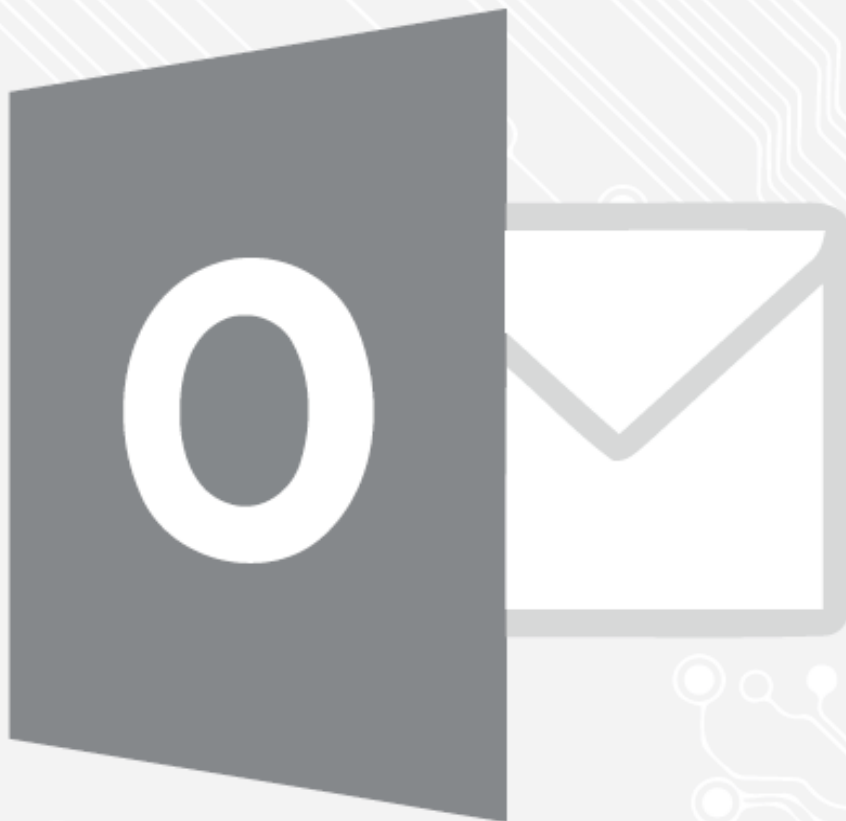


Windows



Outlook

Room Calendar

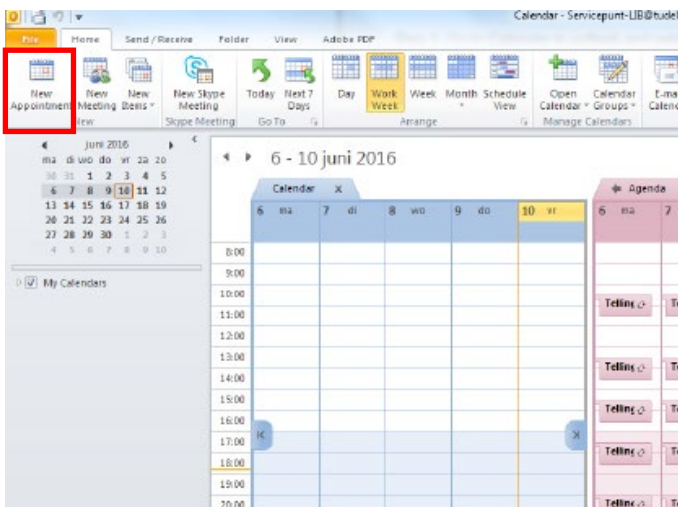
For use by:	Students, Employees
Version:	1.1
Date:	15-6-2016
Owner:	@Hok /SSC ICT

(this page was intentionally left blank)

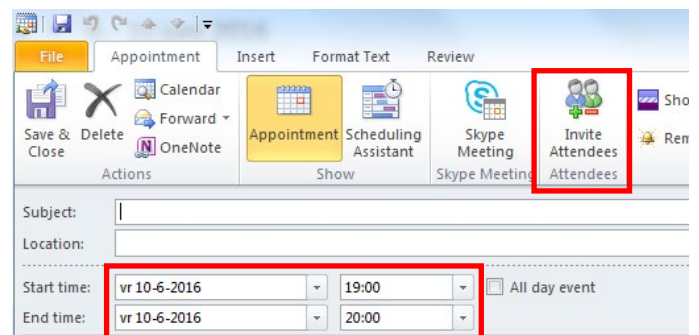
Before you begin

The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have a different configuration or version of windows 7 or outlook 2010 to the one described here and you have problems with the procedure, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workstation services (WPS).

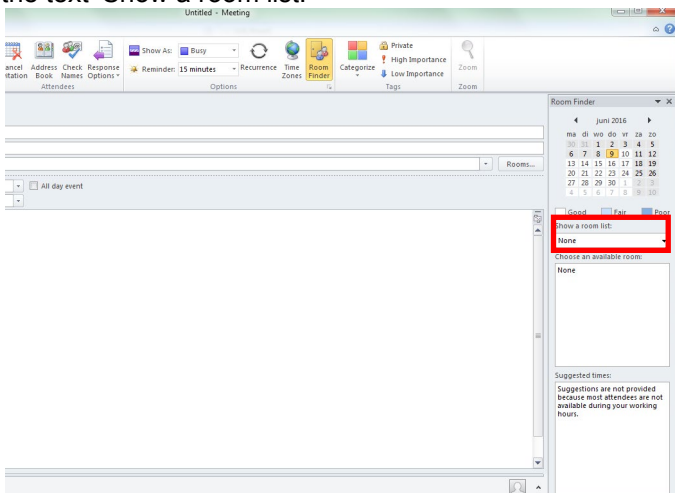
Step 1. Go to Calendar in outlook and select 'New Appointment'.



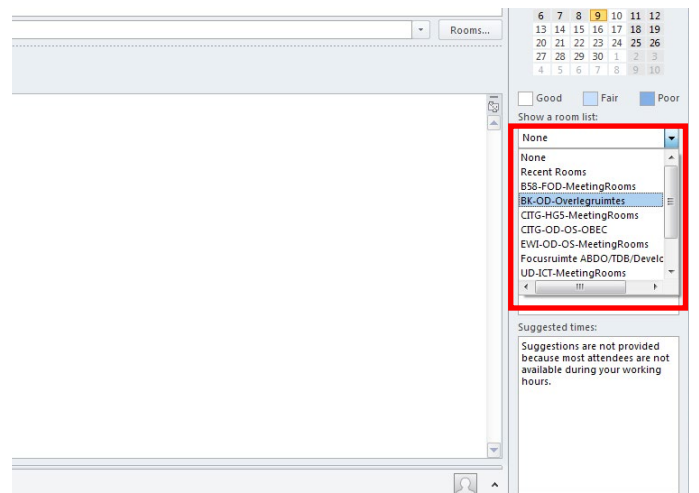
Step 2. Select a date and time, after that click 'Invite Attendees' to bring up a new screen with more options.



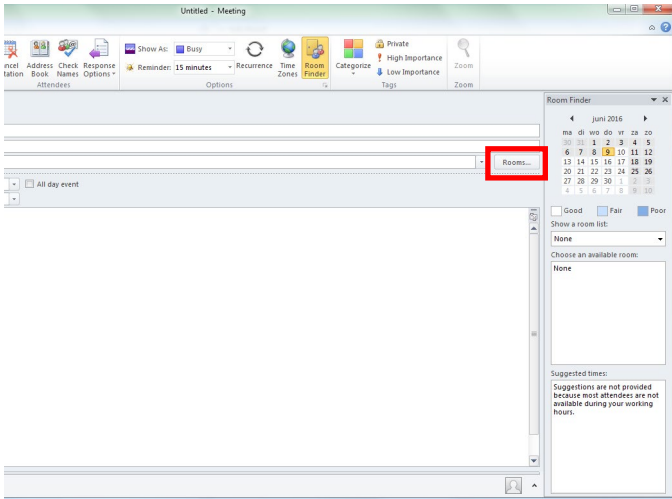
Step 3. The 'Room Finder' should appear on the right side of the screen. Click on the dropdown button under the text 'Show a room list:'



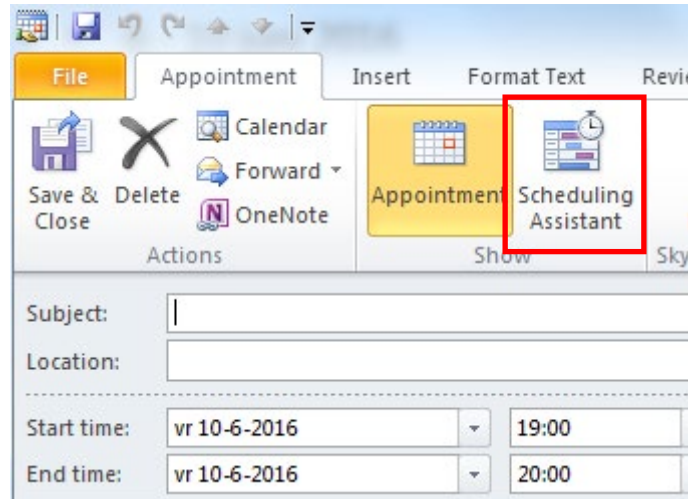
Step 4. Select the list from which you need a room such as 'BK-OD-Overleguimtes'.



Step 5. If the desired room does not appear in the scroll-down menu, click 'Rooms'.



Step 6. For the available times of each room you can click 'Scheduling Assistant'.



Step 7. Select a time and a room to add to your meeting. After this finish your meeting request as usual.

