How to make a booking for a Meeting Room from Outlook

1. To make a booking, view your calendar and select a free time, right click and select New Meeting Request.

2. Click on To: and search for the name of the person to whom you will be having a meeting with. Click on Required ->, then click OK.

3. To add the meeting room that you wish to use click on the Rooms button.
You can either start typing the name of the room you require in the Search field, eg. Building 124, then double click on the name of the room and it will be added to the Location field or select the room you require click on theRooms -> button, then OK

The meeting room will be added to your Location:

If this is to be a recurring booking, click the Recurrence button and enter the Recurrence details into the dialog box. Click OK.

If you wish to see if the room is available before sending the request, click on the Scheduling Assistant button. This will show the unavailable times of the room that you have selected.

Click Send when finished.

You will receive a confirmation email that the booking has been made (or declined if there is an existing booking for that time).

The invited Attendee’s will receive a meeting invite which they can Accept or Decline.
To change or cancel a booking, open the booking in YOUR calendar and make the required change and click **Send Update** to notify attendees of any changes or click **Cancel Meeting** to cancel, which will also notify attendees of the cancellation.

Please contact the FS ITS helpdesk x50444 or [fs.helpdesk@anu.edu.au](mailto:fs.helpdesk@anu.edu.au) if you run into any problems following these instructions.