**Booking a room in Microsoft Outlook – Apple Mac**

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

1. Open the Outlook app.
2. Open **calendar** tab, select **Event** option.

Calendar

Description automatically generated

1. Once **the event** window opens, give **title** of your event and click on “**location**” option Then click on “**browse with room finder**” option, to view the **list of rooms.**

Graphical user interface, text, application, chat or text message

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated