Room booking in the Exchange server using Outlook 2010

1) Start your Outlook 2010 client and click on "***File***" then "***New Items***" and then on "***Meeting***", see figure 1. Or you can use the short cut key combination "CTRL+Shit+Q".

Figure 1

2) In the Meeting request window click on "***Scheduling Assistant***", Figure 2

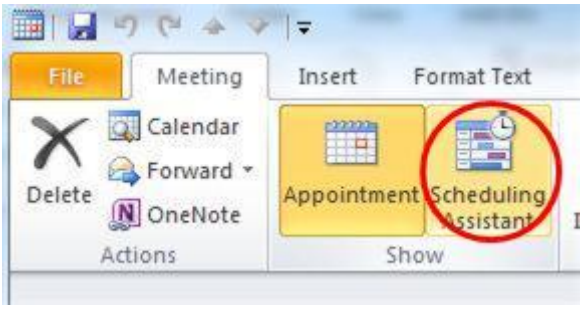

Figure 2

3) In the Scheduling Assistant windows click on the button "***Add rooms***" in the bottom left corner, Figure 3

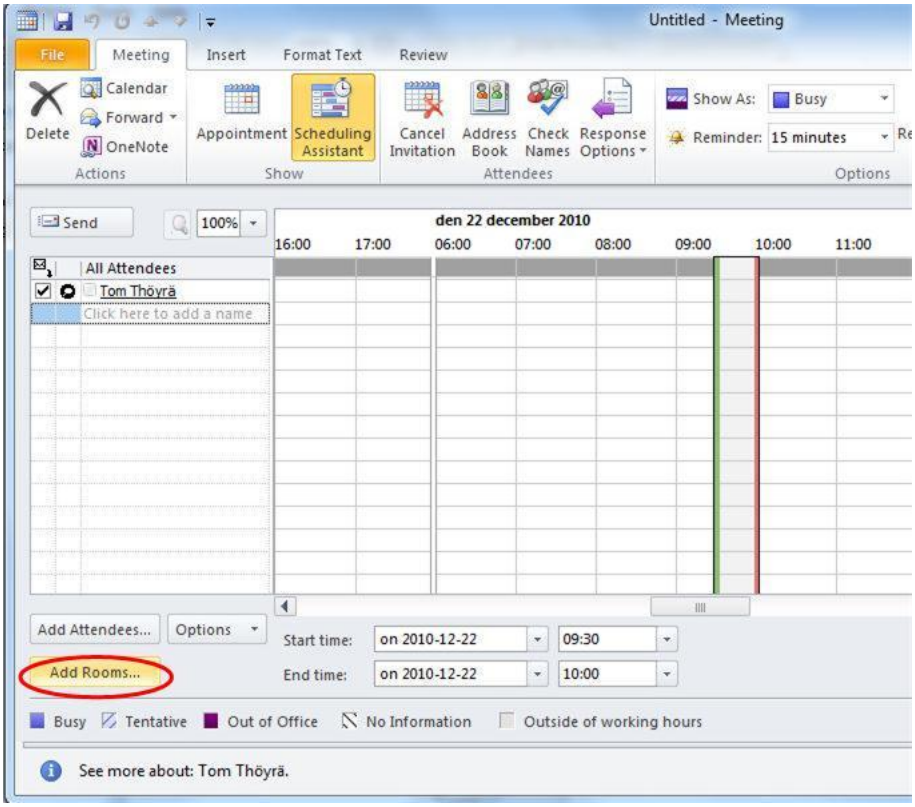

Figure 3

4) In the Add room window locate the meeting room for which you would like to make a booking. In this case the room **ABE_BYV_M108** , the large conference room at the department. Click on the room and the on the button "***Rooms→***" or double click on the room, Figure 4.

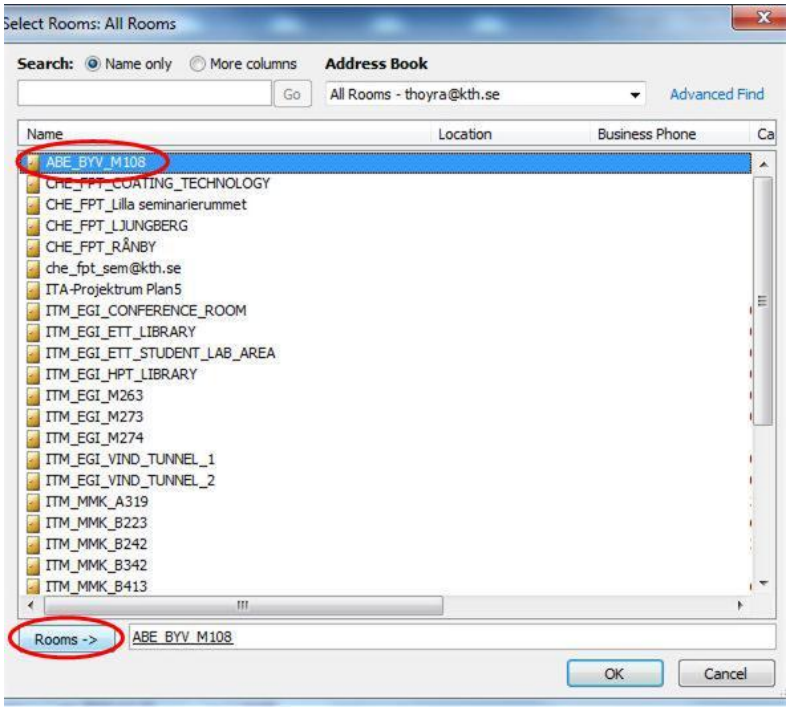

Figure 4

5) Clicking on the "***OK***" button and the scheduling assistant windows will reappear. Then add the start and end time of your meeting using the dropdown boxes at the bottom of the window, Figure 5.

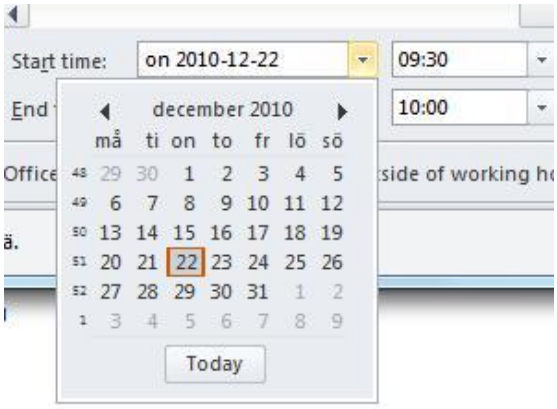

Figure 5

6) After setting the start and end time you will be able to see if the room you have chosen is free or booked. A blueish color indicates that the room is already booked. You can now go ahead and click the send button and the room will be book for you at the time you have chosen and a meeting appointment will be added to you Outlook calendar.
However you can now also add other attendees to you meeting and sending them a meeting request at the same time you are booking the room. This is done by clicking in the space below the room, se figure 6

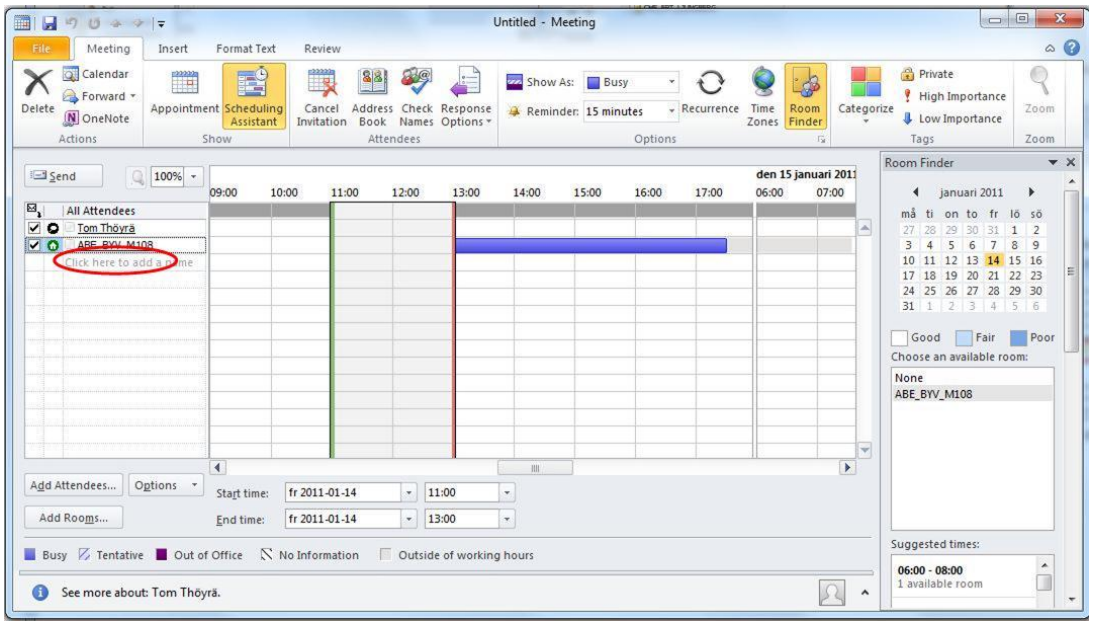

Figure 6

7) You can now enter any e-mail address of attendees that are outside our Exchange server organization, i.e. a person outside KTH. If the attendee is working at KTH then you just need to enter his or her name and click the check name button and the Exchange server will find the correct e-mail address, see figure 7

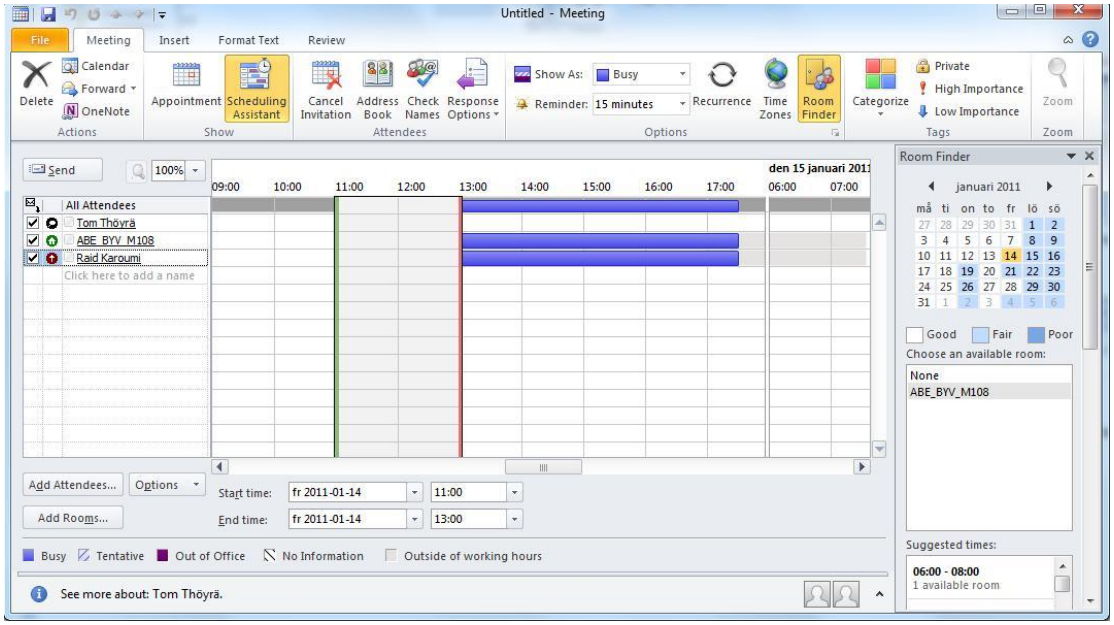

Figure 7

8) Then click on the "***Appointment***" button again and enter a subject for the meeting, see figure 8. You can also enter a message for the attendees in the body part below the start and end time. You can also insert attachments by clicking on the "***insert***" menu option.
When you are done click on the send button to make the room booking and send the meeting requests to the intended attendees.

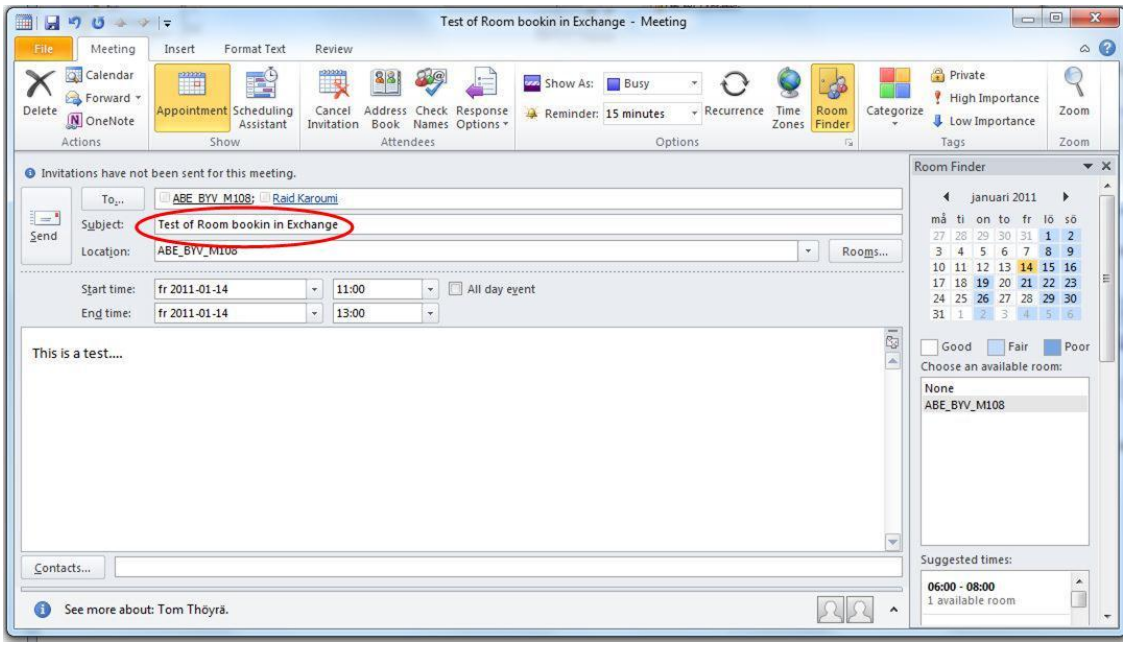

Figure 8