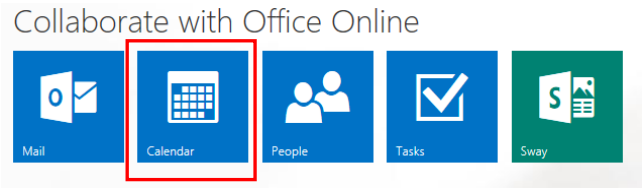
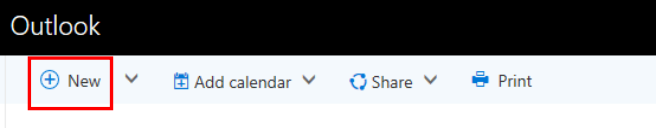

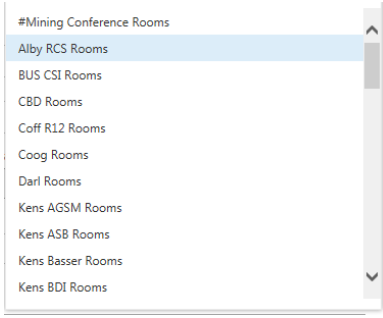
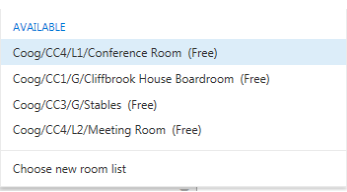
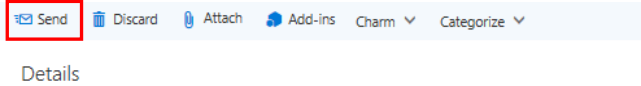


The following instructions will walk you through the process of booking meeting rooms using OWA

<p><b>Step 1 – Select calendar</b></p> <p>Click on <b>Calendar</b> on the Home page</p>	 <p>Collaborate with Office Online</p> <p>Mail Calendar People Tasks Sway</p>
<p><b>Step 2 – Create a new meeting entry</b></p> <p>Click on the <b>New</b> button on the top ribbon</p>	 <p>Outlook</p> <p>+ New Add calendar Share Print</p>
<p><b>Step 3 – Enter meeting details</b></p> <p>Once all meeting details are entered, click on the <b>Add room</b> button</p>	 <p>Details</p> <p>Add a location Add room</p> <p>Start</p>
<p><b>Step 4 – Select rooms from UNSW buildings</b></p>	 <p>#Mining Conference Rooms</p> <ul style="list-style-type: none"> <li>Alby RCS Rooms</li> <li>BUS CSI Rooms</li> <li>CBD Rooms</li> <li>Coff R12 Rooms</li> <li>Coog Rooms</li> <li>Darl Rooms</li> <li>Kens AGSM Rooms</li> <li>Kens ASB Rooms</li> <li>Kens Basser Rooms</li> <li>Kens BDI Rooms</li> </ul>
<p><b>Step 5 – Select a meeting room</b></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"> <li>Coog/CC4/L1/Conference Room (Free)</li> <li>Coog/CC1/G/Cliffbrook House Boardroom (Free)</li> <li>Coog/CC3/G/Stables (Free)</li> <li>Coog/CC4/L2/Meeting Room (Free)</li> </ul> <p>Choose new room list</p>
<p><b>Step 6 – Finalise your meeting</b></p> <p>Enter other details and click <b>send</b></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](mailto:ITServiceCentre@unsw.edu.au)