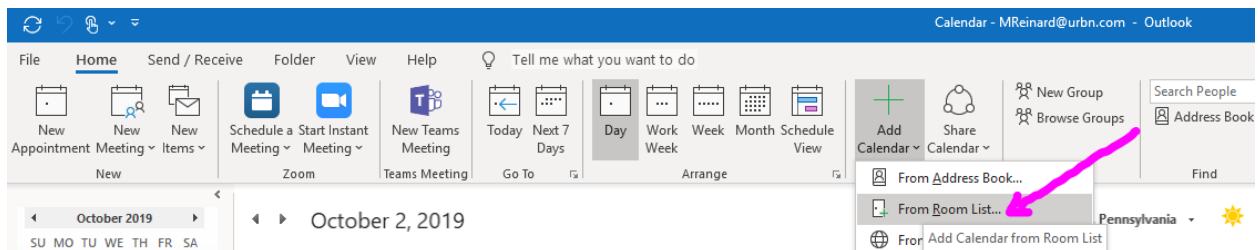


How to book a room in Outlook calendar

Step 1

Before you book a room → check if it's available

- Go to your calendar in Outlook
- On the upper bar you'll see the 'Add Calendar' option
- Click on 'From Room list' and select the room you are looking for
- This will open the room's calendar and you'll be able to see if it's available or not.



Rooms available in the Sourcing Dpt →

- B543 Production Large East
- B543 Production Large West
- B543 Production Table
- B543 Pump Room (for those awesome moms in the dpt!)

Step 2

Add it to your meeting request as an attendee.

**if you ever need to book the Small Dining room (room between cafeteria & the office, with the long table) you have to reach out to Jessica Marzelli. That calendar is owned by our events team.