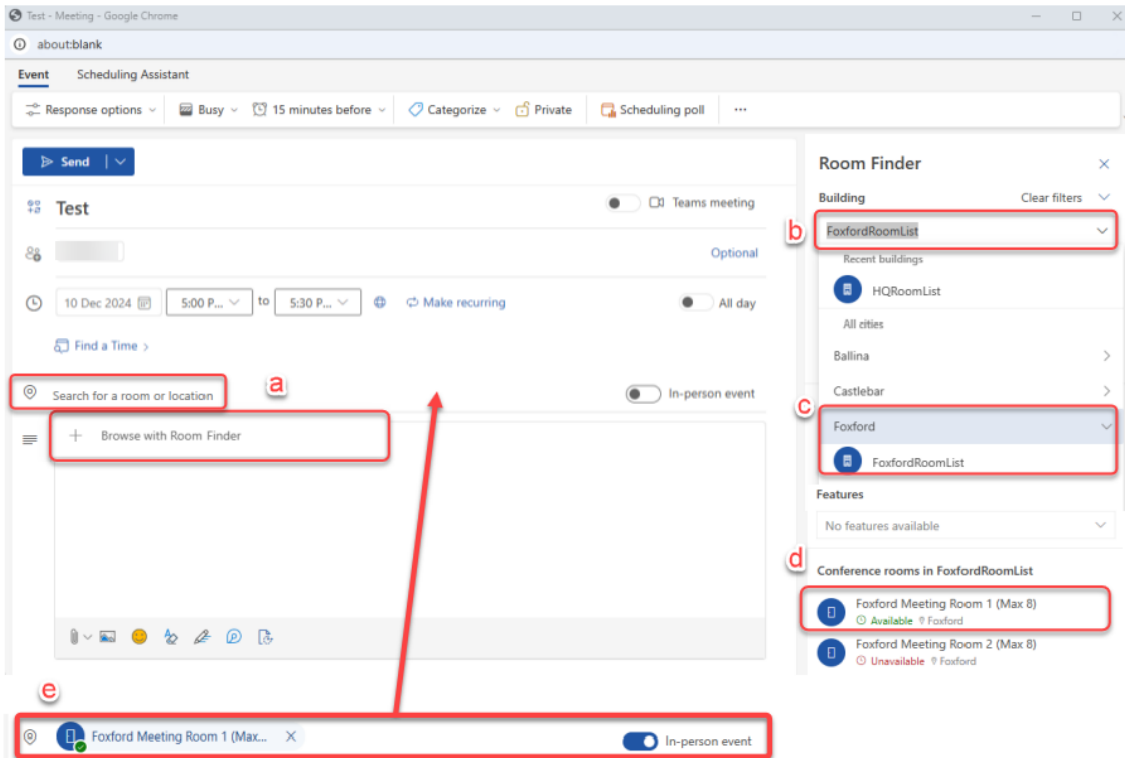


Please avoid using the "Rooms" button in the invite as it is not a complete list and will not show you availability of rooms.

Newer Outlook app (or newer online look in 365 Outlook)



- 3**
- a) create a new invite and after putting in the details, click into the "Search for a room or location" field, then +Browse with Room Finder
 - b) click on the drop-down arrow to show the location you need
 - c) select the location RoomList under the drop-down
 - d) select the available room
 - e) before sending the invite ensure the correct room is added to the location field, you can also turn on the "In-person event" if needed

Change the date in the invite if there are no available rooms)