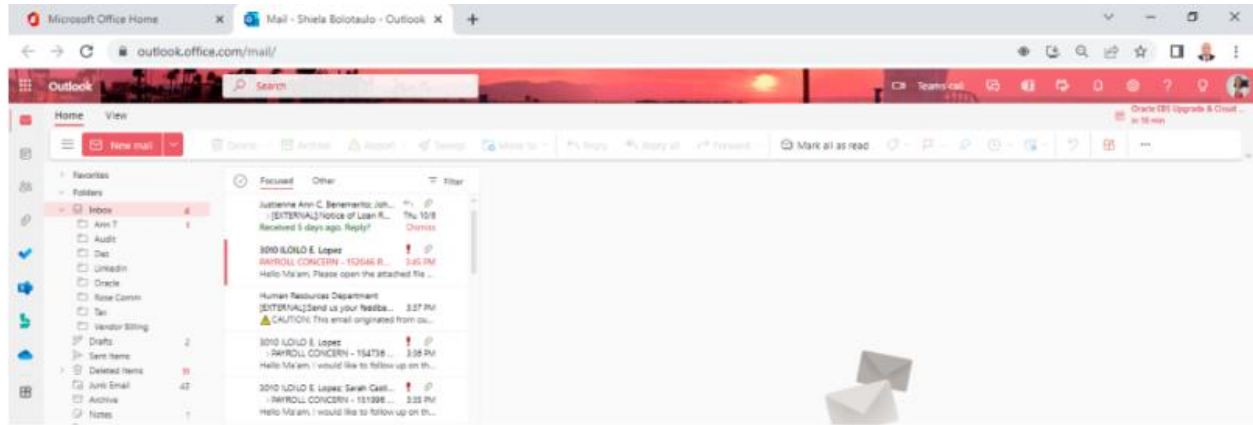
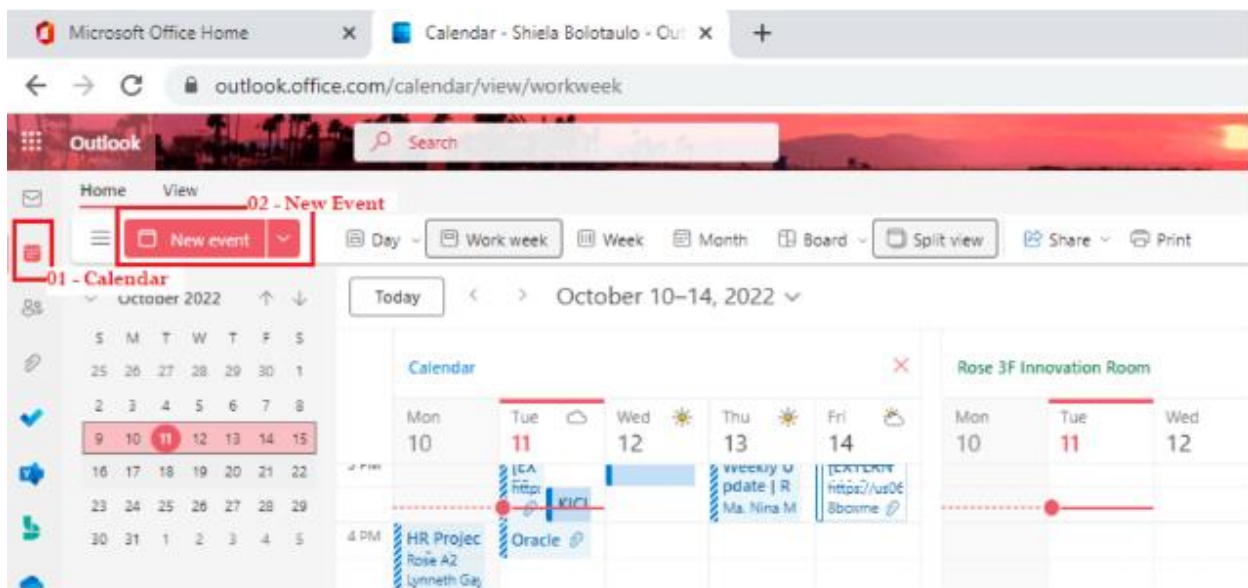


# Book Using Outlook Web Application (OWA)

- Open your O365 browser > Go to your Outlook



- Select your Calendar > New Event



- Event**    Scheduling Assistant

Response options    Busy    15 minutes before    Categorize    Send to OneNote    My Templates    Get add-ins    ...

**Send**    Calendar

### Kick-off meeting: Migration of Payroll to BPI

Maria Jackelyn Rotol x    Jessica Gingoyon x    Joaquin, Crissa Mae x    [Optional](#)

Suggested times    [Preferences](#)

**Tue 10/11**

4:30 PM - 5:00 PM

Available: Everyone

**Tue 10/11**

5:00 PM - 5:30 PM

Available: Everyone

**Wed 10/12**

9:00 AM - 9:30 AM

Available: Everyone

10/11/2022    4:30 PM    All day    Time zones

10/11/2022    5:00 PM    Don't repeat

Search for a room or location    Teams meeting

15 minutes before

Add a description or attach documents

📎    📧    📅    📎    📎    📎

**Calendar**    Tue, October 11, 2022

4 PM    KICK OFF MEETING: <https://us06web.zoom.us/j/911111111111> Oracle EBS Upgrade & Cloud Migration (o

5 PM    4:30 PM - 5:00 PM    Everyone is available

6 PM

7 PM

8 PM

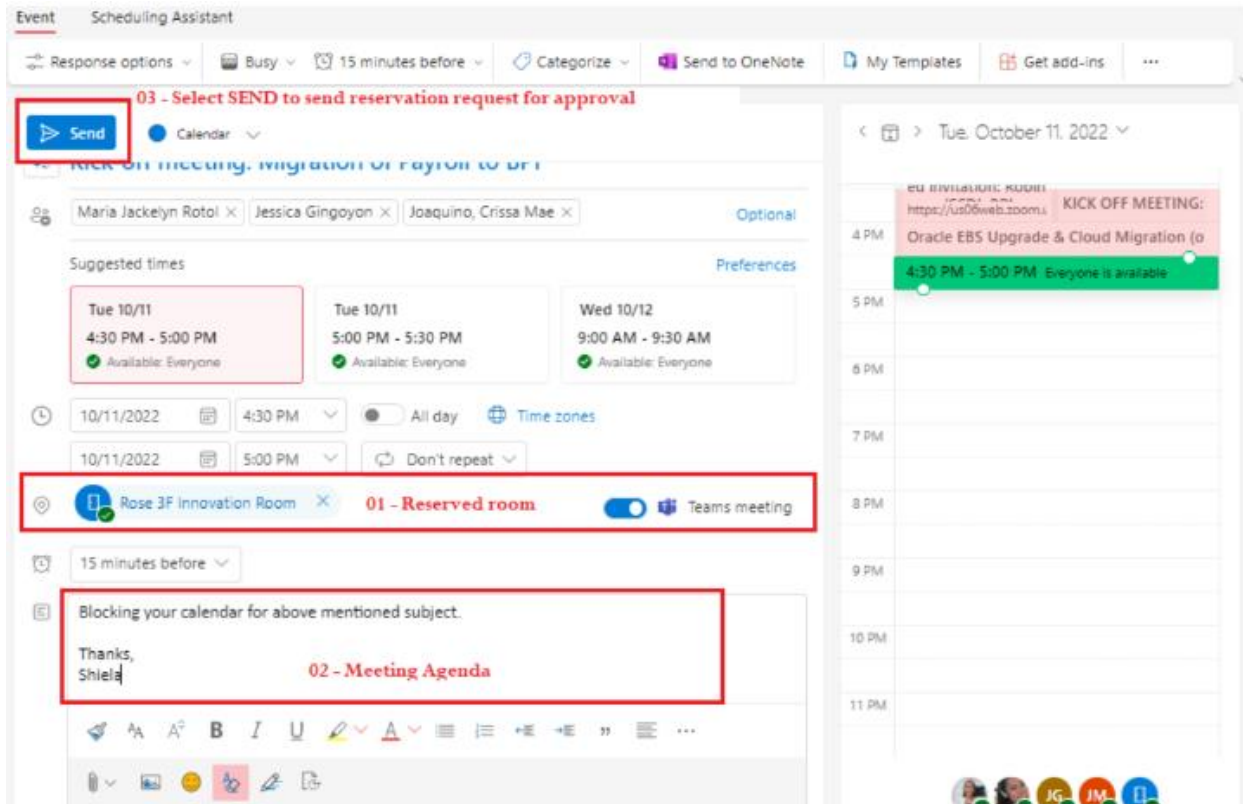
9 PM

10 PM

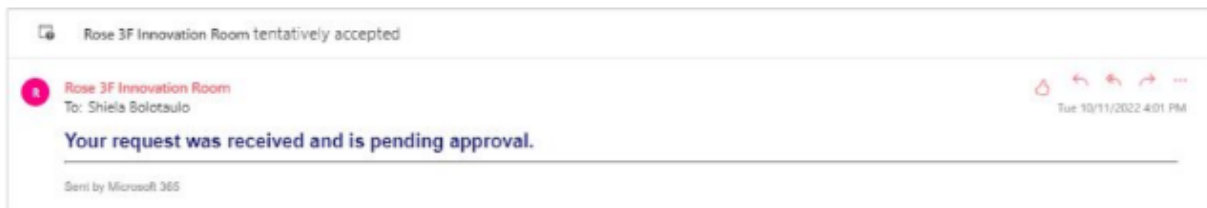
11 PM

- 
- The screenshot shows the Microsoft Teams 'Send' dialog for a meeting titled 'Kick-off meeting: Migration of Payroll to BPI'. The meeting is scheduled for Tuesday, October 11, 2022, from 4:30 PM to 5:00 PM. The meeting is optional and has a suggested location of 'Rose 3F Innovation Room'. The meeting is currently in progress, as indicated by the 'Teams meeting' status and the 'Send' button being highlighted in red.

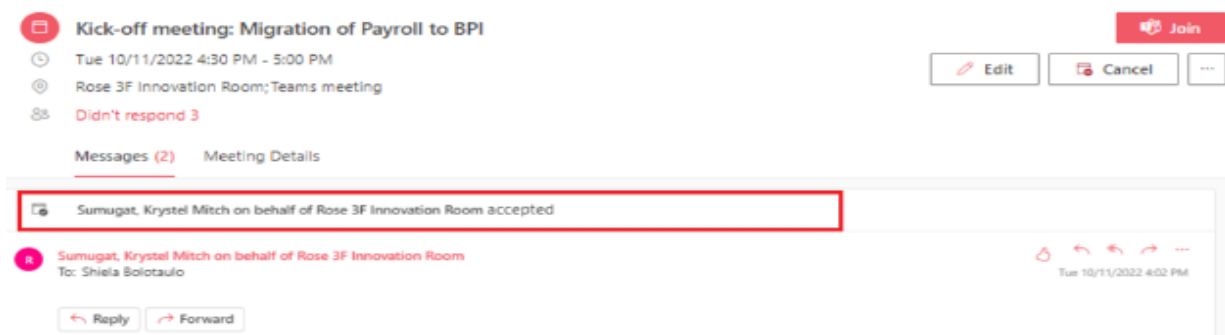
- Send room reservation request for approval



- An auto-email notification will be sent to your inbox right after you SEND your room reservation request informing you that your request is pending for approval



- You will also receive an auto-email notification once your request has been approved



- Once your booking request has been approved, you will also be able to view your reservation in the tablet mounted in each rooms

