

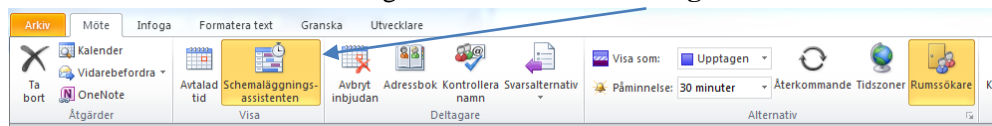
The instruction below shows you how to book the meeting rooms on level 3, 4 and 5 in VHC.

These are the available rooms:

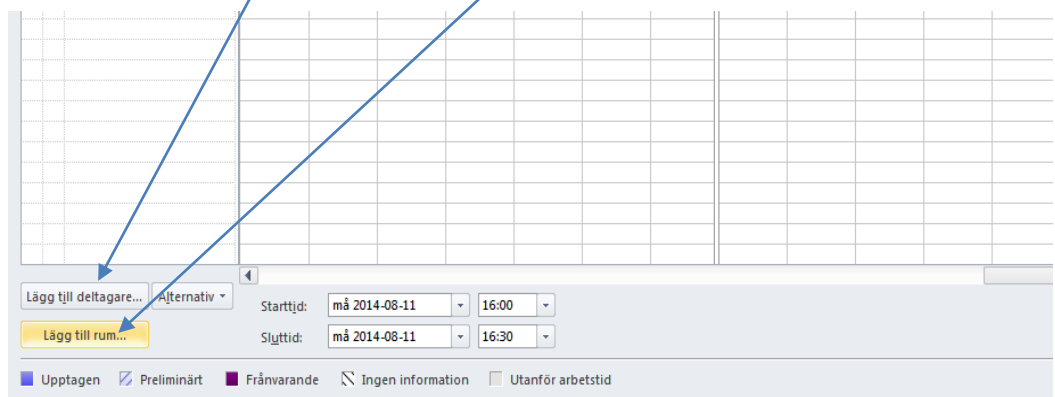
53248	Gullfaxe	Meeting room 6 p	House 5, level 3
53307	Sleipner	Meeting room 12 p	House 5, level 3
53407	Arvaker	Meeting room 12 p	House 5, level 3
53647	Skinfaxe	Meeting room 6 p	House 5, level 3
54266	Gere	Meeting room 6 p	House 5, level 3
54307	Mångarm	Meeting room 12 p	House 5, level 3
54407	Ulv	Meeting room 12 p	House 5, level 3
54647	Freke	Meeting room 6 p	House 5, level 3
55147	Yggdrasil	Meeting room 24 p	House 5, level 3
55233	Tanngrisner	Conference room 40+40 p delbart	House 5, level 3
55545	Heidrun	Meeting room 6 p	House 5, level 3

Book a meeting room:

1. Outlook, Calender, New meeting. Click on the **Scheduling assistant**.

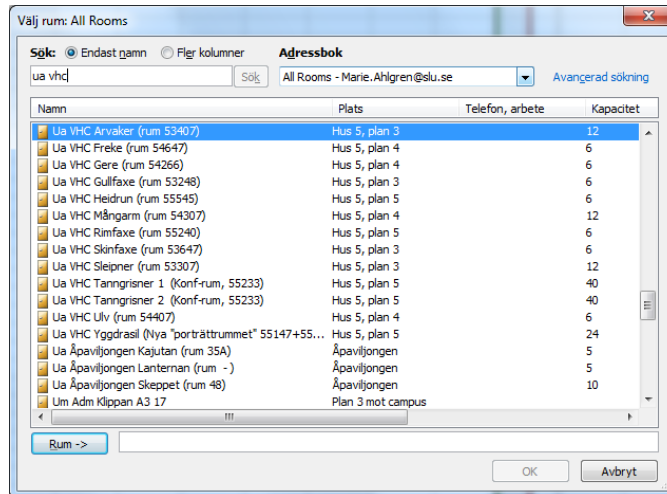


2. First you choose participants, then choose room:



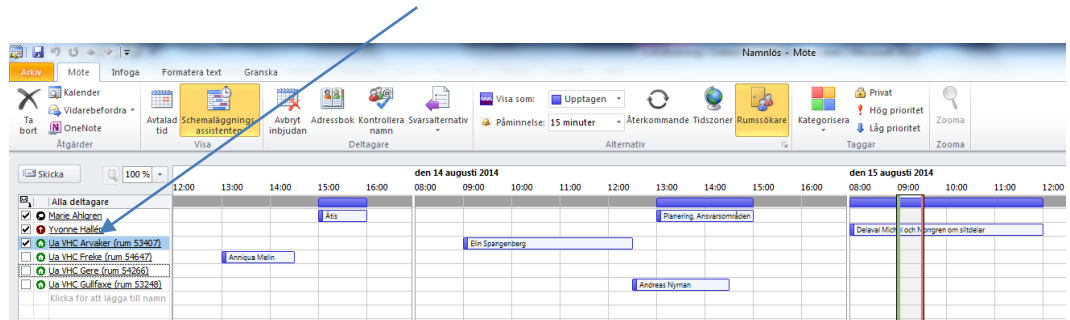
VHC

3. Search rooms starting with **Ua VHC**:



4. Either you choose one of the rooms or you can choose all of them to check the availability. Click on **Room**, then **Ok**.

5. Now you can see the availability for the rooms you have chosen. You can also change the start- and end time for the meeting. Now see to that **only the room you want to book** is marked.



6. Click on the Send-button to finish your booking. You will receive a confirmation mail from Outlook.

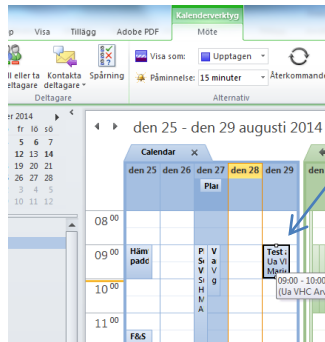
Please read it carefully, so you can find out whether your booking is confirmed or denied!

VHC

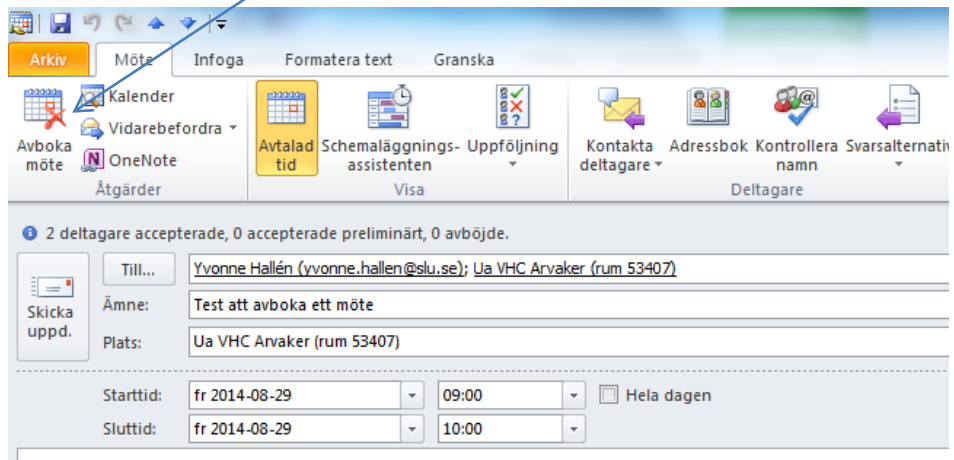
How to cancel a booking:

Only the person who have done the booking can cancel it.

1. Choose the meeting in your Outlook calendar:



2. Then choose **Cancel meeting**:



.. and then choose **Send mail for canceling meeting**-button.

