

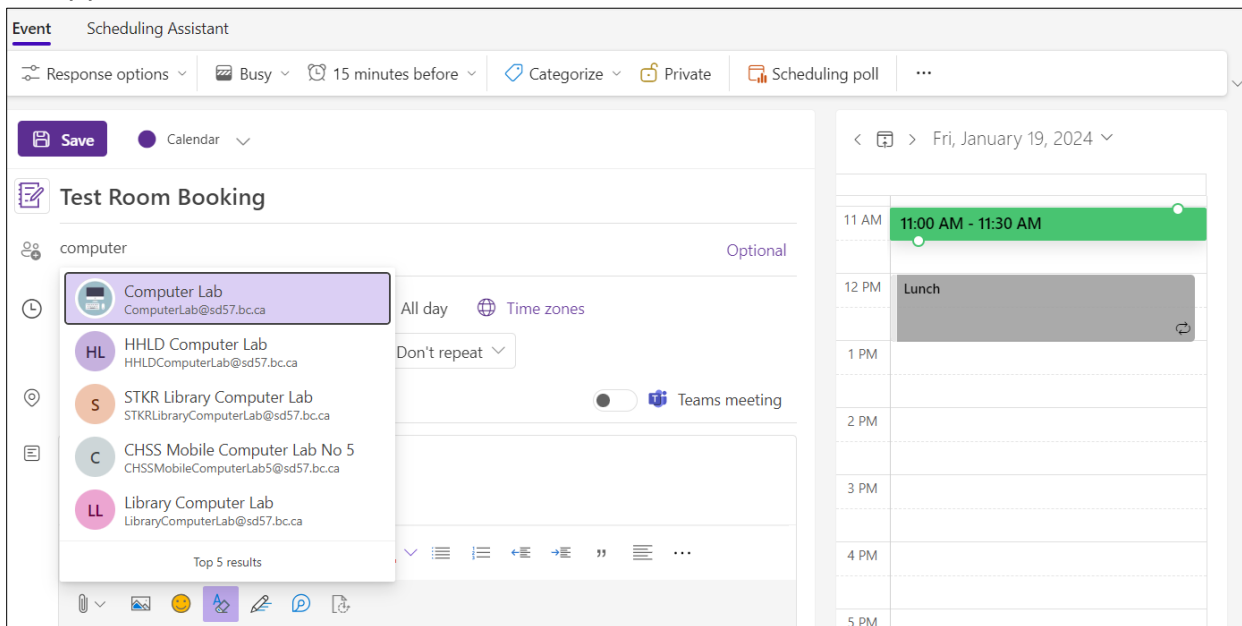
Microsoft 365: Room Booking

Note: District spaces, such as Van Bien Training Centre, District Learning Commons, board office, etc., are booked through different channels.



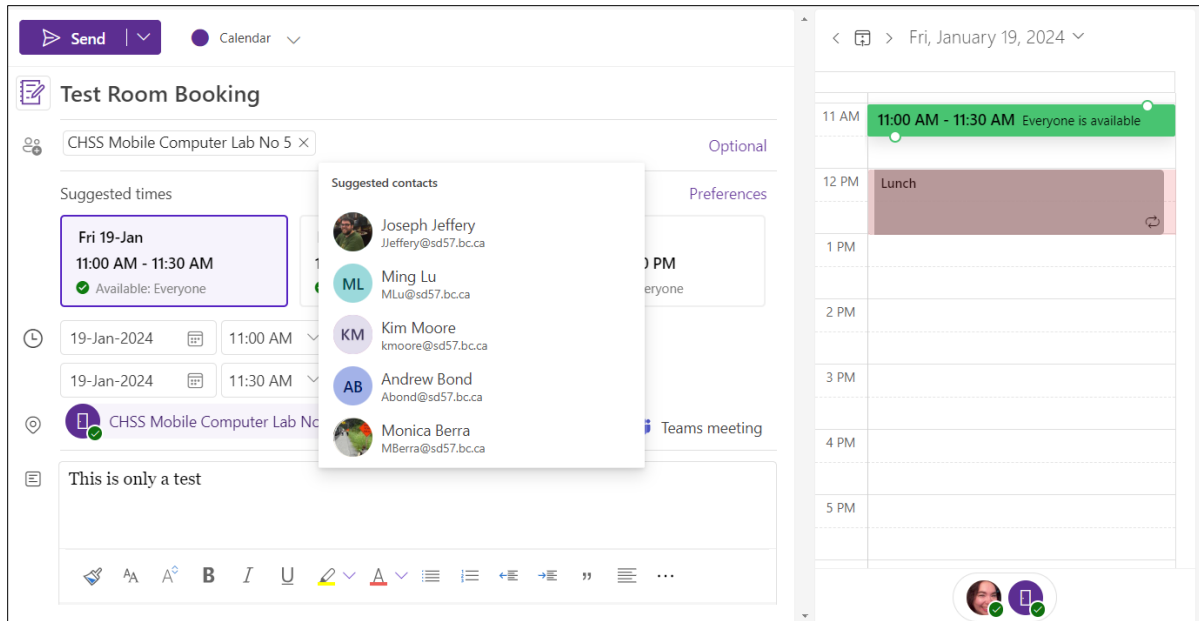
Booking a Room from Outlook Calendar

1. Sign in to Office 365. Open Outlook.
2. Click on the Calendar icon.
3. Click **New event** (button on top left).
4. Fill in the details of your event, including title, date, time, etc. Make sure Calendar (your individual calendar) is selected.
5. On **Invite attendees** line, begin typing in the name of the room. Options will appear.



Note: you will need to know the name of the room before you can book it.

6. Choose the room you want to book.
7. The room will appear in your location and will automatically check for availability. Add any other attendees who you want to invite to the room.



Note: Do not use the 'Browse with Room Finder' option in the location line: it will not be able to find our rooms.

8. Click **Send** to finish. You will receive an email confirming your booking or rejecting it.

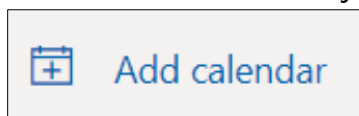
Note: If the room booking needs to be cancelled or changed, it should be done by the user who made the booking.



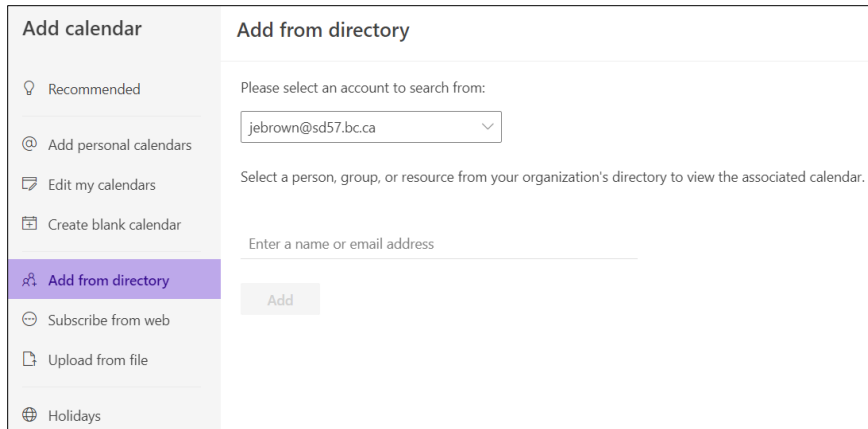
Adding a Room Calendar

Note: You do not need to add the room calendar in order to book the room.

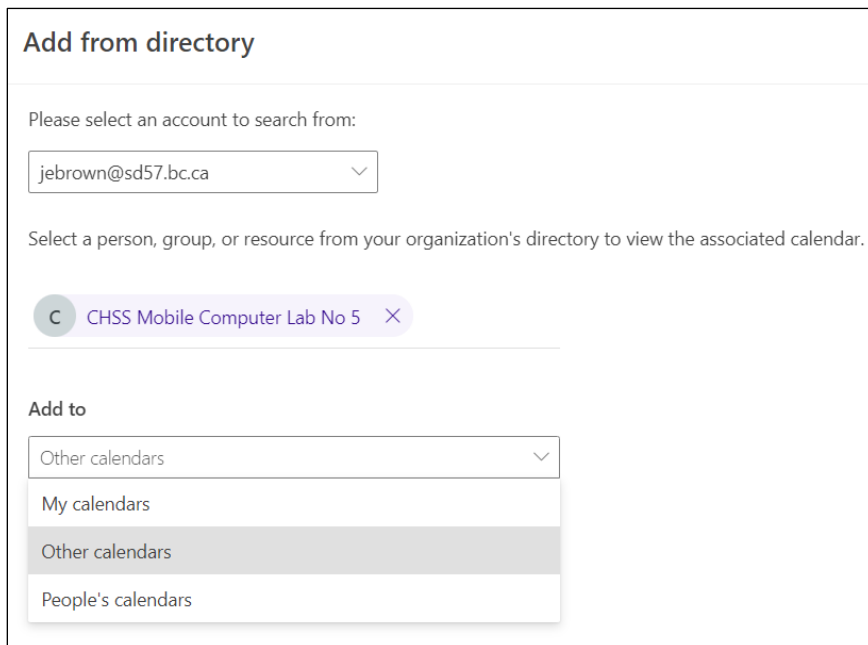
1. Sign in to Office 365. Open Outlook.
2. Click on the Calendar icon.
3. Click **Add calendar** (just above your My calendars listings, on the left).



4. Click **Add from directory**.
5. Select your own account in the dropdown menu.



6. Search for the room calendar.
7. Choose whether you want to add it under the heading Other calendars or My calendars.



8. Click **Add**.
9. You will see a popup notification that the calendar was added successfully. Exit from the Add Calendar window.
10. Check that the calendar has been imported to your list and change its colour if you like.

For more step-by-step guides for Office 365, please go to:
<https://www.sd57curriculumhub.com/office-365>