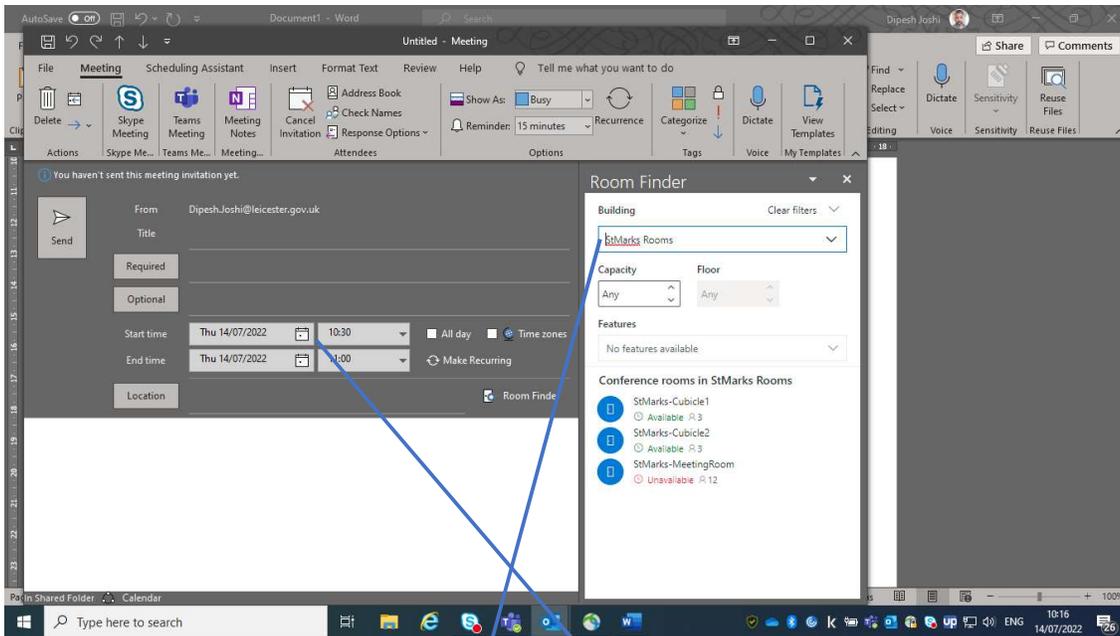
## A. Booking a Meeting Room



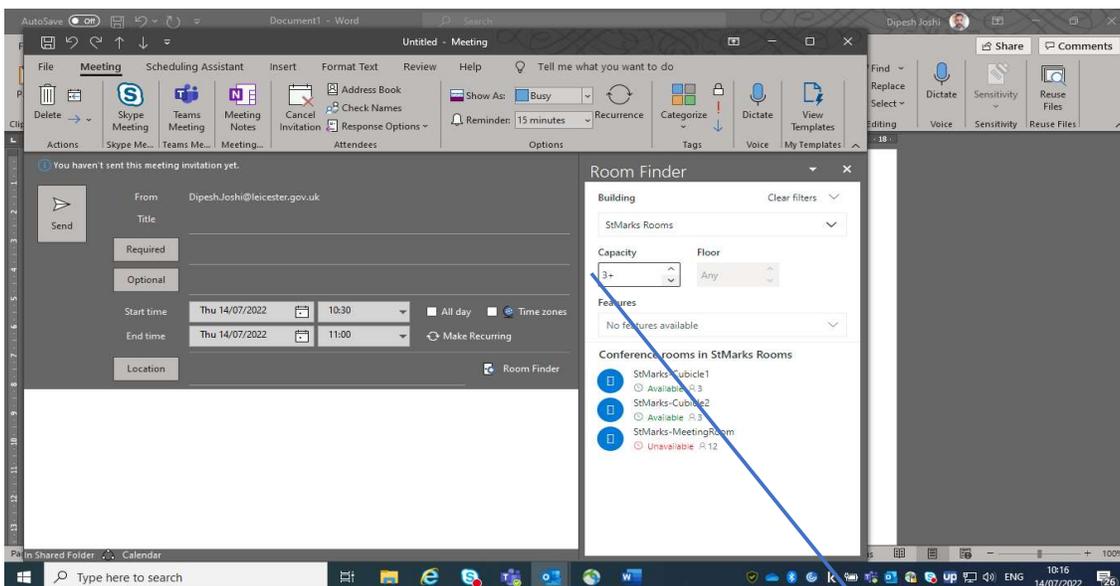
1. When you have opened the **'Meeting'** window option via Outlook. On the right-hand side, click on the **'Room Finder'** button, as seen above.



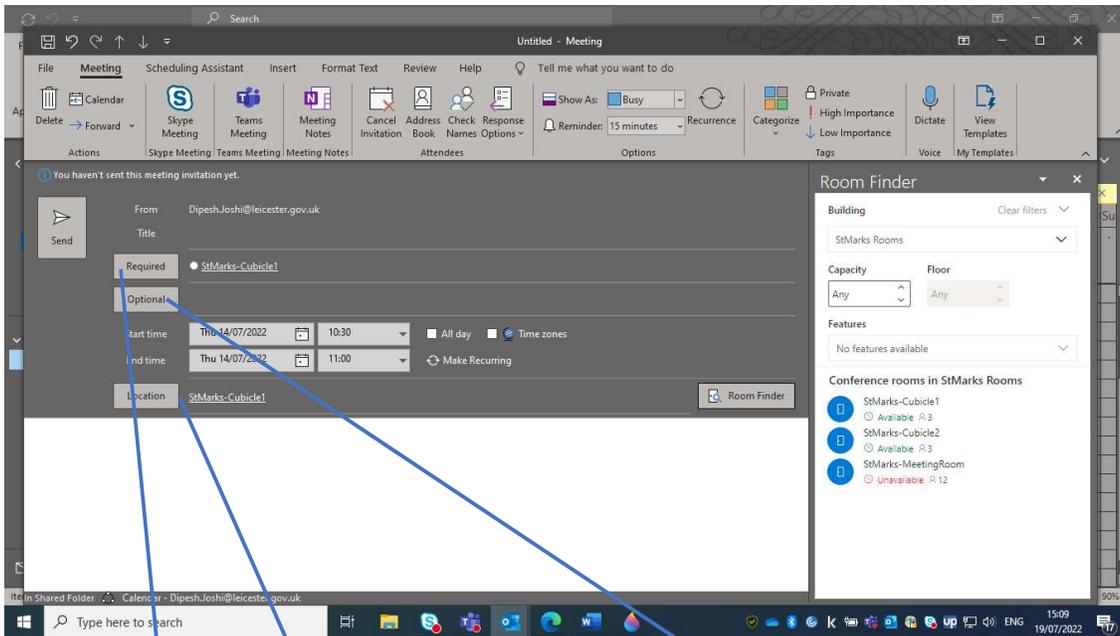
2. The **'Room Finder'** window will appear, as shown above. Type in couple of letters of the office you would like to book your room at in the **Building** search box ie. CTCE, NewParks or St Marks. As seen above, the search has listed all offices beginning with the letter 'S'. Click on **'StMarks Rooms'**.



3. Once you have clicked on '**St Marks Rooms**'. A list of rooms will appear below, as seen above. In this case, St Marks housing office has only 3 meeting rooms, of which only 2 out of the 3 rooms listed are available on the day and time you have stated for your meeting. You will notice that under each listed room, it states the specific occupancy levels for that room. Choose the room that best suits your requirements.



4. You can also opt to increase or decrease occupancy levels via the '**Capacity**' box. As you in/decrease the occupancy levels. It will list all rooms that are available to meet your requirements.



- Once you have clicked on the correct meeting room. The meeting room will automatically appear in the **Required** and **Location** line of your email. You can then continue to complete your meeting request, by adding name of attendees via the **Required** or **Optional** line.

## B. To Cancel a Meeting Room Booking

- As you were the sole organiser of that appointment (meeting). You have control over cancelling that appointment. To do this. Go into your calendar and find the appointment you have scheduled. When you have located the appointment. Double click to open the appointment. Your appointment will appear as a new window. On the left-hand corner of that window, opt to **'Cancel Meeting'**. Once you have cancelled the meeting. Outlook will send a communication out to all attendees informing them of the cancellation.

