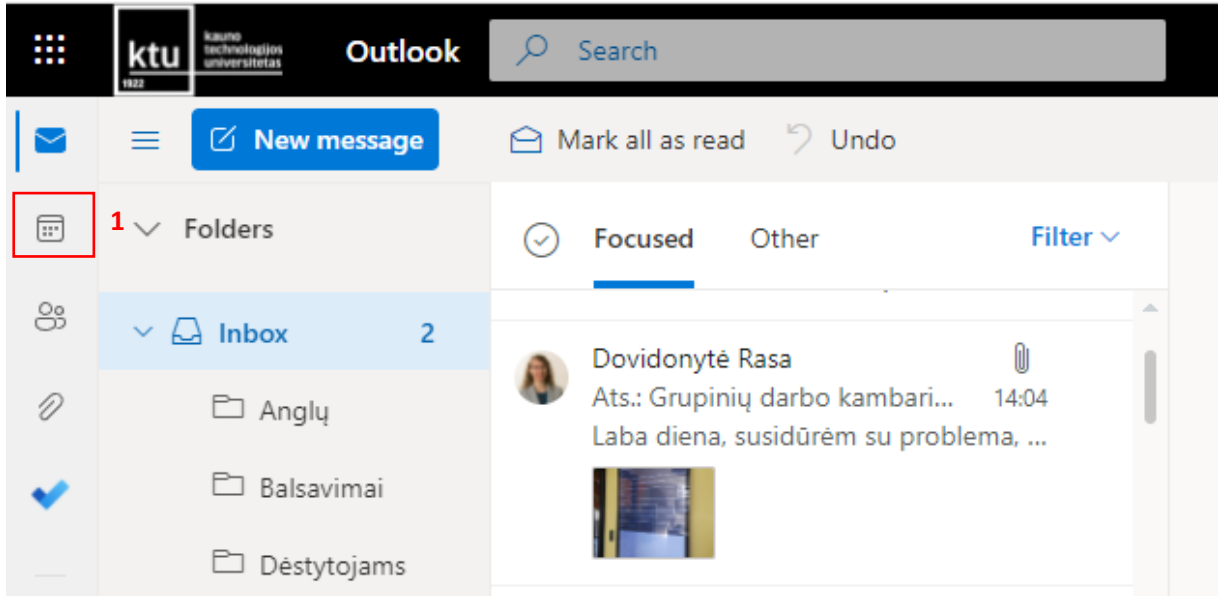
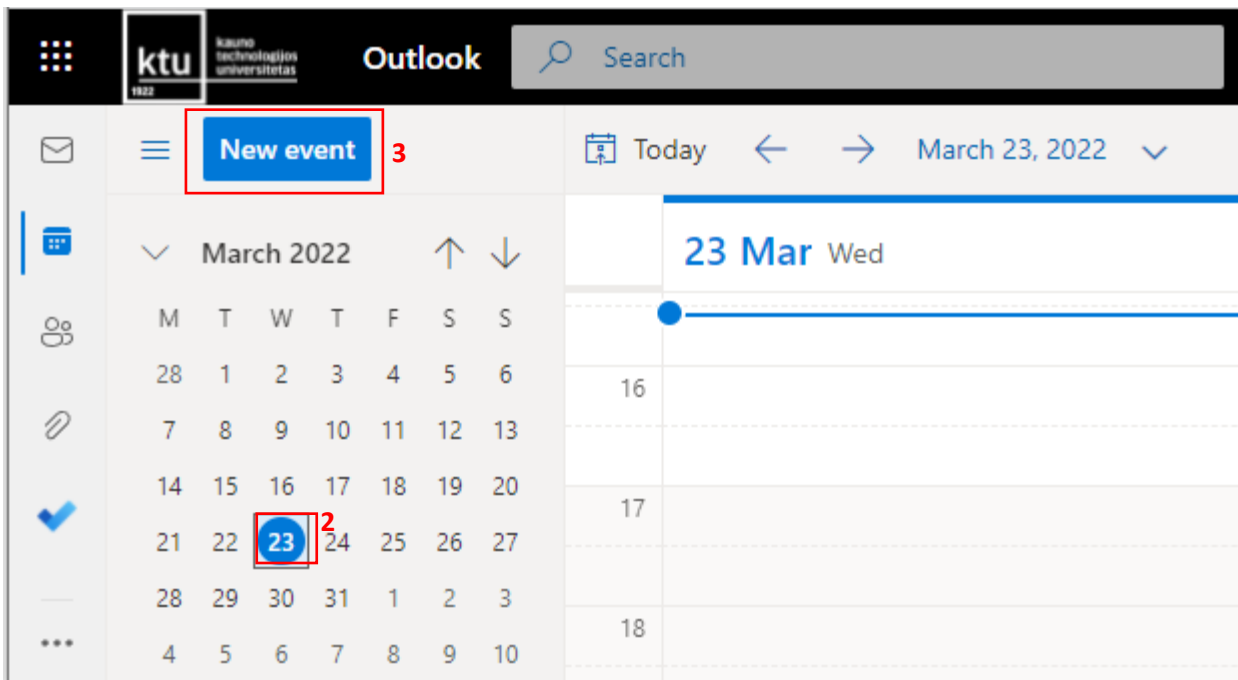


Room reservation instructions using Microsoft Office 365

1. Open the calendar (1). Check that it is your own calendar.



2. Click the day (2) for which you want to make a booking and click **New event** (3).



3. Add the invitation title to the field (4) under **Add a Title**. For some rooms, anyone can see the title of the reservation in the reservation calendar. Do not type anything in the title field that should not be displayed to all university people.
4. Select the start and end times for the meeting from the menu (6).

5. The calendar (7) allows you to check if you have an appointment at the planned time.

Scheduling Assistant | Response options | Busy | Categorize

Save | Calendar

Wed, March 23, 2022

16:00 - 16:30

16:00 | All day | 16:30 | Repeat: Never

Search for a room or location | Teams meeting

Remind me: 30 minutes before

Add a description or attach documents

6. Search the name of the room in the **Search for room or location** (8). Room descriptions can be found [here](#).

7. Check all information before sending the invitation and click **Send** (9).

Scheduling Assistant | Response options | Busy | Categorize

Send | Calendar

Add a title

Invite attendees | Optional

24 Mar 2022 | 12:00 | All day | 24 Mar 2022 | 12:30 | Repeat: Never

M1 Arch box | Teams meeting

Remind me: 30 minutes before

Add a description or attach documents