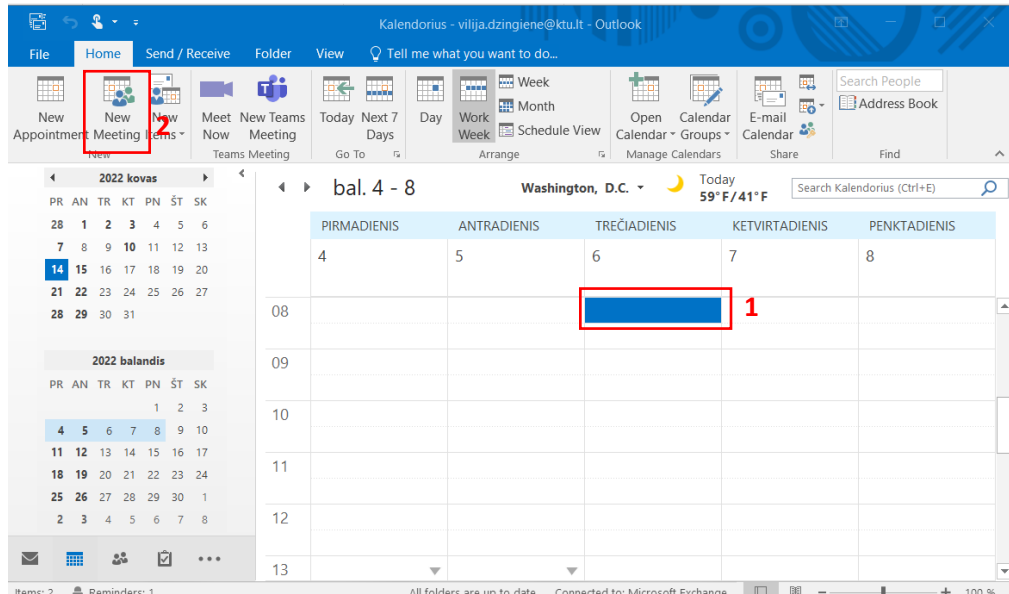


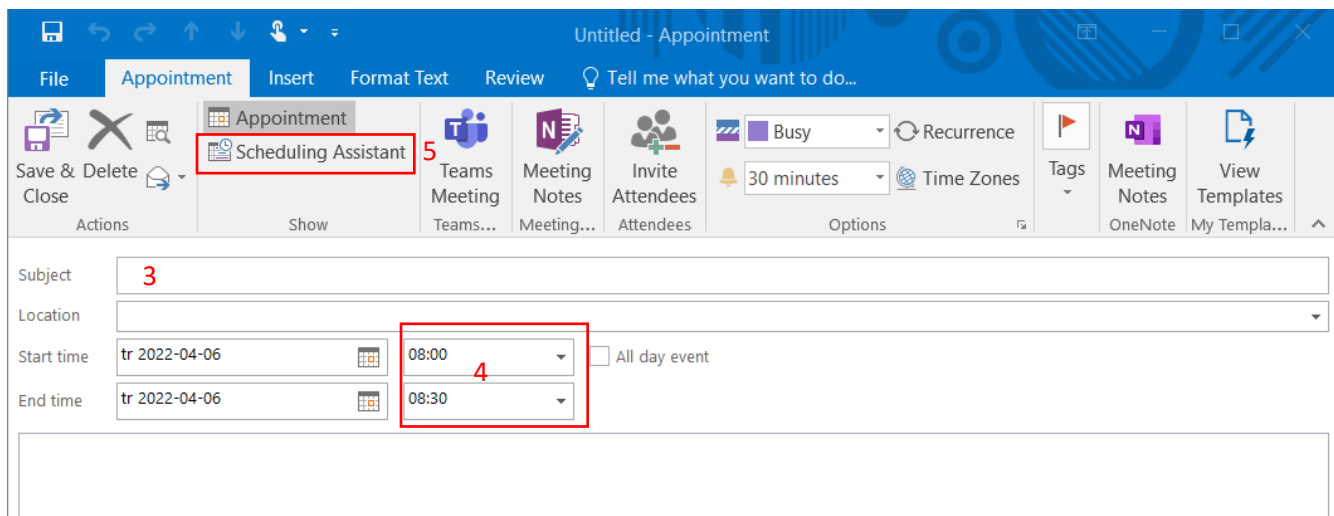
## Room reservation instructions using Microsoft Outlook

If you want to arrange a meeting in a specific room, follow these instructions.

1. Open the calendar.
2. Click the day (1) for which you want to make a booking and click **New Meeting** (2).



1. Add the invitation subject to the **Subject** field (3). **For some rooms, anyone can see the reservation subject in the reservation calendar. Do not type anything in the Subject field that should not be displayed to all university people.**
2. Select the meeting time (4). You can change the time later.



3. Open the **Scheduling Assistant** (5).
4. The preliminary meeting time is highlighted in the calendar and in the menus below (6). You can change the meeting time by dragging the blue vertical lines or changing the times in the menu at the bottom.

The screenshot shows the Outlook Appointment interface. The calendar view is set to 'Appointment' and shows a grid for 'is 2022 m. balandis 6' and 'ketvirtadienis 2022 m. balandis 7'. A blue vertical bar is highlighted at 16:00 on April 6th, with the number '6' next to it. The 'Add Attendees...' button is highlighted with a red box and labeled '7'. The 'Add Rooms...' button is also visible below it. The interface includes a ribbon with 'Appointment', 'Insert', 'Format Text', and 'Review' tabs, and a task pane on the left with 'All Attendees' and 'Dzingienė Vilija' listed.

5. Click **Add Rooms** (7) and select the room you want (8). Room descriptions can be found [here](#).

The screenshot shows the 'Select Rooms: Visi kabinetai' dialog box. The search results table lists various rooms, with 'M3.1 Calc box' highlighted and labeled '8'. The 'Rooms ->' button is highlighted with a red box and labeled '9'. The dialog box includes a search bar, a search type selector (Name only / More columns), an address book dropdown, and a table with columns: Name, Location, Business Phone, Capacity, Description, and E-mail.

Name	Location	Business Phone	Capacity	Description	E-mail
M1 Arch box				Room	M1
M2 Volt box				Room	M2
M3 Calc box				Room	M3
M3.1 Calc box				Room	M3
M3.2 Calc box				Room	M3
M4 Cyber box				Room	M4
M5 Stock box				Room	M5
M6 Human box				Room	M6
M6.1 Human box				Room	M6
M7 Elements box				Room	M7
M7.1 Elements box				Room	M7
M8 Audience box				Room	M8
M9 Engine box				Room	M9
M9.1 Engine box				Room	M9
P1 Private box				Room	P1P
P2 Private box				Room	P2P

6. Add the selected room to the list by clicking **Rooms** (9).

**Note.** You can add the other attendees. Click **Add Attendees (10)**. Once you have selected your attendees, click **Send (11)**.

The screenshot displays the Microsoft Outlook Meeting interface. The ribbon at the top includes 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' tab is active, showing options like 'Appointment', 'Scheduling Assistant', 'Teams Meeting', 'Meeting Notes', 'Cancel Invitation', 'Attendees', 'Busy', 'Recurrence', 'Time Zones', and 'Room Finder'. The 'Attendees' section shows a list of attendees: 'All Attendees', 'Dzingienė Vilija', 'Jonaitytė Lina', and 'Dovidonytė Rasa'. The 'Send' button is highlighted with a red box and labeled '11'. The 'Add Attendees...' button is highlighted with a red box and labeled '10'. The calendar grid shows a meeting scheduled for April 8, 2022, from 16:00 to 16:30. The 'Room Finder' pane on the right shows a calendar for April 2022, with the 8th highlighted. It also includes options for room quality (Good, Fair, Poor) and suggested times (08:00 - 08:30 and 08:30 - 09:00).