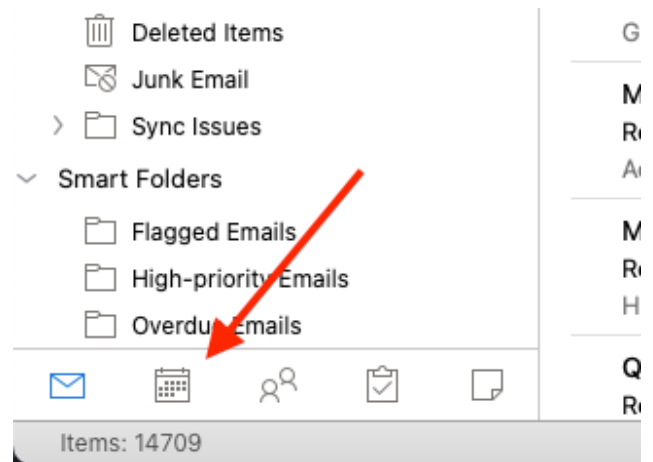
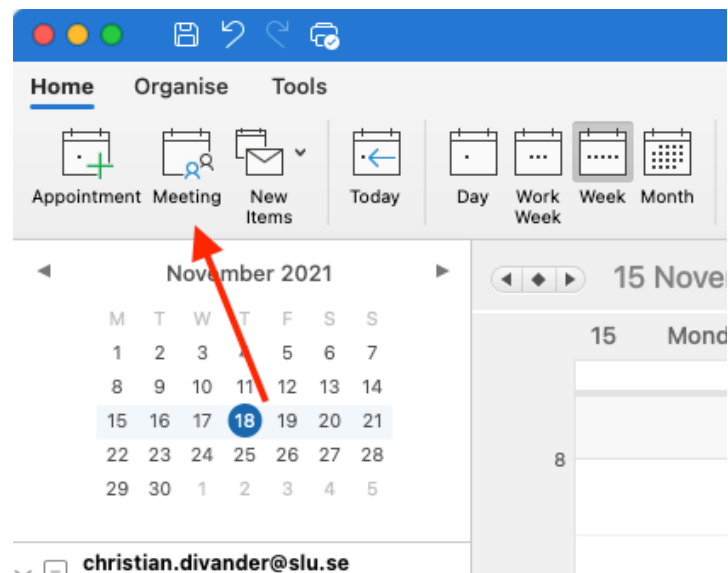


# BOOKING THROUGH OUTLOOK MAC

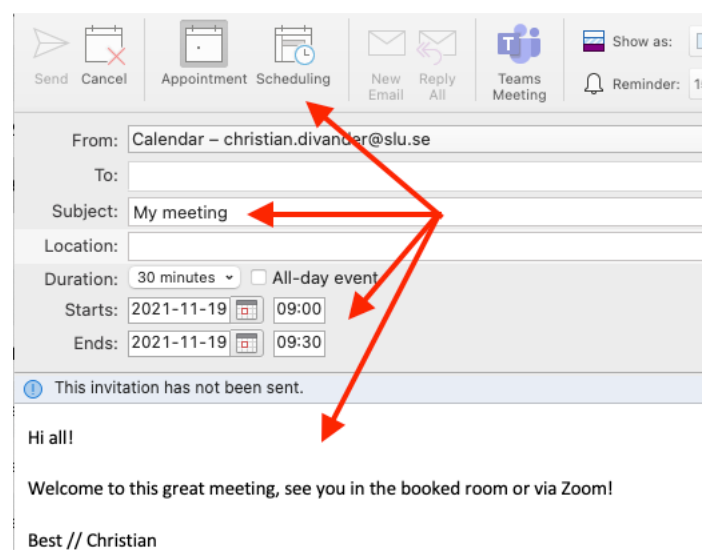
- Go to the Calendar.



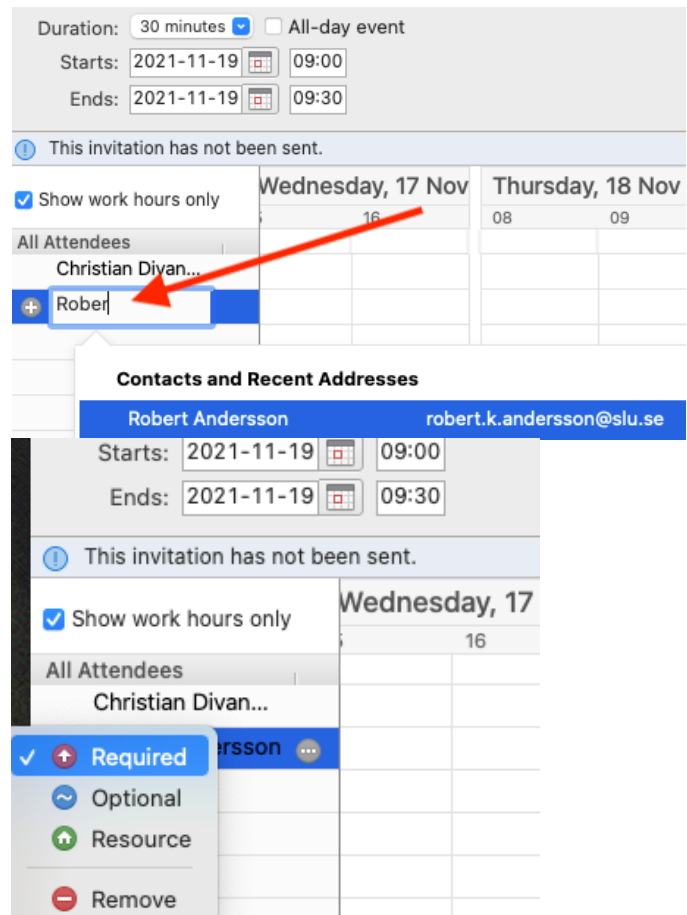
- Create a new meeting.



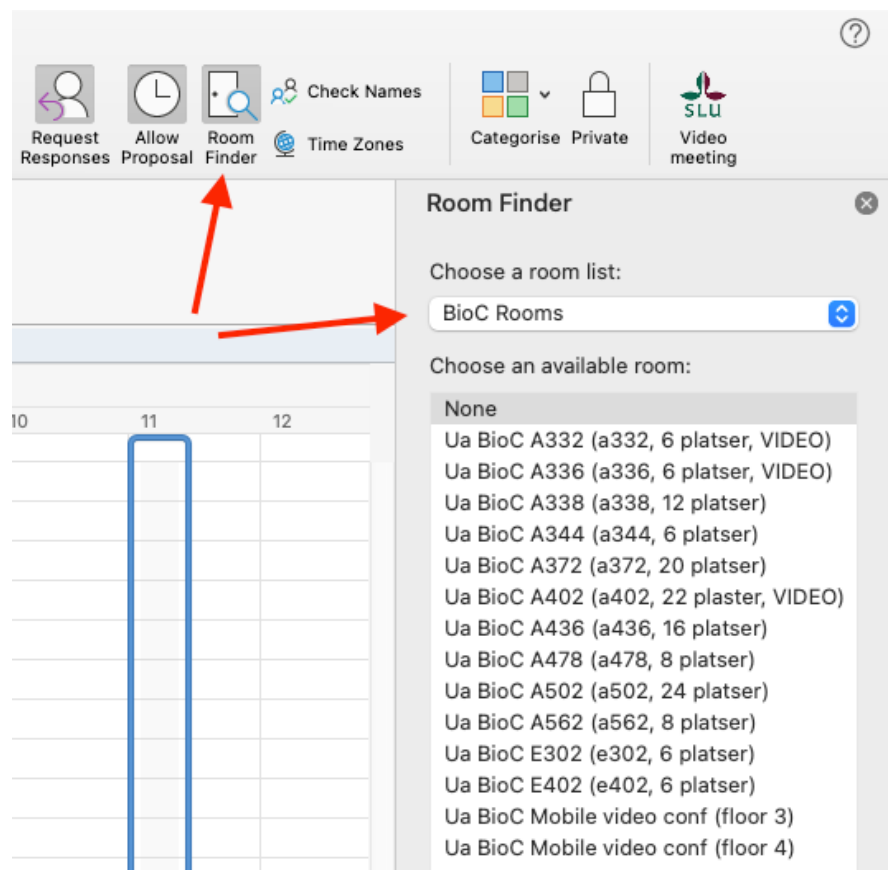
- Set a subject to the meeting, choose date & time, write a message, and then press "Scheduling".



- Double click “Add New” and type full name to search for people you want to invite to your meeting (you don’t need to add yourself). You can also enter e-mail addresses. Click on the arrow next to a name to choose if the attendee is Required or Optional.



- Click “Room Finder” and choose “BioC Rooms” from the list to the right.



- You can now see when people and rooms are available for your meeting and choose a (or several) room(s) accordingly by checking the box next to the room name. Click on a free slot in the timeline if you want to change the time of the meeting.

Show work hours only

**Wednesday, 16 Mar**  
 15      16

**Thursday, 17 Mar**  
 08      09      10      11      12

**All Attendees**

Christian Divander (organiser)

+ Robert Andersson ⋮

+ Add New

**Rooms**

Ua BioC A332 (a332, 6 platser, VIDEO)

Ua BioC A336 (a336, 6 platser, VIDEO)

Ua BioC A338 (a338, 12 platser)

Ua BioC A344 (a344, 6 platser)

Ua BioC A372 (a372, 20 platser)

Ua BioC A402 (a402, 22 plaster, VIDEO)

Ua BioC A436 (a436, 16 platser)

Ua BioC A478 (a478, 8 platser)

Ua BioC A502 (a502, 24 platser)

Ua BioC A562 (a562, 8 platser)

Ua BioC E302 (e302, 6 platser)

Ua BioC E402 (e402, 6 platser)

Ua BioC E409 (Gas Exchange System)

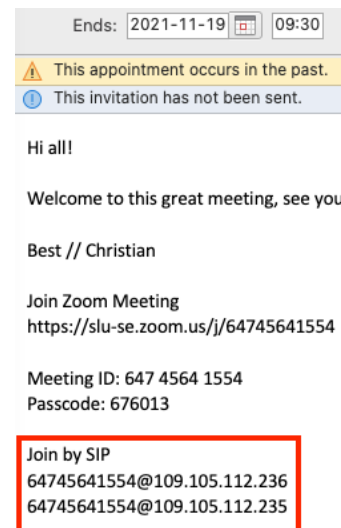
Ua BioC Mobile video conf (floor 3)

Ua BioC Mobile video conf (floor 4)

+ Add Room

- (Optional) If you want people to be able to join by video paste a Zoom invite created in the Zoom client or [Zoom web](#).

The whole invite isn't necessary, but the Join by SIP part is needed for the videoconferencing equipment to give you a green Join button on the touch panel (no need to enter the long Zoom ID).



- When you are done send the invitation. In a minute you will get a reply that the room(s) have confirmed the booking\*.

\*Unless you managed to choose a time when the room was busy, then you will receive a reply saying it was declined. You can then edit the meeting with a new time or another room (use Scheduling Assistant to pick a free time!) and send the invitation again.

DONE!

