

# HOW TO BOOK CONFERENCE ROOM



STEP  
**01**

Launch outlook and click on the calendar icon.

STEP  
**02**

Select **New meeting** located on the home tab and give your meeting a title.

STEP  
**03**

Add the required attendees and the **Start time** and the **End time**.

STEP  
**04**

Click in the **Location** field and type in the conference room name or number. The name will start with "40-rector".

STEP  
**05**

You will receive an automated email confirming that your request has been accepted. Your meeting request will be declined if there is a conflict with another scheduled meeting.

# HOW TO ADD ZOOM LINK TO THE MEETING

STEP  
**01**

Follow steps 1-3 above.

STEP  
**02**

Add the conference room as a **Required** attendee along with any other attendees invited to the meeting.

STEP  
**03**

Paste your meeting zoom link in the **Location** field.

STEP  
**04**

After following these steps, the zoom link will show up on the monitor in the conference room at the time of your meeting.