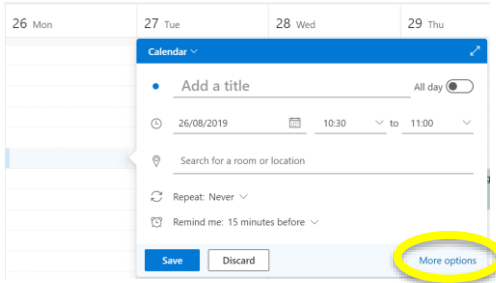
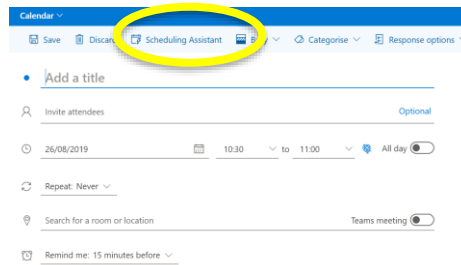


# Using Outlook in Office 365 to Book a Room

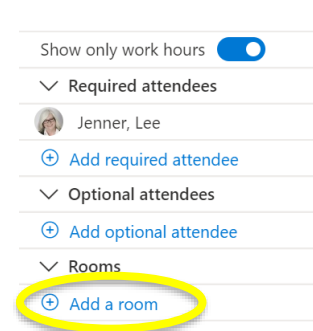
1. Create a new appointment in your calendar by clicking on the desired time. Click on 'More options'.



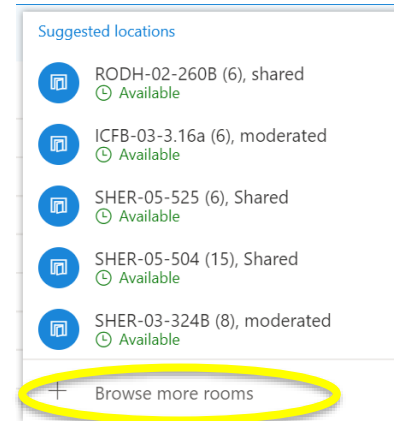
2. Click on the 'Scheduling Assistant' in the top ribbon.



3. Click on 'Add a room' to see a list of suggested rooms.

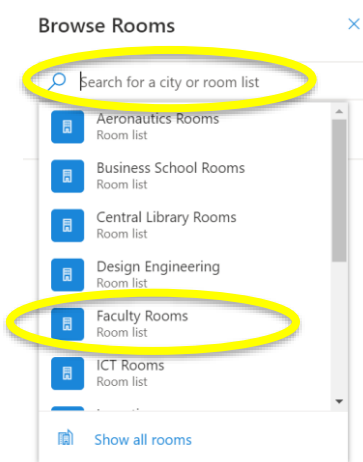


4. Click on 'Browse more rooms'.

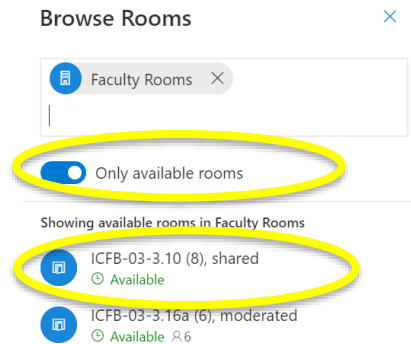


5. Click in the "Search for a city or room list".

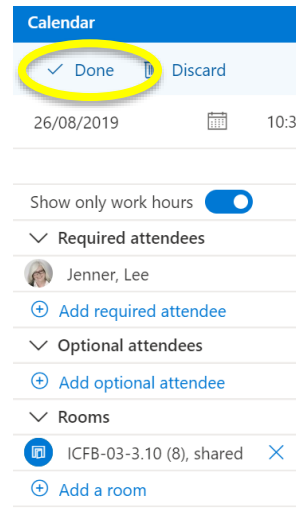
6. Click on your preferred list



7. With "Only available rooms" on, click on a room from the list



8. Click Done



9. Room has been added. Enter any other details and click Send. You will receive an email from the room and then a further email from Planon, which will confirm your booking.

