

HOW TO BOOK ROOMS IN OUTLOOK

When you need to book a **room** for your meeting please do the following:

Note: there is a difference between the online (and newer Outlook desktop app) and the older one. Both are shown in this document. Microsoft Teams process is the same as the newer Outlook.

You can book rooms for the following locations:

Castlebar (2 rooms) / HQ Castlebar (8 rooms)

Ballina (2 rooms)

Foxford (2 rooms)

Older Outlook app (or older online look in 365 Outlook)

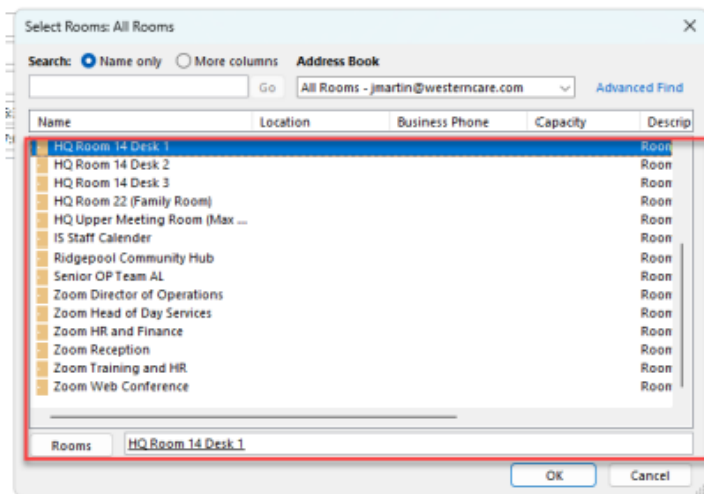


1

a) Create a new meeting by clicking on New Items button and selecting "Meeting"
b) Fill out your details (recipients, date/time, subject etc.) and click on "Room finder" button

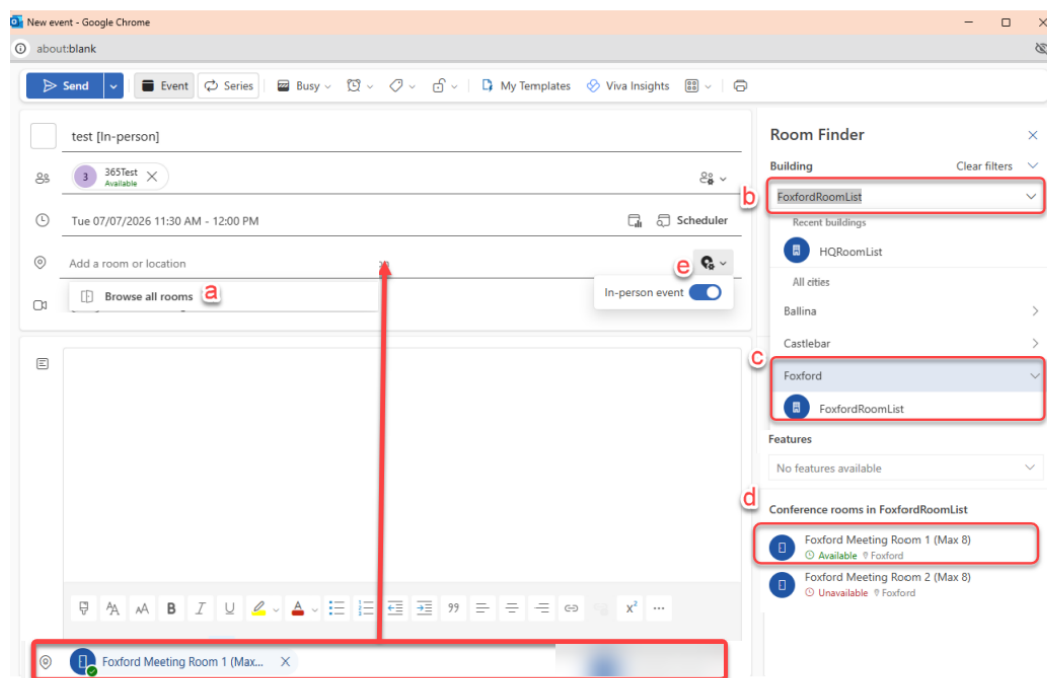
2

a) after you click on the room finder
b) select the location of the meeting
c) select the room you wish to book by double-clicking on it (you can then close the room finder section), this adds the room booking address to the invite (see E)
d) you can change the date in the Room Finder calendar if there are no available rooms
e) before sending the invite ensure the correct room is added to recipients and location



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 "Add a room or location" field, then "Browse all rooms"

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 (if the room shows as "Unavailable" - change the date/time or select a different room)

e) before sending the invite ensure the correct room is added to the location field, and turn on the "In-person event" toggle

The room will be shown in location field once selected

Make sure you received an acceptance email from the booking system.

To cancel, simply edit the event and either select different details and or room, or cancel altogether.