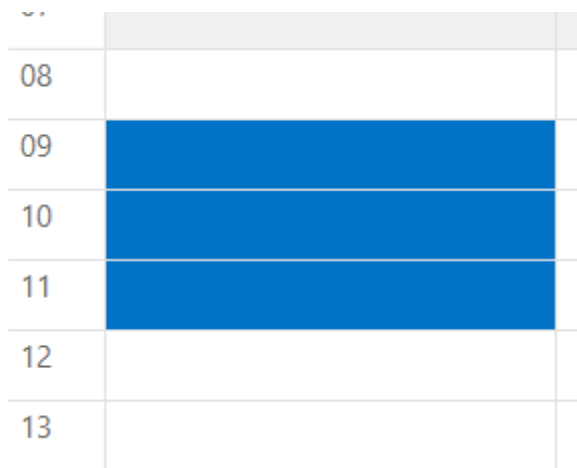


How to book a meeting room in Outlook

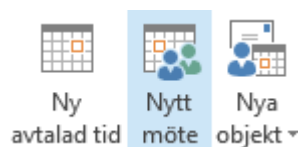
These instructions are for Outlook 2016, but the procedure is quite similar, even if you have an older version of Outlook

1. Go to the Calendar in Outlook.
2. Select the time and date when you want to book a meeting in the calendar:

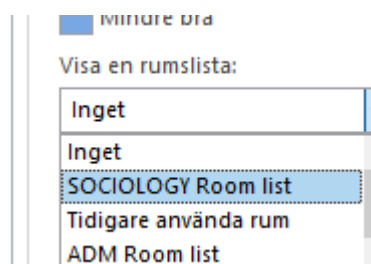


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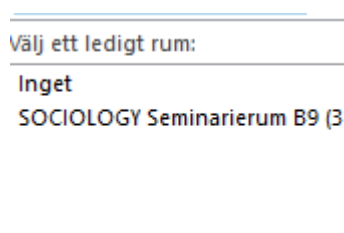
3. Click on "New meeting in the upper menu":



4. Look for the "Room list" in the left hand menu. Select "SOCIOLOGY room list"



5. The room list will show all available rooms at the selected time:



6. Select the room of your choice.

Välj ett ledigt rum:

Inget
SOCIOLOGY Seminarierum B9 (3)

7. Now you can invite participants to the meeting by adding their E-mail addresses to the "To" field. (Optional). If you want to write an invitation message, you can do it in the message field below. Also, fill in a subject for the meeting.

Du har inte skickat mötesinbjudan än.

Till...	SOCIOLOGY Seminarierum B9 (30); Magnus Nermo;		
Ämne	Personalmöte		
Plats	SOCIOLOGY Seminarierum B9 (30)		
Starttid	fre 2017-03-17	12:00	<input type="checkbox"/> Hela dagen
Sjuttid	fre 2017-03-17	14:00	

Welcome to this meeting!

|

8. Finish the booking by clicking on "send".



Here are some further links to instructions for using Outlook for booking meetings:

SWEDISH

Boka mötesrum (Outlook)

<https://zero.comaround.com/link/b9c3583985644eb8a84cfd750b6f38/>

Mötesrumsbokning i OWA (ebox.su.se):

<https://zero.comaround.com/link/7c20c50412cf42d8ad3344290623e603/>

Avboka resurs i OWA (ebox.su.se):

<https://zero.comaround.com/link/8031352672674d7a97072e98bb9668b3/>

Boka mötesrum med Outlook 2016 för MAC:

<https://zero.comaround.com/link/360e8447b01c4722b4866b38b893e670/>

ENGLISH

Book a new Meeting (Outlook):

<https://zero.comaround.com/link/9802e7d65e374fd5899e591974afb7ba/>

See available rooms (Outlook):

<https://zero.comaround.com/link/f29ec598a57749de86885b58dd2e499c/>

Book rooms with OWA (ebox.su.se):

<https://zero.comaround.com/link/d7d35e71c86a4d5a842d1a5ee47e7521/>

Book rooms with Outlook 2016 form MAC

<https://zero.comaround.com/link/689a4d53f94b4cc5802751a360a3f21a/>

/Sæmundur Grettisson, Sociologiska institutionen 2017-03-14