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 (bottom left hand column)

In the menu bar located at the top of your calendar click the drop-down arrow next to New, select Meeting Request

In the To... field you can type in the email address or click on To... and this will open the Global Address book list and you can find them within the list.
3. Add the meeting room by clicking on **Resources**... this will open the Search box.

In the **Search field** start typing the room that you wish to book, eg. Building 124, then click on the magnifying glass icon.

This will bring up the listing for all the meeting rooms located in the Innovations Building.

Click on the Room that you require then click on the **Resources ->** for the room to be added then click **OK.**
The room will now be added to your Meeting request email

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](mailto:fs.helpdesk@anu.edu.au) if you run into any problems following these instructions.