Room Booking with Outlook
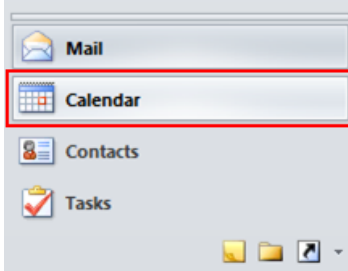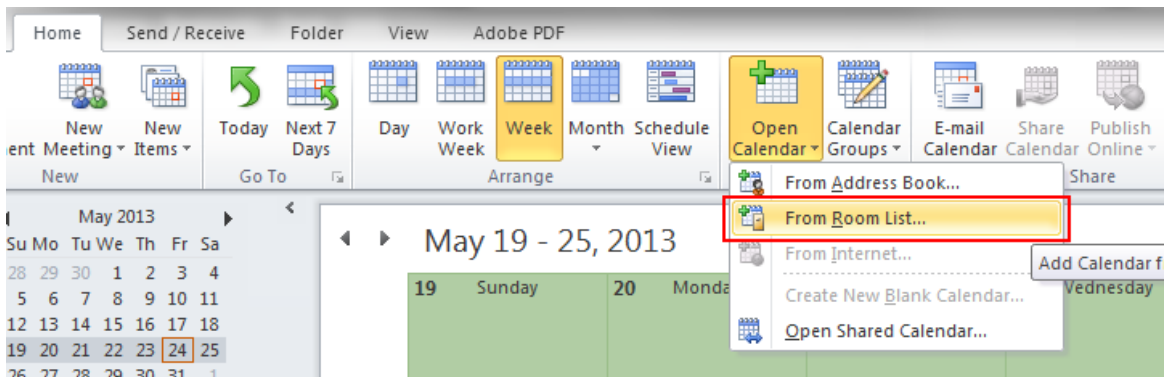
1) Open your **Calendar** in the bottom left corner of Outlook

2) From your calendar list, open the calendar for the room you would like to book. If the room you want to book isn't on your calendar list, go to **Open Calendar > From Room List…** in the **Home** tab. On the following window, add the appropriate calendar from the room list (all Sauder rooms begin with **Sauder R-RM** in their name)

3) Click on **New Appointment** in the **Home** tab

4) Enter the **Subject**, **Location**, **Start time**, and **End time** for the booking
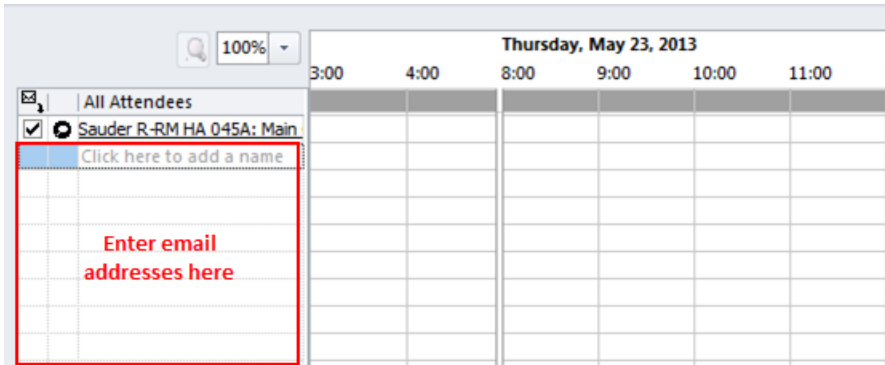

5) If you are booking the room for yourself, click **Save & Close** to enter the booking into your calendar and skip the rest of this guide
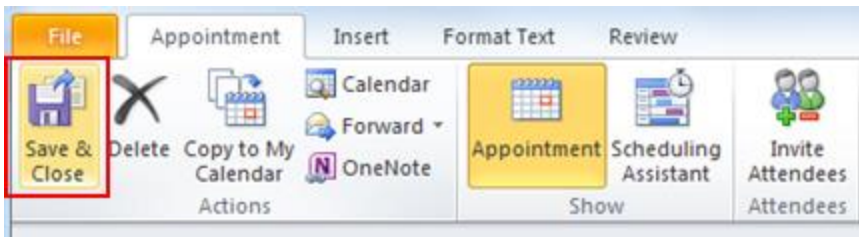
6) If you are booking the room for a meeting and want to send an invitation to other people, click **Scheduling Assistant**
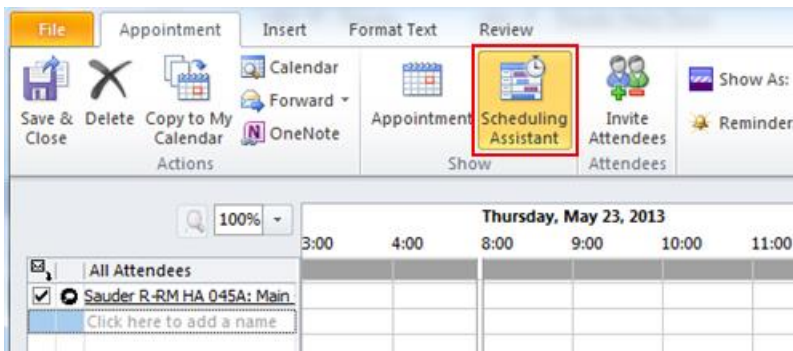
7) Enter the email address for each individual you would like to invite in the **All Attendees** section

8) Click **Appointment** and enter a message to be sent along with the invitation if required. When you are finished, click **Send**. This will enter the booking into everyone's personal calendars