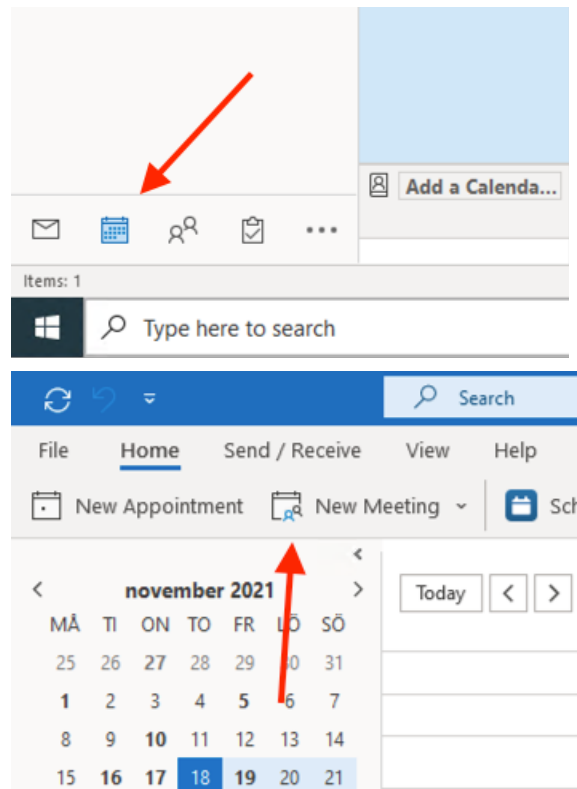


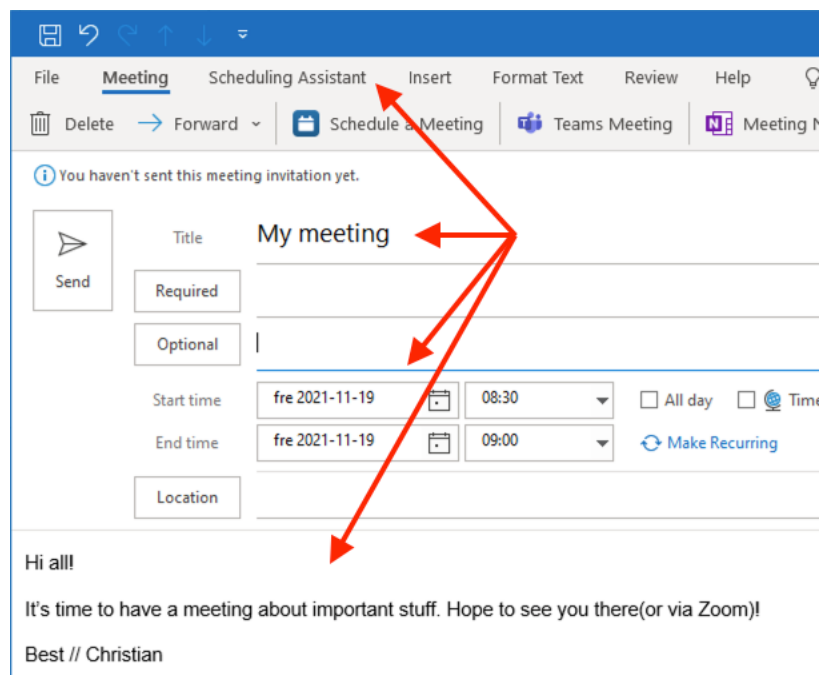
BOOKING THROUGH OUTLOOK WIN

- Go to the Calendar.

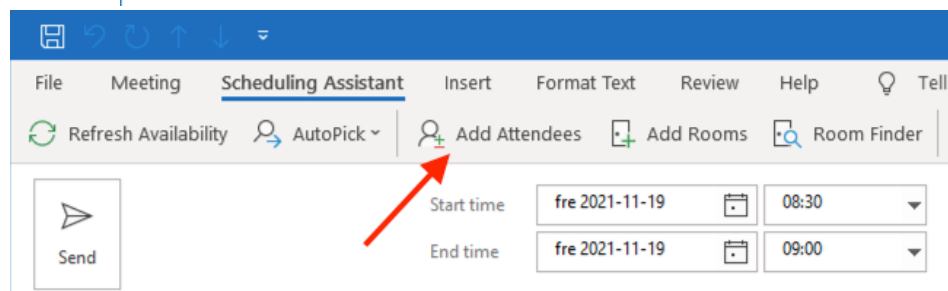


- Create a new meeting.

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



- Click Add Attendees to add the people you want to invite to your meeting (you don't need to add yourself).



- Search for a person (full name) and click Required or Optional button to add them. It's also possible to enter e-mail addresses straight into the fields. Confirm with OK.

Select Attendees and Resources: Global Address List

Search: Name only More columns Address Book: Global Address List - christian.divander@sl [Advanced Find](#)

Name	Title	Business Phone	Location
Christian Bengtsson (Student)	20182		Uppsala
Christian Benjamin Andersen	Doktorand MSCA		Institutionen för v
Christian Claesson (Student)	20172		Alnarp
Christian Daniel Munoz Suarez (...)	20211		Ortsberoende
Christian Danielsson (Student)	20171		Alnarp
Christian David Blue (Student)	20151		Uppsala
Christian Delupin (Student)	20202		Uppsala
Christian Demandt	Ingenjör	+4618673140	Sektionen för geo
Christian Divander	IT-tekniker	+4618673309	Institutionen för v
Christian Divander (Student)			Uppsala
Christian Engberg	Parktekniker		Trädgårdslaborat

Required:

Optional:

Resources:

OK Cancel

- Click Room Finder.

- Select "BioC Rooms" from the list to the right.

Room Fin...

← mars 2022 →

må	ti	on	to	fr	lö	sö
28	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	5	6	7	8	9	10

Good Fair Poor

Show a room list:

- BioC Rooms
- Drottningholm Rooms
- Grimsö Rooms
- Lysekil Rooms
- Oregrund Rooms
- Simpevarp rooms
- Skara Rooms
- SLUB Jabber Rooms
- SynergyRooms

- (If booking a Teams meeting) No settings need to be made, the invitation is added to the meeting text immediately.

- 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!

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me w

Delete Forward Schedule a Meeting Join Teams Meeting Meeting Options

You haven't sent this meeting invitation yet.

Send

Title **My meeting**

Required Ua BioC A332 (a332, 6 platser, VIDEO)

Optional Christian Divander

Start time ons 2021-11-17 16:00 All day Time zones

End time ons 2021-11-17 16:30 [Make Recurring](#)

Location Ua BioC A332 (a332, 6 platser, VIDEO)

Hi all!

It's time to have a meeting about important stuff. Hope to see you there(or via Teams)!

Best // Christian

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Join with a video conferencing device
teams@video.slu.se
Video Conference ID: 125 831 861 9
[Alternate VTC instructions](#)
[Learn More](#) | [Meeting options](#)