

Outlook - Using Equipment and Room mailboxes to create meetings.

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



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



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.



Revision #1

Created 12 April 2022 07:17:16 by Daniel

Updated 12 April 2022 07:28:07 by Daniel