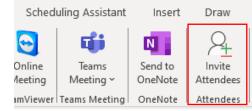


Meeting-Room reservation

- 1. Plan your appointment as usual in your Outlook calendar.
- 2. Click on "Invite Attendees" to be able to invite the room to your appointment.



3. Click on "To..." (1).

4.

- Add the desired room as an additional participant to the appointment:
 - a. Choose the desired room from the list (2).
 - b. Click on "Required \rightarrow " (3).
 - c. Confirm with "OK" (4).
- 5. Send the appointment with clicking on the button "Send" (5).

5	From 🗸	Stephan.Schmickle	- e - i - g - i - i							
	Title	Discussion I	ducati	on Report						
(1)	Required									
[Optional									
	Start time	Fr. 10.05.2024	Ē	15:30	▼ All day	у 🗌 🧕 Ті	ime zones			
	End time	Fr. 10.05.2024	Ē	16:00	▼ 🕂 Make	Recurring				
[Location									
S	Select Attendees and Resources: Search Results - Global Address List X									
	Search: All o	columns 🔿 Name or	nly → ×	Address Book: Search Results -	Global Address L	ist v	Advanced Find			
		columns 🔿 Name or			Global Address L	ist v	Advanced Find Business Phone	Location	Department	Email Address
	A1.07					ist v		Location	Department	Email Address
	A1.07 Name					ist v		Location	Department	
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(2	A1.07 Name					ist v		Location	Department	
(2	A1.07 Name		→ X			ist v		Location	Department	A1.07@fhgr.f A
(2	A1.07 Name	gszimmer PS7	→ X			ist v		Location	Department	A1.07@fhgr.f A
(2	A1.07 Name A1.07 Sitzun	gszimmer PS7	→ X			ist v		Location	Department	A1.07@fhgr.f A

The room is only booked definitively if you receive a confirmation mail by the room itself. (6)

