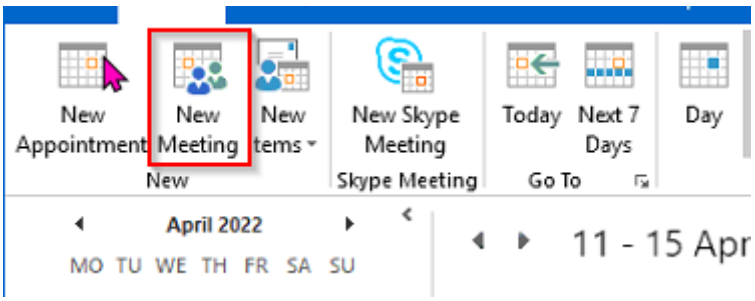
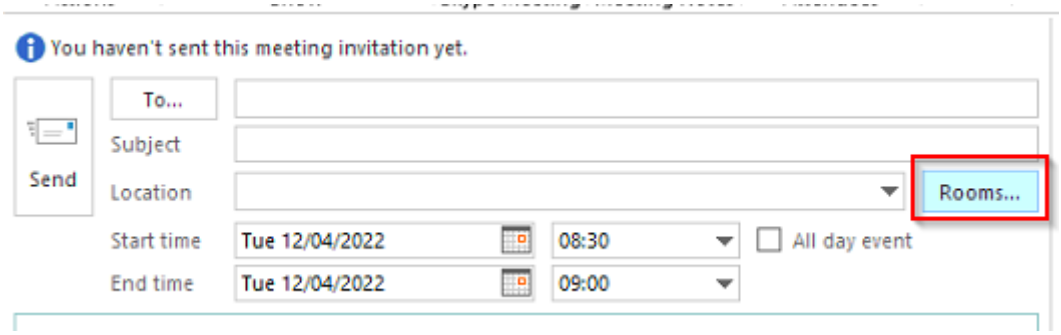
# Outlook - Using Equipment and Room mailboxes to create meetings.

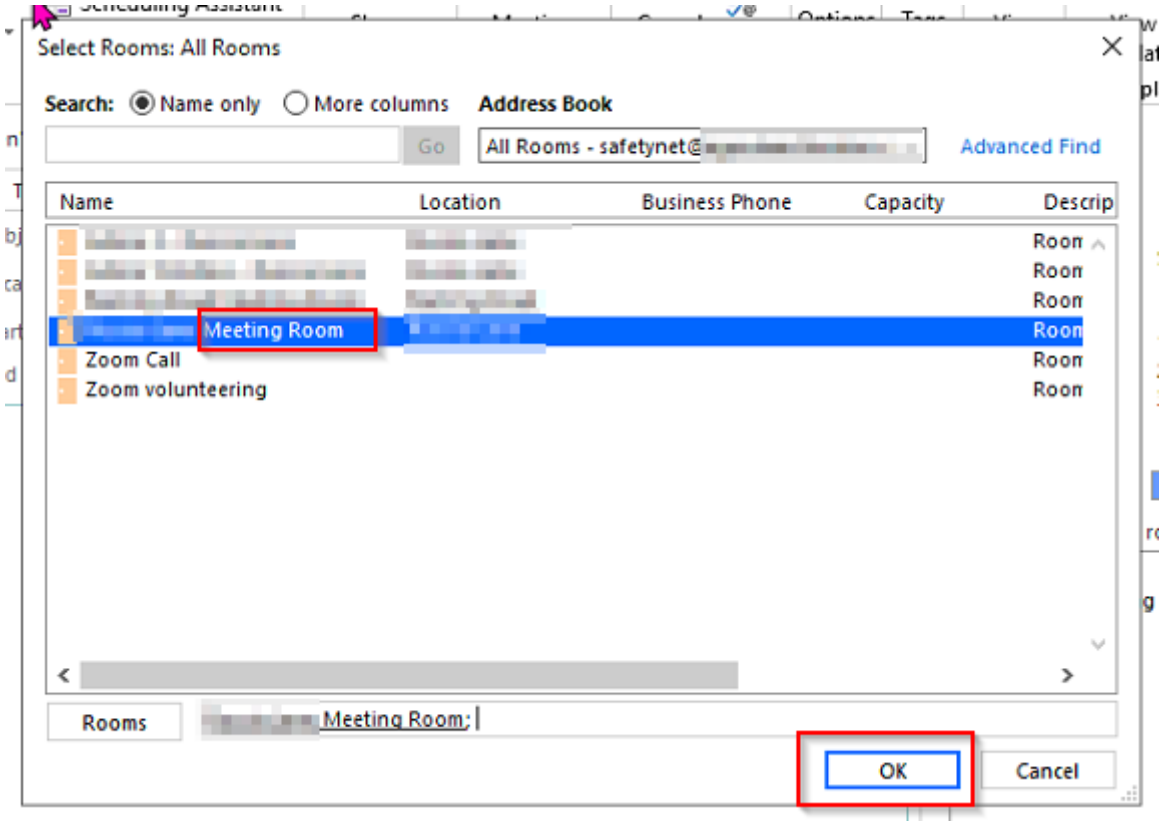
In Outlook go to **Calendars** > **New Meeting**




In the dialogue that appearschoose **Rooms...**

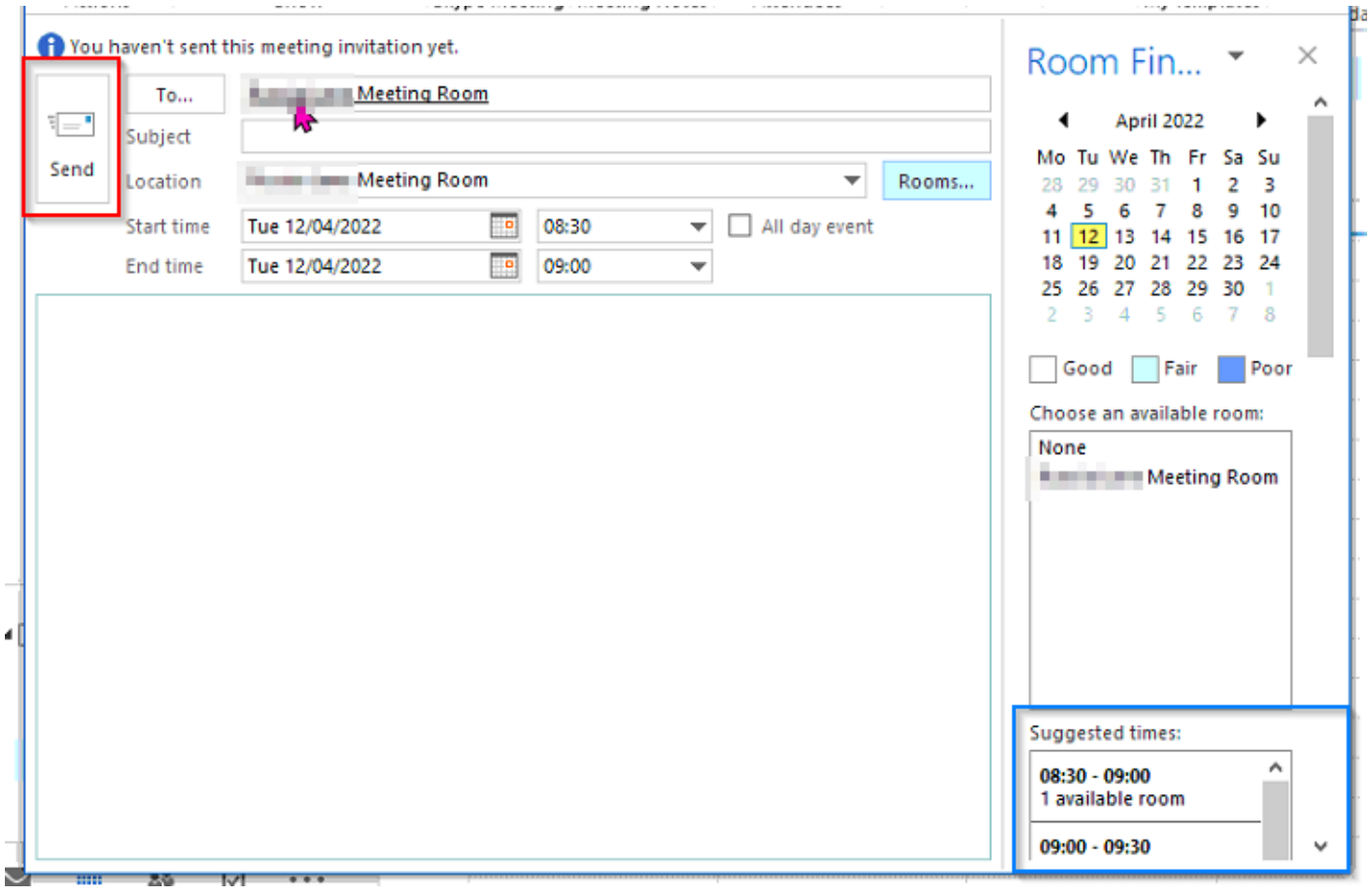



You will be shown a list of rooms or equipment bookable in your business, double click on the one required and then press **OK**




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.



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