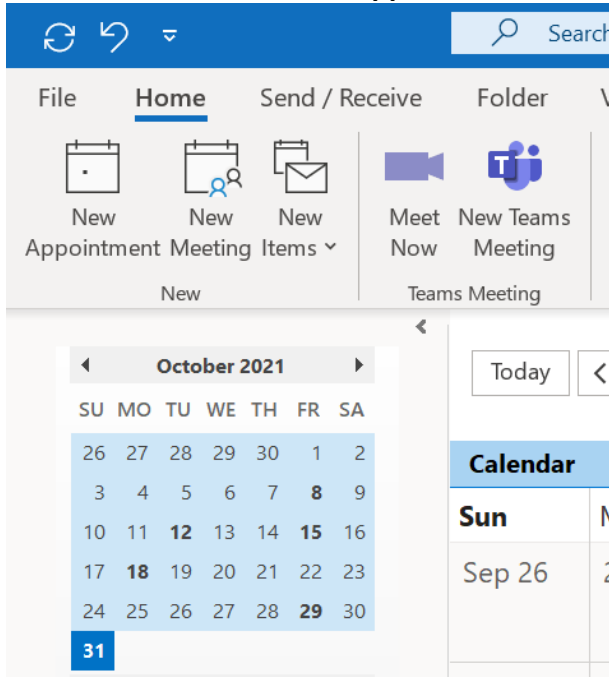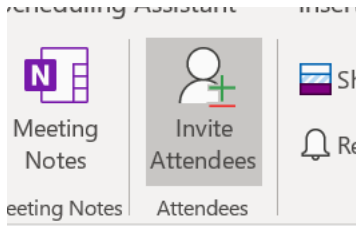## Booking Meeting Rooms At Campus

You already know that the Schedule Assistant on Outlook shows you who's free and who's not at a given time. You can also book rooms while you're booking the people as well. Here's how:

1. In **Calendar**, click to "**New Appointment**" icon.

2. Click on "**Invite Attendees**" icon.

3. Add the people needed to attend the meeting.
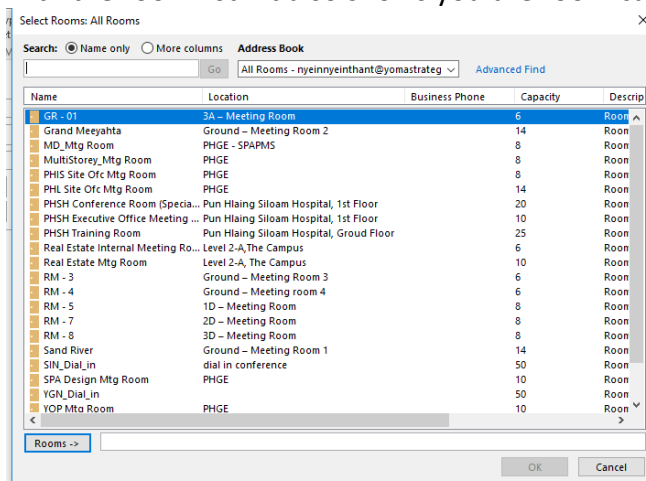4. Under To line and Subject line, you will now see "Location" and click on it.
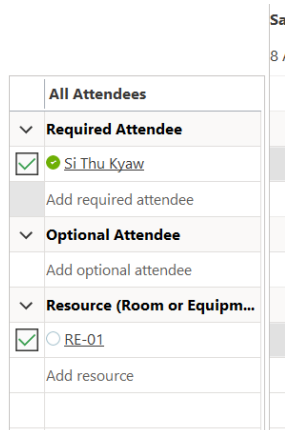
5. Click on "**Location**" icon to get the list of room at The Campus there will be a pop up with the room list - it also shows you the room capacity so you can plan better.

6. **Press Ctrl** and click on a number of rooms to be able to see each schedule
7. **Click OK** and Click on **Scheduling Assistant** icon
8. You'll see this:

9. Please select the room that is closest to you. Once you click the room, it will be added to the "invitee list" on the "To" line of the meeting invite. Please also add frontoffice@yoma.com.mm in CC so that the team is also aware.

10. Click send to book the room. You'll receive an email saying, "Your request is accepted." If the room is available.
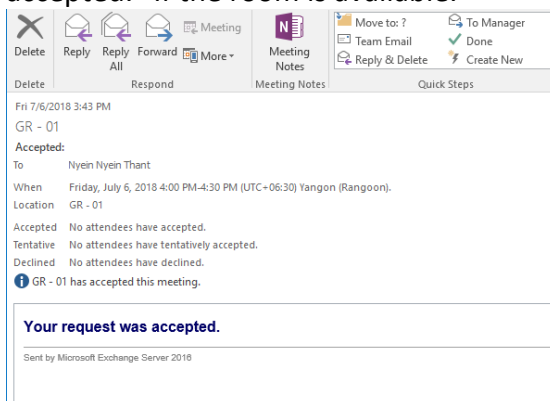
You can also check on "**Room Finder**" icon the right-hand side pane to see if there are conflicts right away.

Room Fin... ▼ ✕

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

☐ Good   ☐ Fair   ☐ Poor

Choose an available room:

None
RM - 3

Suggested times:

4:00 PM - 4:30 PM
1 available room

4:30 PM - 5:00 PM
1 available room

10:30 AM - 11:00 AM
1 conflict: Nyein Nyei...

11:00 AM - 11:30 AM
1 conflict: Nyein Nyei...

12:00 PM - 12:30 PM
1 conflict: Nyein Nyei...

12:30 PM - 1:00 PM

Add Attendees   Add Rooms   Room Finder

Attendees

Room Finder ▼ ✕

Building   Clear filters ⌄

[Select a building   ⌄]

Capacity   **Floor**

[Any   ⌃⌄]   [Any   ⌃⌄]

Features

[No features available   ⌄]

Suggested conference rooms

🚪 KOSPA Finance Meeting Room
    🕐 Available 👤5 📍Singapore

🚪 KOSPA Fleet Meeting Room
    🕐 Available 👤6

Now your meeting room is ready to use according to the reserved time.