**Booking College rooms via Outlook 2013**

This guide covers the booking following rooms:

- Meeting Room 1, Maurice Shock Building
- Meeting Room 2, Maurice Shock Building
- Meeting Room 3, Maurice Shock Building
- G20, Maurice Shock Building
- G21a/b, Maurice Shock Building
- Centre for Medicine Boardroom

Each room has its own calendar set up which can be found on the Rooms List within Outlook 2013.

To view a Room Calendar’s availability within Outlook all you need to do is follow these instructions:

To book the room:

<table>
<thead>
<tr>
<th>Instruction</th>
<th>What is looks like</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open a new appointment in your calendar.</td>
<td></td>
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<tr>
<td>2. On the “Appointment” tab, click on “Invite Attendees” in the middle of the ribbon.</td>
<td><img src="image" alt="Invite Attendees" /></td>
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<tr>
<td>3. Click on the “Rooms” to the right of the location of your appointment booking.</td>
<td><img src="image" alt="Rooms List" /></td>
</tr>
<tr>
<td>4. Type “Maurice” into the search box to show MSB meeting rooms, or “Centre” to find the centre for Medicine Boardroom. <strong>NB</strong> – this will show you the capacity of each room.</td>
<td><img src="image" alt="Search" /></td>
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<tr>
<td>5. Select the room(s) you want to view and click on the “Rooms -&gt;” button underneath the room list or double click on the room and it will appear underlined in the box. <strong>Click OK.</strong></td>
<td><img src="image" alt="Room Selection" /></td>
</tr>
</tbody>
</table>
6. The room will be invited to the meeting and the location of your meeting will be automatically updated to the room you are booking.

7. Invite people to your meeting as required.

8. Click “Send” to book the room.

   If the room is available you will get an automatic reply to let you know that the booking was accepted.

   There will be extra information about the room within this meeting response to let you know the capacity of the rooms, the resources within the room and useful contacts if you require extra resources.

   If the room is not available you will get an automatic reply to say that your booking was declined.