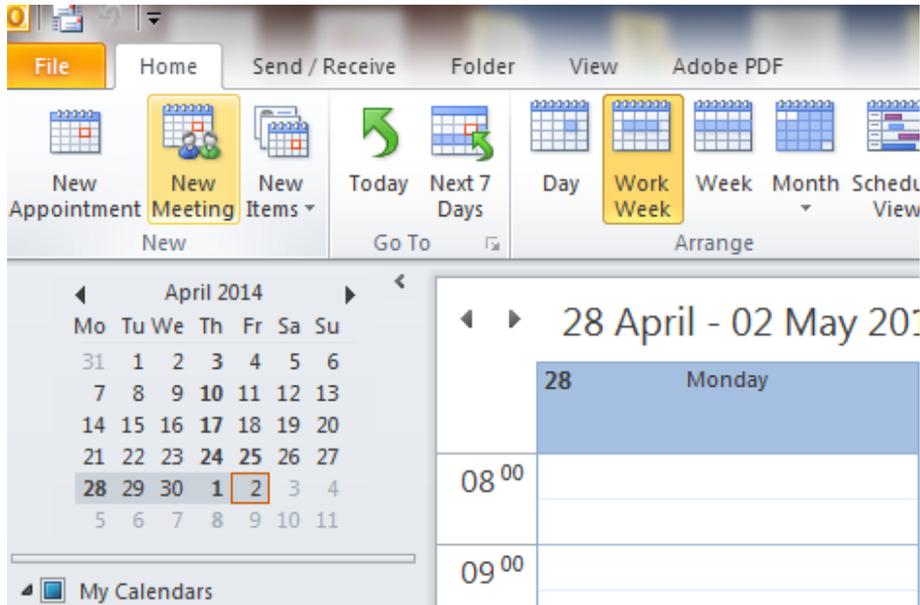
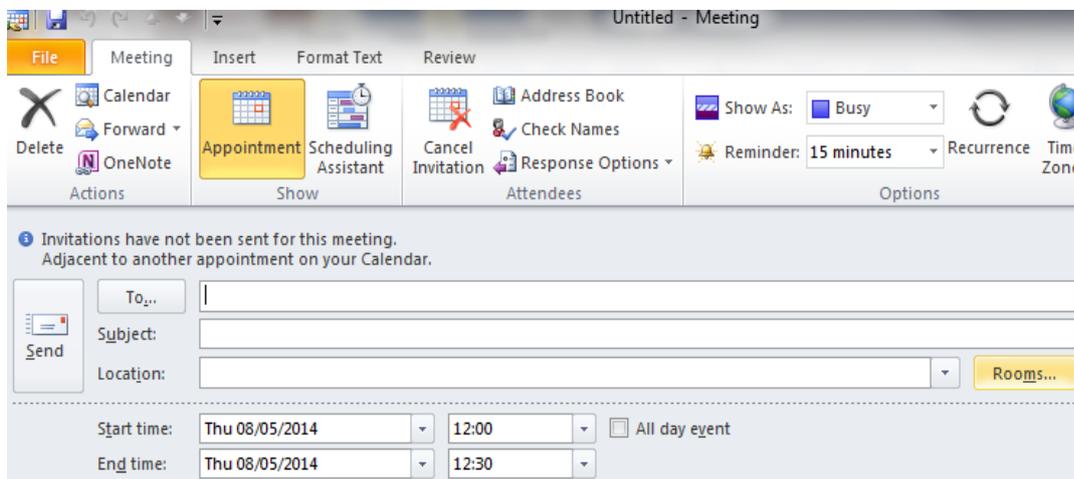


MIC Meeting Rooms Booking Procedure

To Book a room the first step is to create a New Meeting. In outlook select the calendar view and click on the New Meeting button.

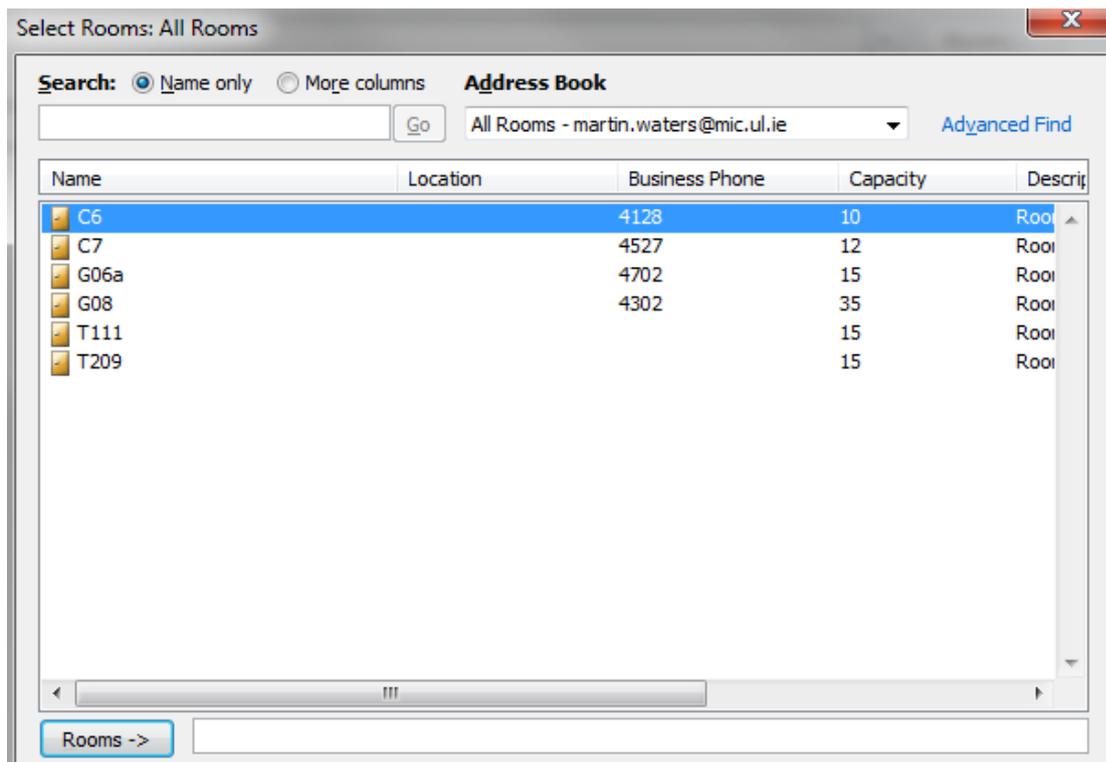


Click on the Rooms button and select All Rooms.



Select the room you wish to book and click on the Rooms -> button. This will appear in the **Location** and **To:** fields. In the To: field you can also select those you wish to invite to the meeting.

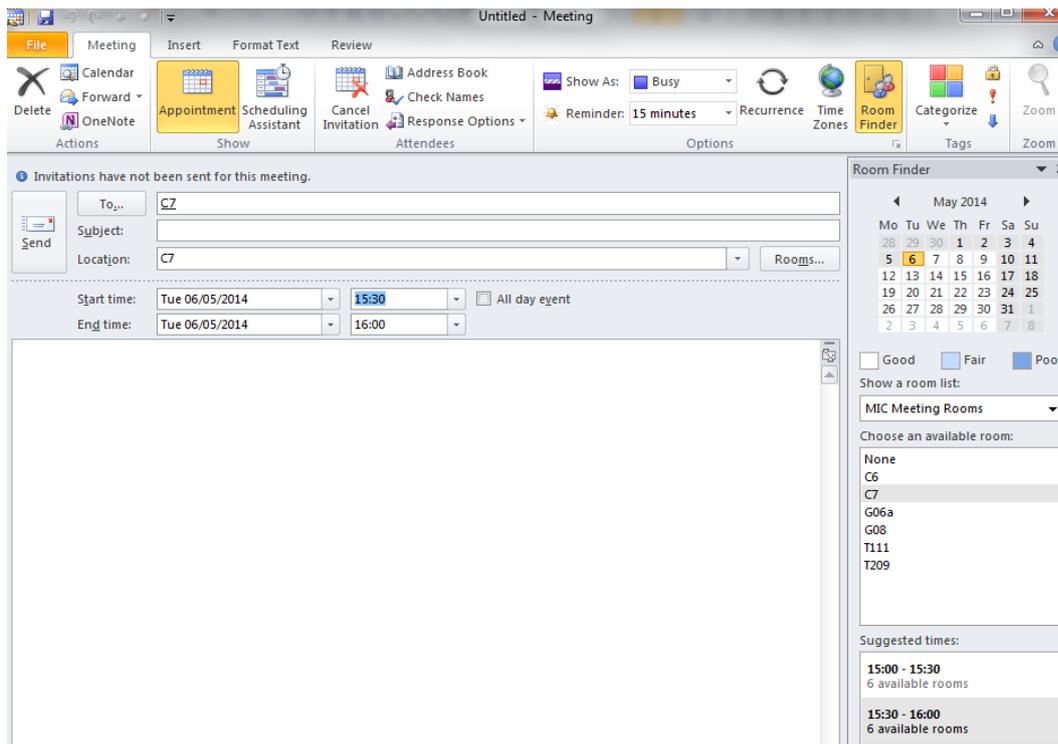
NB: Please ensure the room you are booking appears in the TO and Location fields.



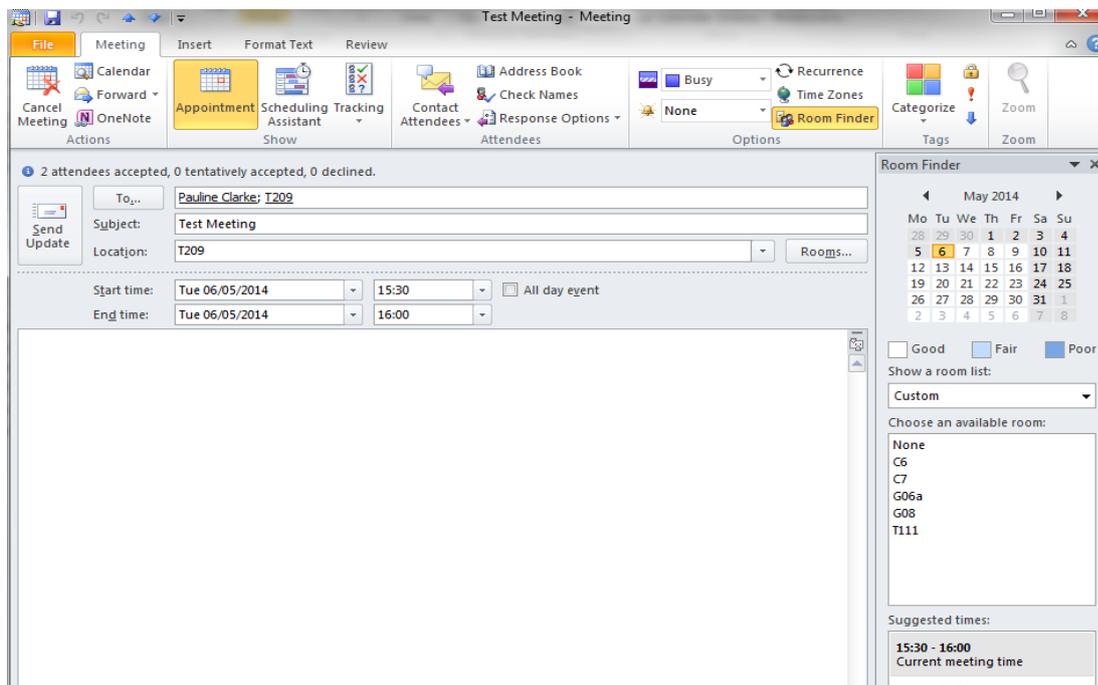
Alternatively to check the status of a room you can use the **Room Finder** feature in Outlook.

After selecting New Meeting under **Show a room list** on the right hand side select **MIC Meeting Rooms** from the dropdown list.

Select a room and a time slot which will indicate if the room is available or not. If the room is not available it will not permit booking that room. Select the room you wish to book and select your time frame. You can then invite colleagues to the meeting using the **To:** button.



Once you click on send the meeting appears in your calendar and the room is now booked.



You will receive a confirmation email from the room when it is booked, stating **“Your Request was accepted”**.

You can always edit your room booking whenever needed with updates or you can reschedule to another available time if necessary.