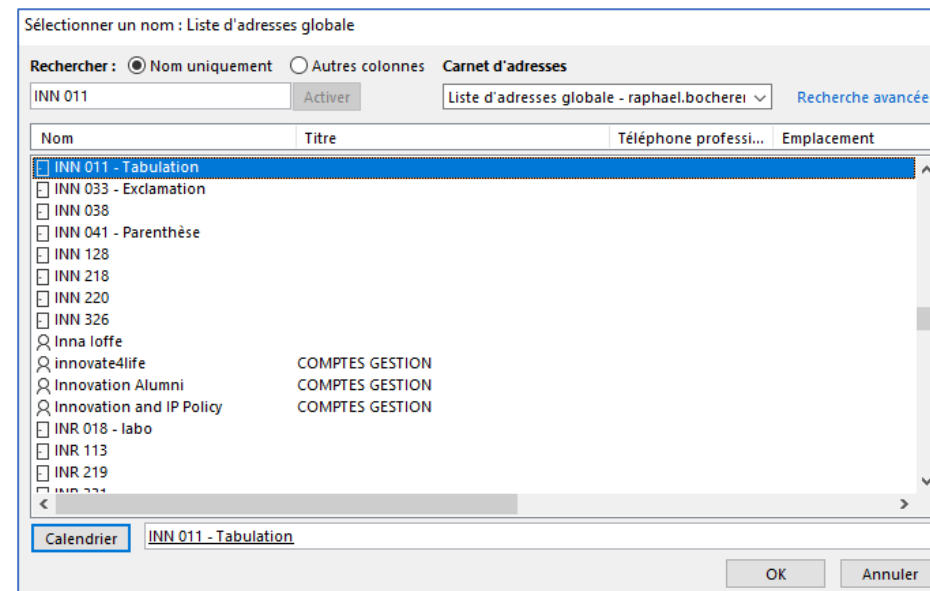
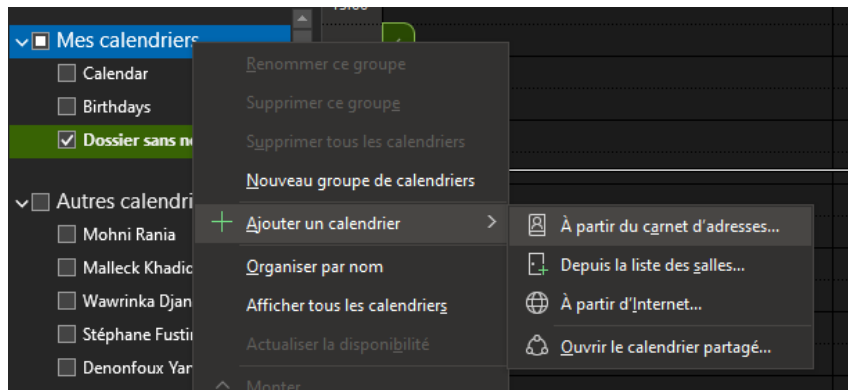


# Conference Rooms Reservation

How to add the room in your calendar and make a reservation

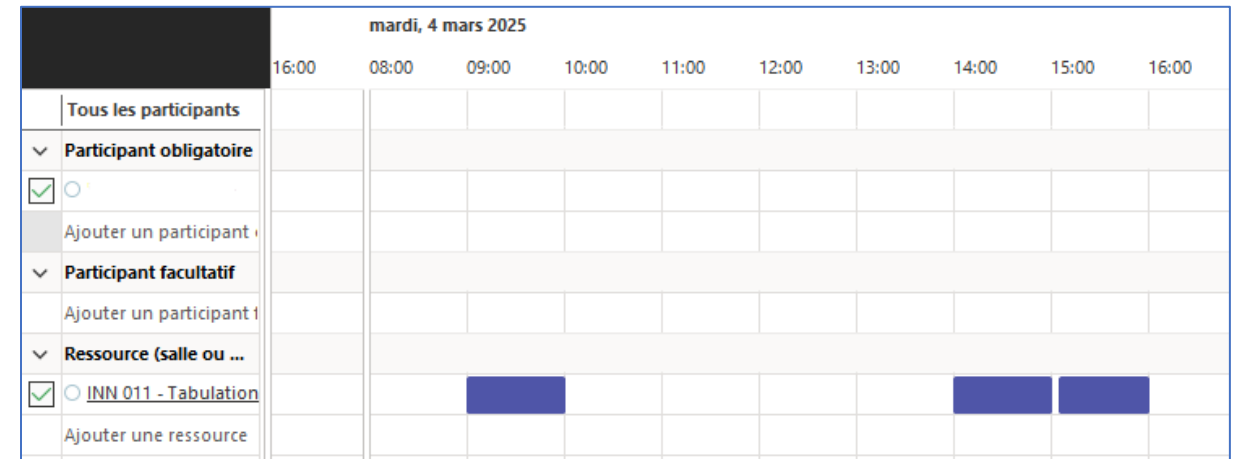
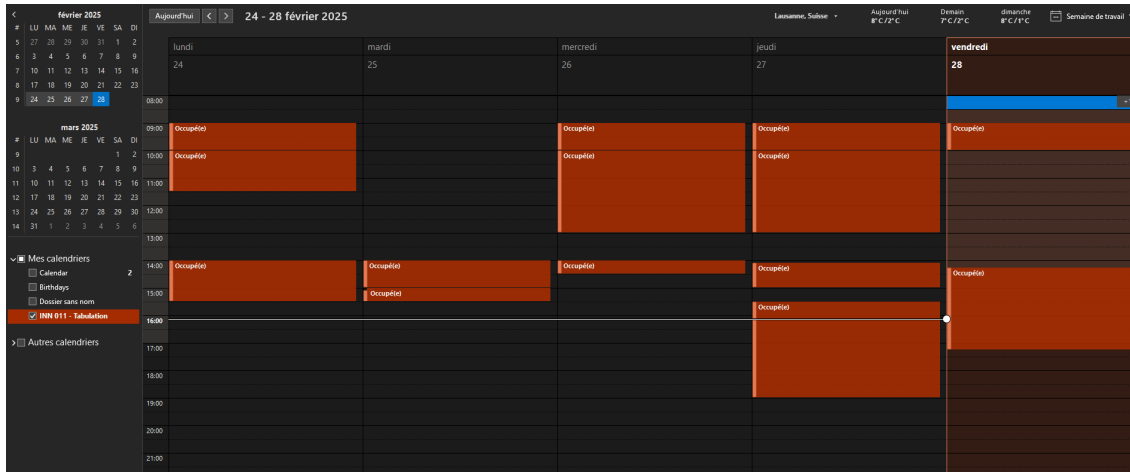
# Adding the Conference Room Calendar to Outlook

1. Open Microsoft Outlook and go to the Calendar tab.
2. Right-click on “My Calendar” or “Other Calendars” → "From Address Book".
3. Search for the conference room name (provided by IT/admin).
4. Double click the room and click "OK" to add it to your Outlook Calendar(s).



# View of the Conference Room availability

1. In Outlook Calendar, find the added conference room in the left panel.
2. Click on it to view its availability.
3. When creating an event, use the Scheduling Assistant to check conflicts.



# Reserving a Conference Room (RSVP process)

1. Create a New Meeting in Outlook.
2. Click on “invite“, search and select the conference room.
3. Add attendees, set date/time, and enter meeting details.
4. Click "Send", and the room will be reserved if available.
  1. You will receive an acceptance of the invite by the room if available, and a refusal if not.

