

## How to book a boardroom.

1. Start your Outlook 2010 client and click on **"New Items"** and then on **"Meeting"**.  
Or you can use the short cut key combination **"CTRL+Shit+Q"**.



Figure 1

2. In the Meeting request window click on **"Scheduling Assistant"**

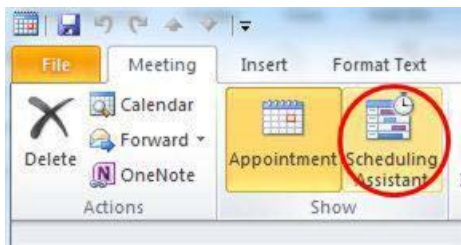


Figure 2

3. In the Scheduling Assistant window click on the button **"Add rooms"** in the bottom left corner

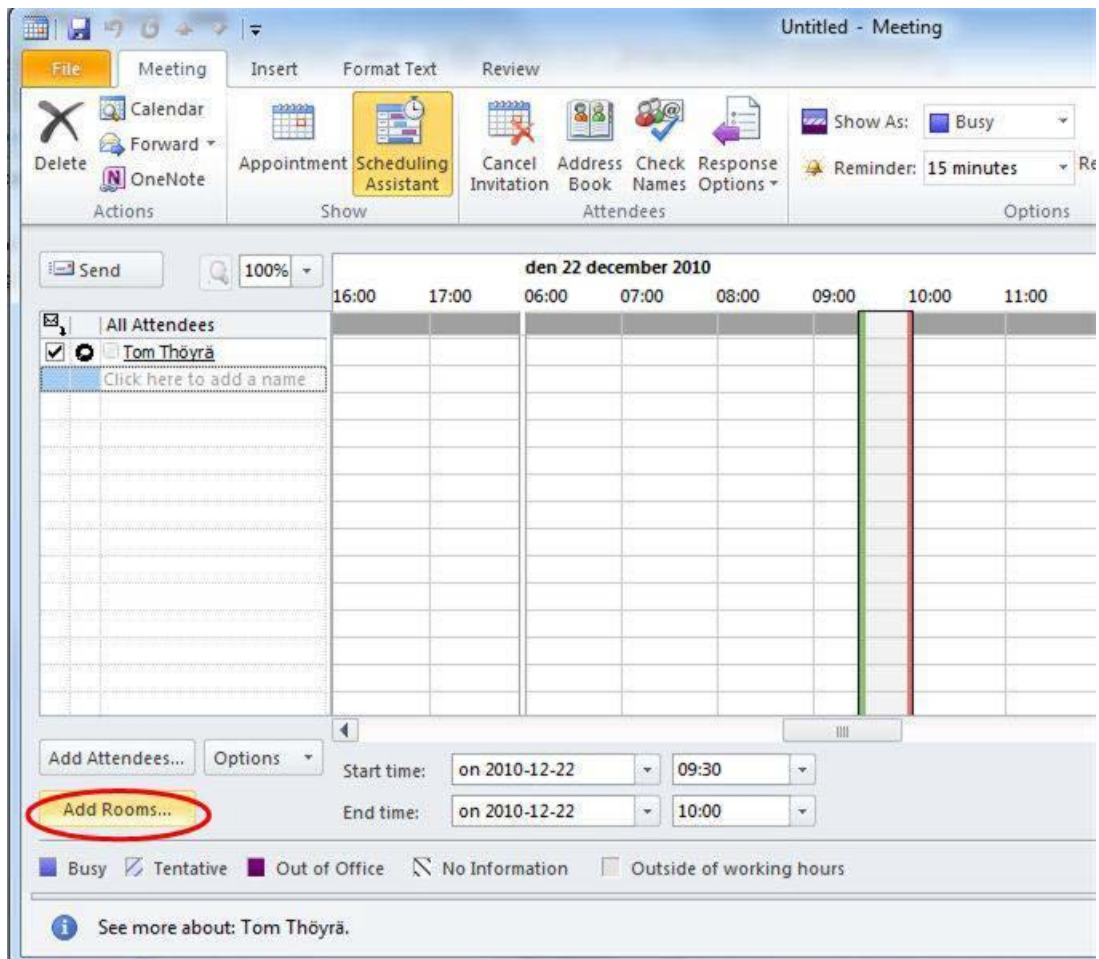


Figure 3

4. In the Add room window, locate the meeting room for which you would like to make a booking. Click on the room and then on the button “**Rooms→**” or double click on the room. Click on the “**OK**” button and the scheduling assistant window will reappear. Then add the start and end time of your meeting using the dropdown boxes at the bottom of the window.
5. After setting the start and end time you will be able to see if the room you have chosen is free or booked. A blueish color indicates that the room is already booked. By clicking the send button, the room will be booked for you at the time you have chosen and a meeting appointment will be added to your Outlook calendar. However, you can now also add other attendees to your meeting and sending them a meeting request at the same time you are booking the room. This is done by clicking the “**Add Attendees**” button and selecting the attendees from the Global Address List.
6. You can now also enter any e-mail address of attendees that are outside our Exchange Server organization, i.e. a person outside of **Whissell**.
7. Then click on the “**Appointment**” button again and enter a subject for the meeting. You can also enter a message for the attendees in the body part below the start and end time. You can also insert attachments by clicking on the “**Insert**” menu option.
8. When you are done, click on the send button to make the room booking and send the meeting requests to the intended attendees.