



Booking Rooms in Outlook 2007

User Guide (v1.0 – June 2009)
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Introduction

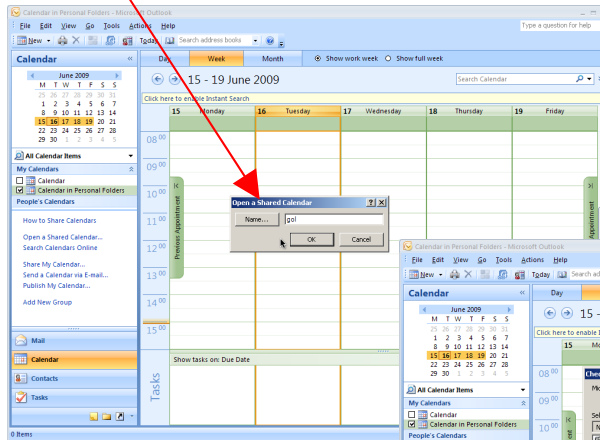
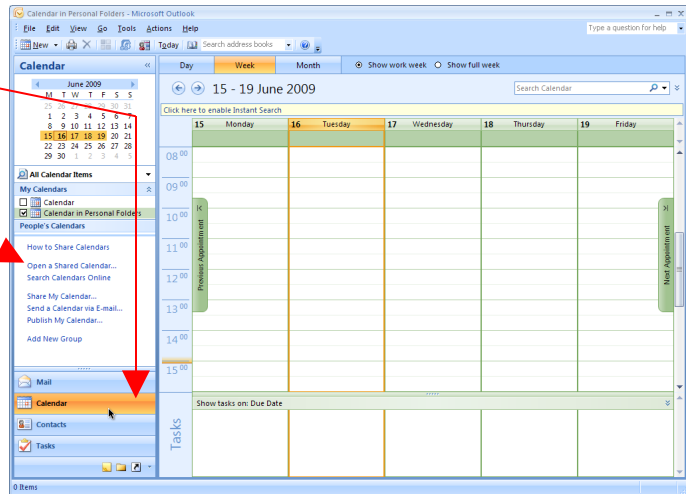
This guide will show you how to book rooms in Outlook 2007.

Adding the room calendar

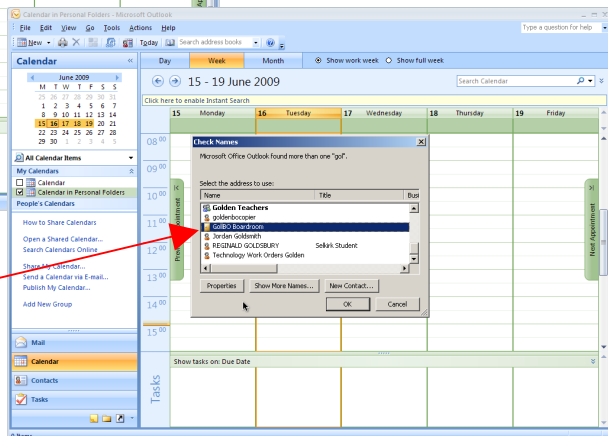
1) Click on **Calendar**

2) Click on **Open a Shared Calendar**

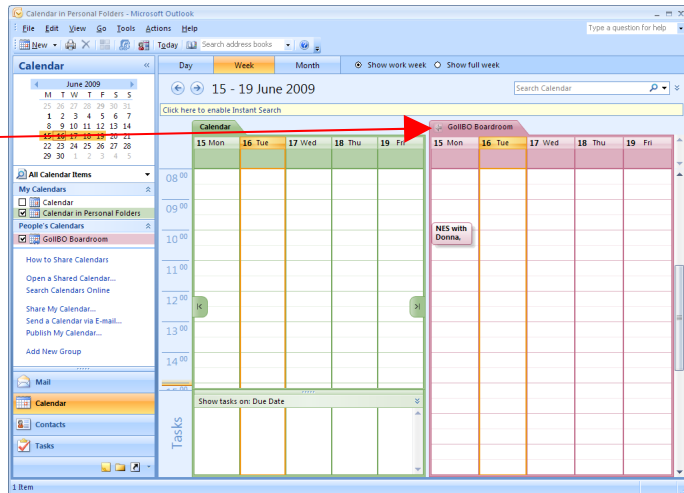
3) Type the first part of the room name, for example “gol”.
Click on **OK**



4) Select the room from the list of results.
Click on **OK**



5) You should now have the room calendar alongside your own. You can use the arrows in the tabs to maximise or minimise your calendars to save space.



Creating a Room Booking

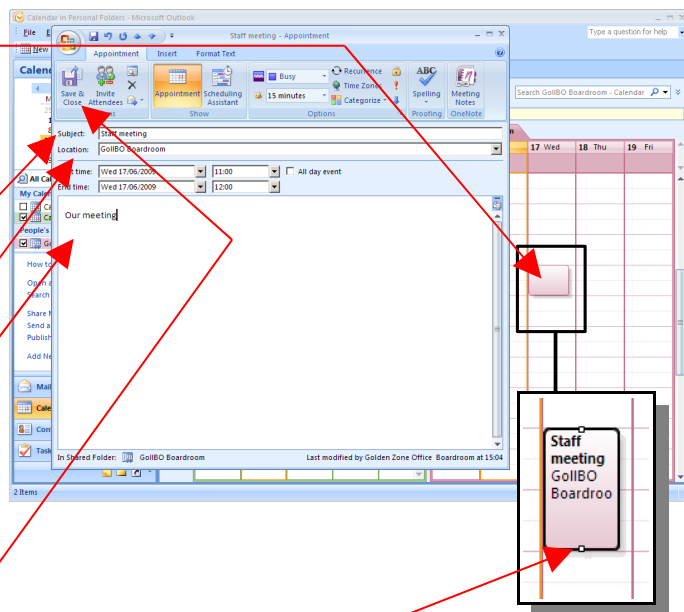
1) Double click on a space in the room calendar to bring up the **Appointment** window.

2) Enter an event name (**Subject**) for the booking

3) Select the Location from the drop down list

4) Enter a description if you wish.

5) Click on **Save and Close**



6) You can edit your booking by double clicking it and repeating steps 1 to 5. You can also drag and stretch it in the calendar by clicking on its border.