How to make a booking for a Meeting Room from Outlook Web client

1. Open web browser and in the address field type http://outlook.com/owa/anu.edu.au

The log in screen will appear in which you will need to enter your UniID and HORUS password as follows:

User Name: UniID@uds.anu.edu.au (eg. u1234567@uds.anu.edu.au)
Password: HORUS password

2. Click on Calendar (top column)

Click on New Event on the left hand side of your screen

3. In the Event:… field you can type in the name of the meetings

4. In the Location:… field click on the “add room” button this will open the Search box. Scroll until you find FS Meeting Rooms, click to select. Will bring up the rooms Available, click to select the room that you require. It will place the room in ‘Location’ and ‘Attendees’.

5. To invite additional Attendees, click on the + at that the end of the line

This will open a search box, you can search for you Attendees by typing there name in the search box and then clicking on the magnifying glass, or scrolling through you “My contacts”. Double click on the name of attendee, this will added it to your ‘Required attendees:’ then click OK if you have completed.
Once all other required content is added click **Send**.

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 if you run into any problems following these instructions.