

Booking in Microsoft Outlook - Calendar

- Switch the view to **Calendar** - instead of **Mail** (bottom left)
- Click **Open calendar** (top center) and select **from address book**
- Set Search **by name** (if it is not already in advance)
- Write **esb** or **nbv8** (rooms in C2 starts with **nbv8**) and find the room on the list (e.g. ESB NBV8 a233)
- Double-click on the room and then click **OK**
- The calendar now appears and will stay at the left side for future use
- Now you can see when the room is available
- Double-click any place in the calendar
- A new meeting is now being set up from your own calendar
- Fill out the meeting details: subject, date and time
- Press **Send**
- Wait until you receive a confirmation mail - first a **Preliminary accepted** and followed by an **Accepted**
- The meeting can now be seen in your own calendar as well as the calendar of the room
- For cancellation of a room, you have to open the meeting in your own calendar and press **Send cancellation**