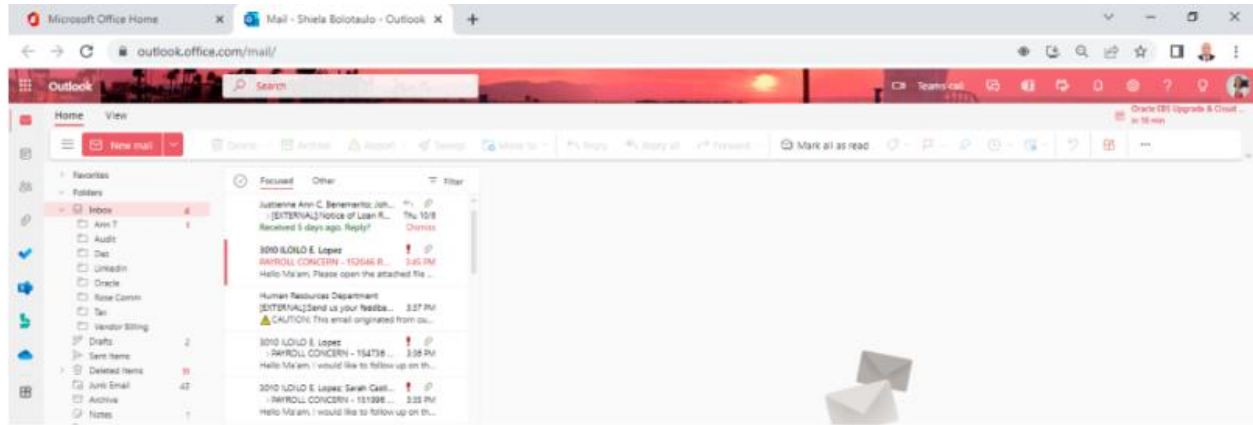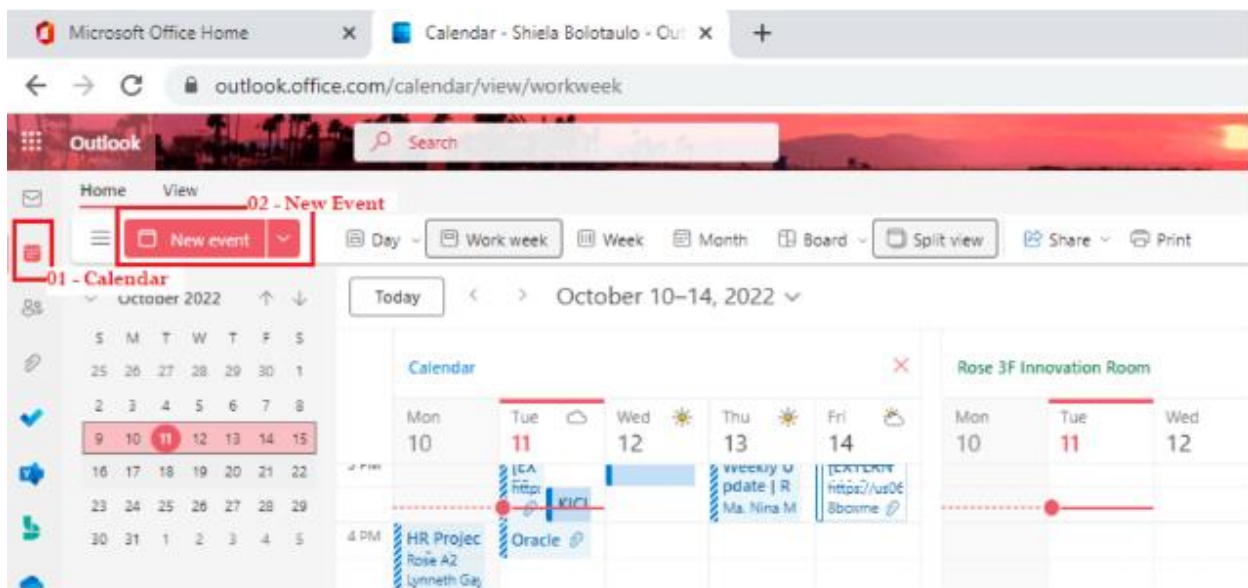# Book Using Outlook Web Application (OWA)

- Open your O365 browser > Go to your Outlook

- Select your Calendar > New Event

- Indicate your Subject, meeting recipients, Date and Time - refer below highlighted:

- Find and choose your desired room

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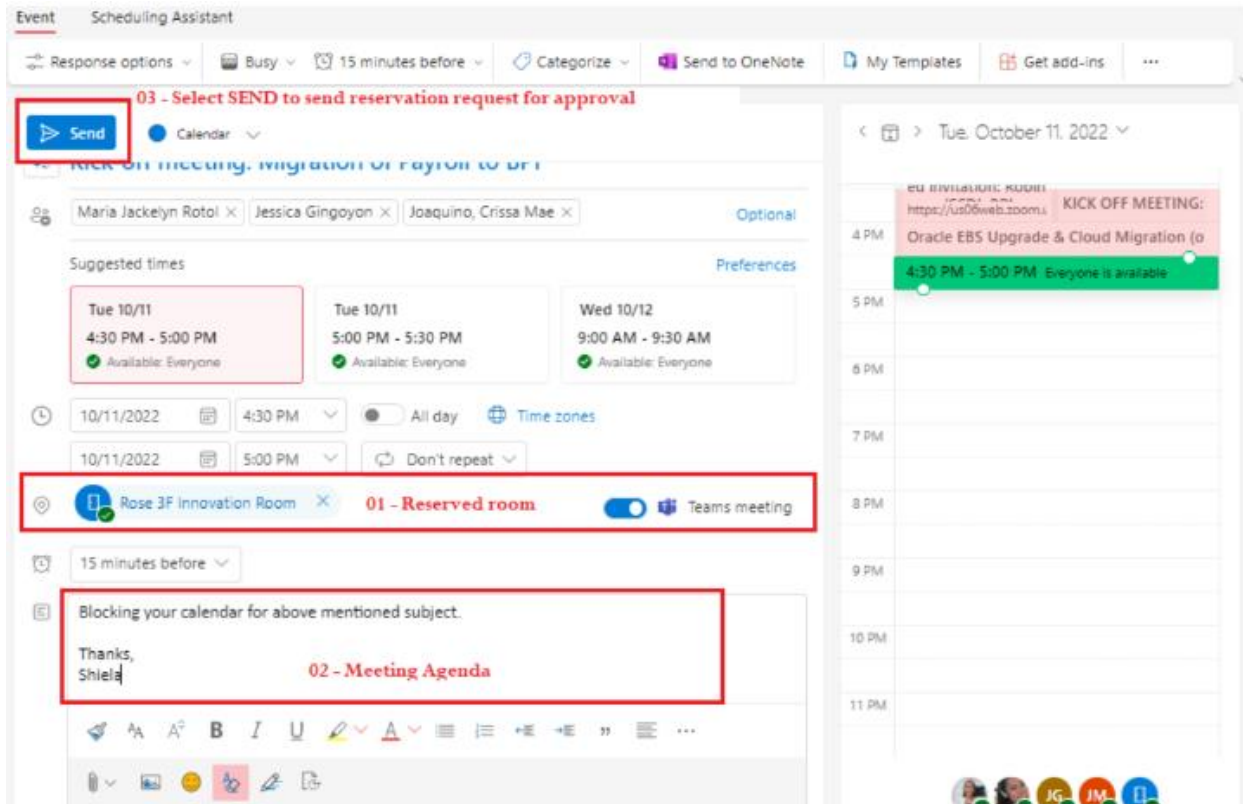
- An auto-email notification will be sent to your inbox right after you SEND your room reservation request informing you that your request is pending for approval
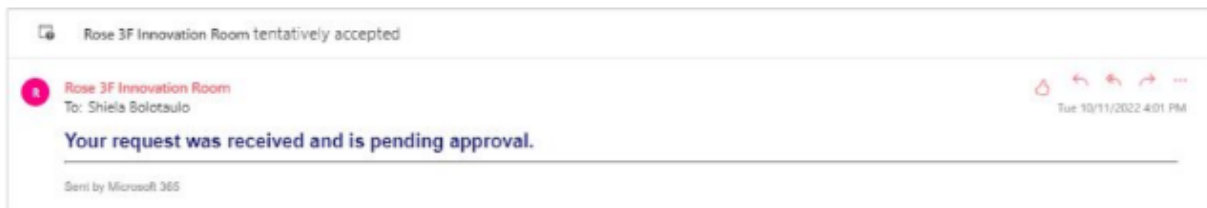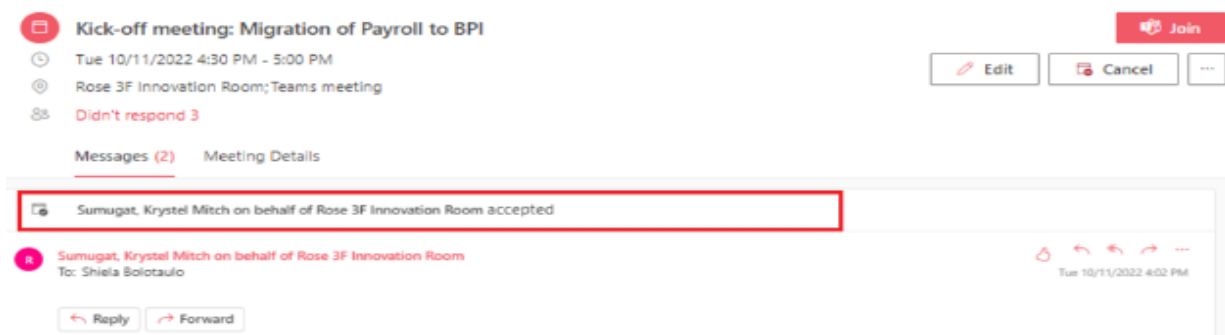

- You will also receive an auto-email notification once your request has been approved

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