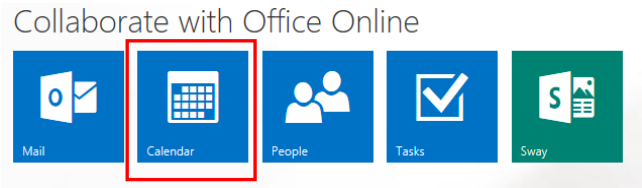
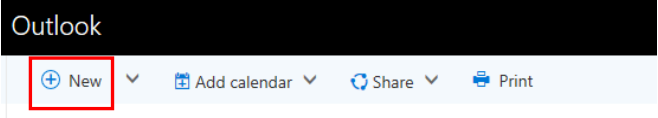

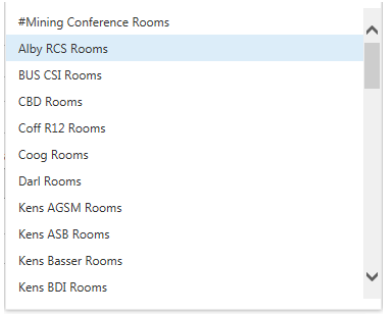
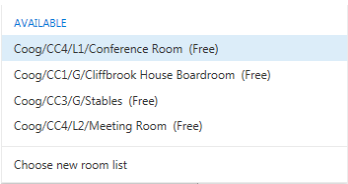
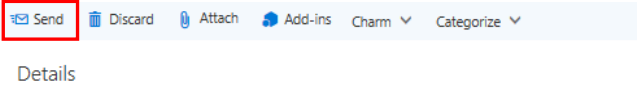


The following instructions will walk you through the process of booking meeting rooms using OWA

<p>Step 1 – Select calendar</p> <p>Click on Calendar on the Home page</p>	 <p>Collaborate with Office Online</p> <p>Mail Calendar People Tasks Sway</p>
<p>Step 2 – Create a new meeting entry</p> <p>Click on the New button on the top ribbon</p>	 <p>Outlook</p> <p>+ New Add calendar Share Print</p>
<p>Step 3 – Enter meeting details</p> <p>Once all meeting details are entered, click on the Add room button</p>	 <p>Details</p> <p>Add a location Add room</p> <p>Start</p>
<p>Step 4 – Select rooms from UNSW buildings</p>	 <p>#Mining Conference Rooms</p> <ul style="list-style-type: none">Alby RCS RoomsBUS CSI RoomsCBD RoomsCoff R12 RoomsCoog RoomsDarl RoomsKens AGSM RoomsKens ASB RoomsKens Basser RoomsKens BDI Rooms
<p>Step 5 – Select a meeting room</p> <p>Note rooms that are available at the time of your meeting will only appear</p>	 <p>AVAILABLE</p> <ul style="list-style-type: none">Coog/CC4/L1/Conference Room (Free)Coog/CC1/G/Cliffbrook House Boardroom (Free)Coog/CC3/G/Stables (Free)Coog/CC4/L2/Meeting Room (Free) <p>Choose new room list</p>
<p>Step 6 – Finalise your meeting</p> <p>Enter other details and click send</p>	 <p>Send Discard Attach Add-ins Charm Categorize</p> <p>Details</p>

If you require any additional assistance please contact the IT Service Centre- Tel: 9385 1333
Email: ITServiceCentre@unsw.edu.au