



Title: Zoom Room – How to book the Zoom Room to host a meeting

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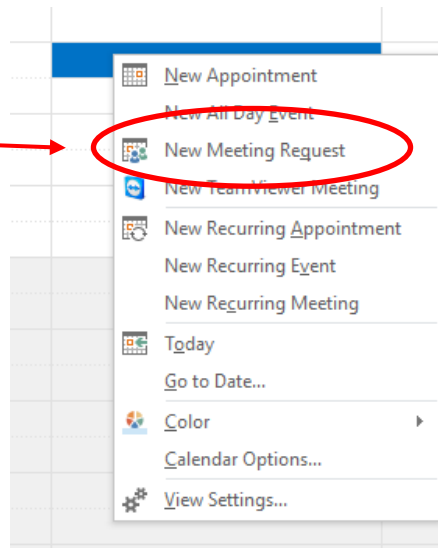
To book the Zoom Room to host your Zoom Meeting

Launch Outlook and open your Calendar



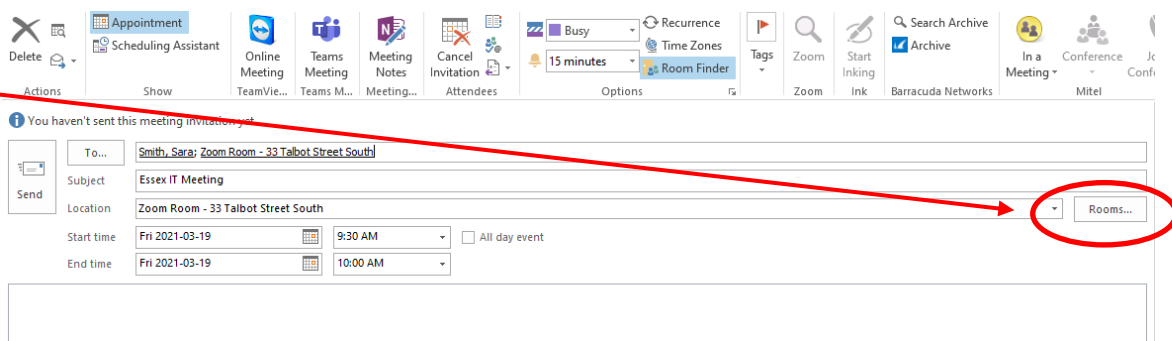
Select the time you want to book the Meeting Room.

Right click in your calendar
Select new meeting request



Invite your attendees

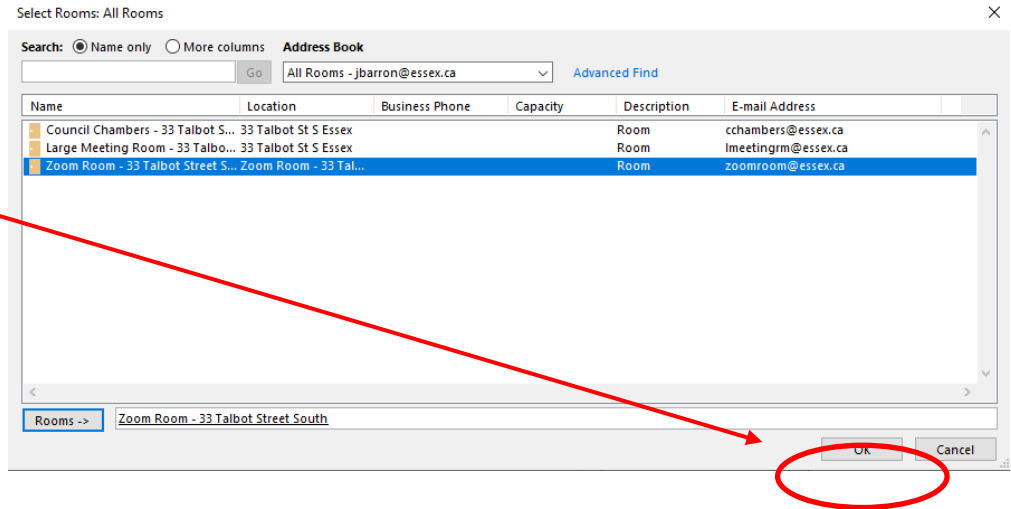
Select the Room



In the Room List

Select - Zoom Room

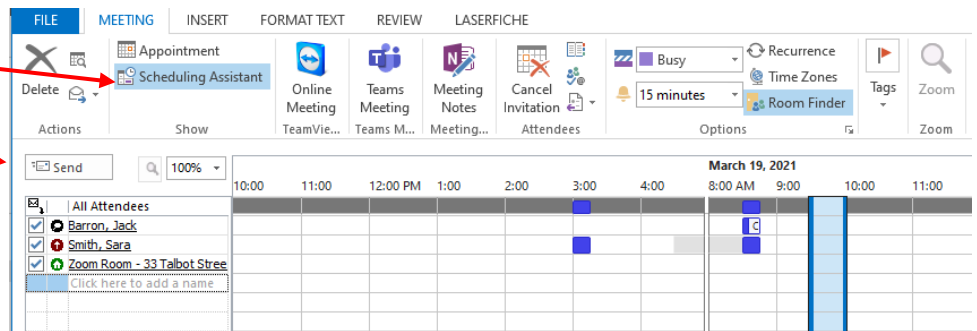
Click - OK



To check availability

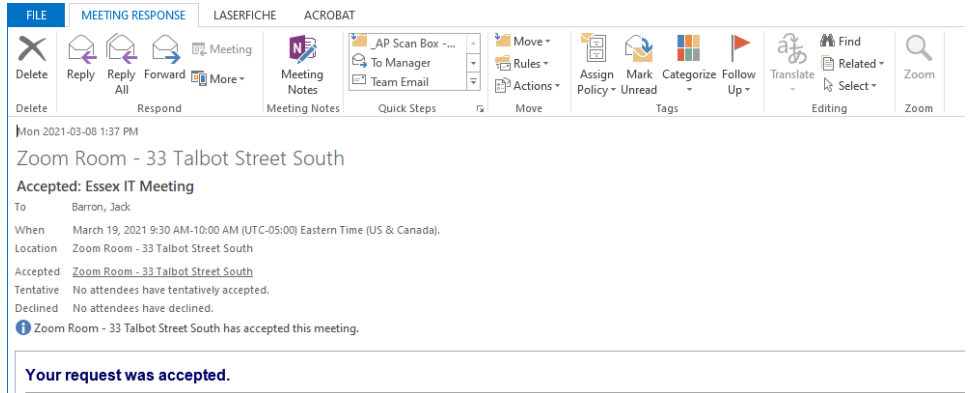
Click > Scheduling Assistant

Click Send



You will receive an email confirmation that you have successfully booked the room.

If the room was booked at that time you would receive an email rejecting your request.



Outside of the meeting room – Your Meeting will be displayed on the Room Display Calendar.



On the day of your meeting if you require any assistance with meeting set up. Please do not hesitate to contact the IT Department.