**Booking a room in Microsoft Outlook - Windows**

To book a room, the room is added to a meeting invitation.

1. Open the Outlook app.
2. Under the **Meeting** tab, select **Appointment** window.

Graphical user interface, text, application, email

Description automatically generated

1. Once the **appointment** window opens give **the title** of your meeting and then click location and select **room finder** option.

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1. Filter the room list by selecting city “**Cambridge.**”

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1. Double-click the room to add it and click **OK**, if possible, please mention reason for your booking request.

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1. Your booking request will go to “**Administrative Assistance**” to approve.  
   Note: Room requests will be approved or declined based on priorities.

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1. You will receive **email confirmation** once the request is **approved**.

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