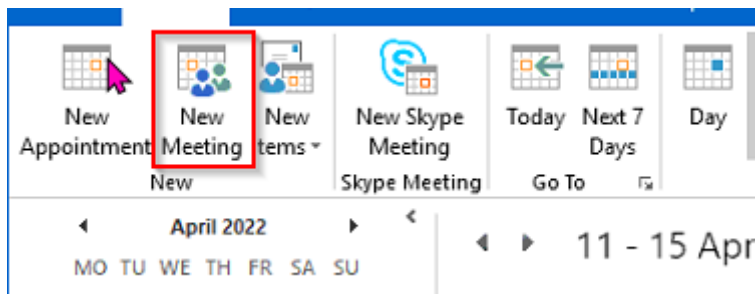
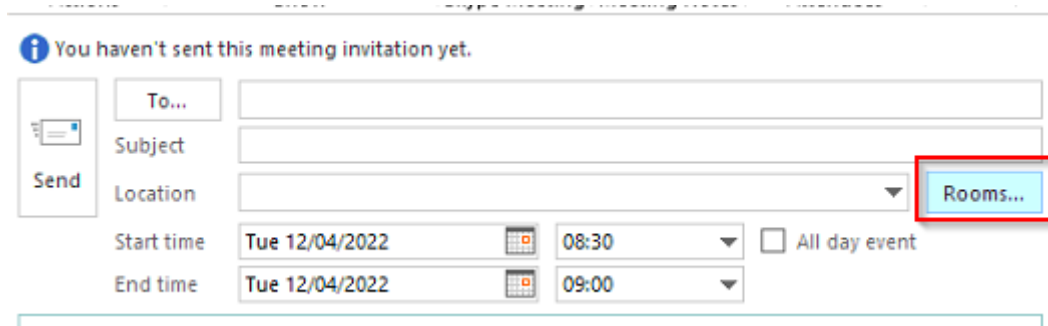


Outlook - Using Equipment and Room mailboxes to create meetings.

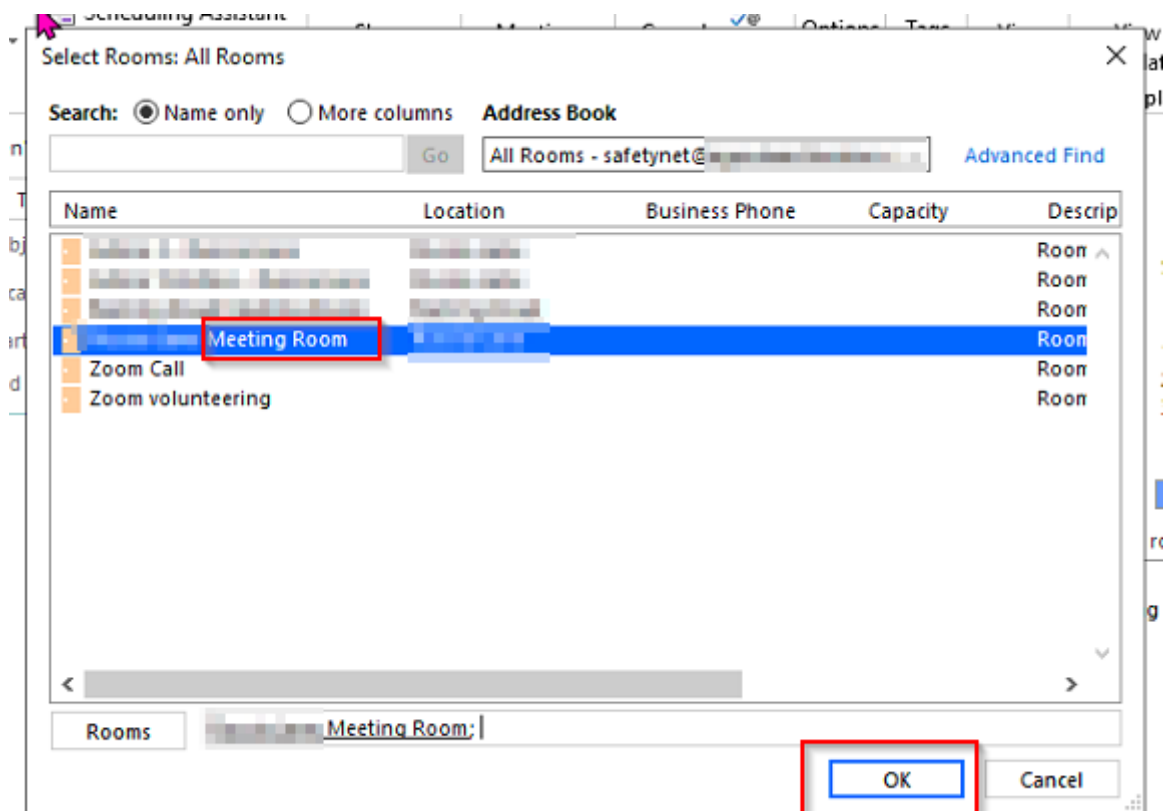
In Outlook go to **Calendars > New Meeting**



In the dialogue that appears choose **Rooms...**

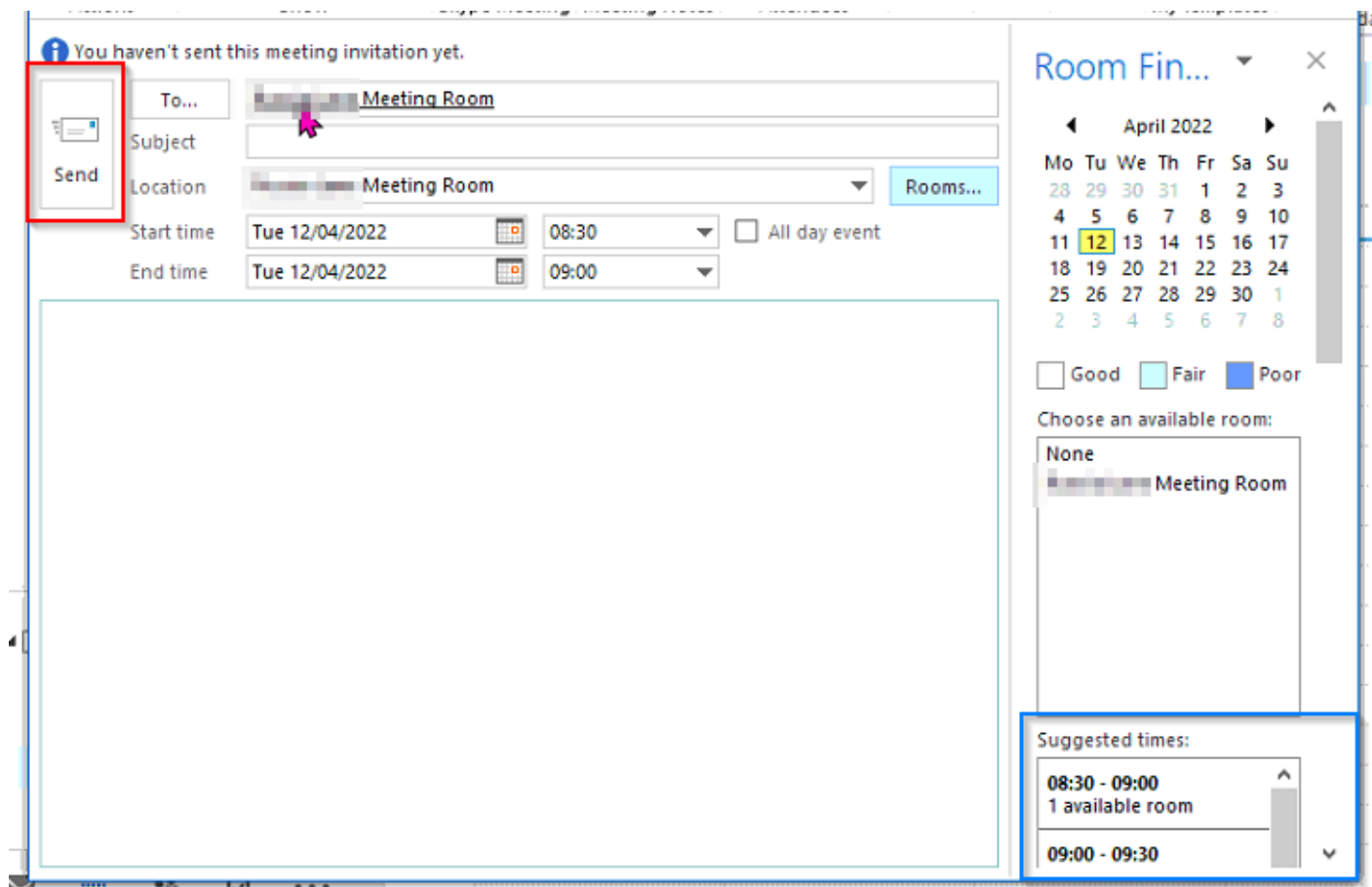
A screenshot of the 'New Meeting' dialog box in Outlook. The dialog has a title bar and a message at the top: 'You haven't sent this meeting invitation yet.' Below this are fields for 'To...', 'Subject', and 'Location'. To the left of these fields is a 'Send' button. To the right of the 'Location' field is a 'Rooms...' button, which is highlighted with a red rectangular box. At the bottom, there are fields for 'Start time' (Tue 12/04/2022, 08:30) and 'End time' (Tue 12/04/2022, 09:00), along with an 'All day event' checkbox.

You will be shown a list of rooms or equipment bookable in your business, double click on the one required and then press **OK**



Choose a time and date and then hit **Send**.

You can see the room availability in the bottom right "Suggested times:" area. The event will then show in your own and the calendar of the room/equipment.



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