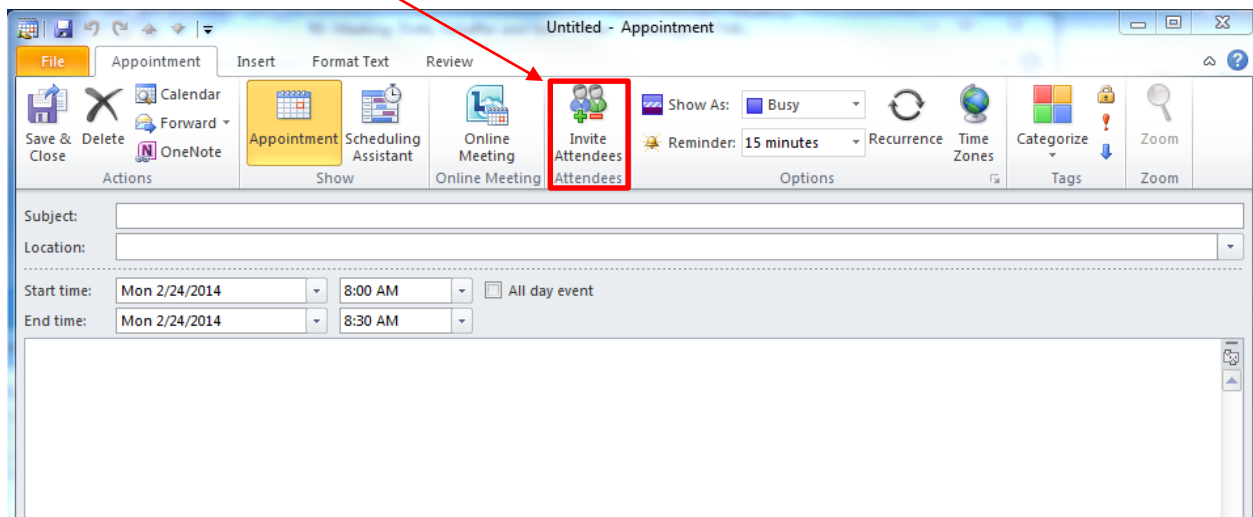


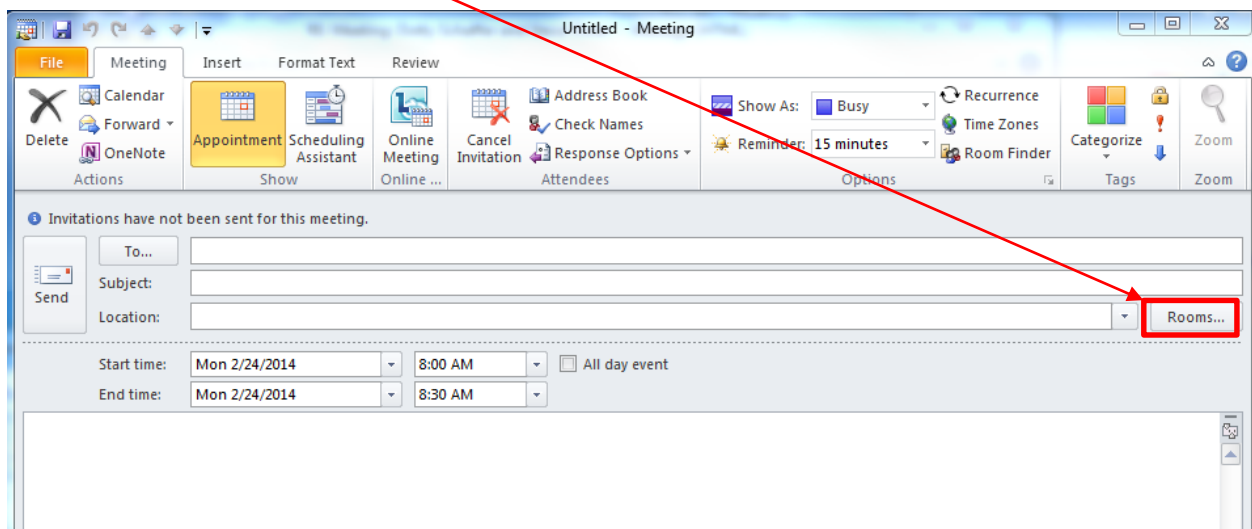
Booking a meeting room using Outlook Calendar

For scheduling a customer meeting at Mobile World 2015

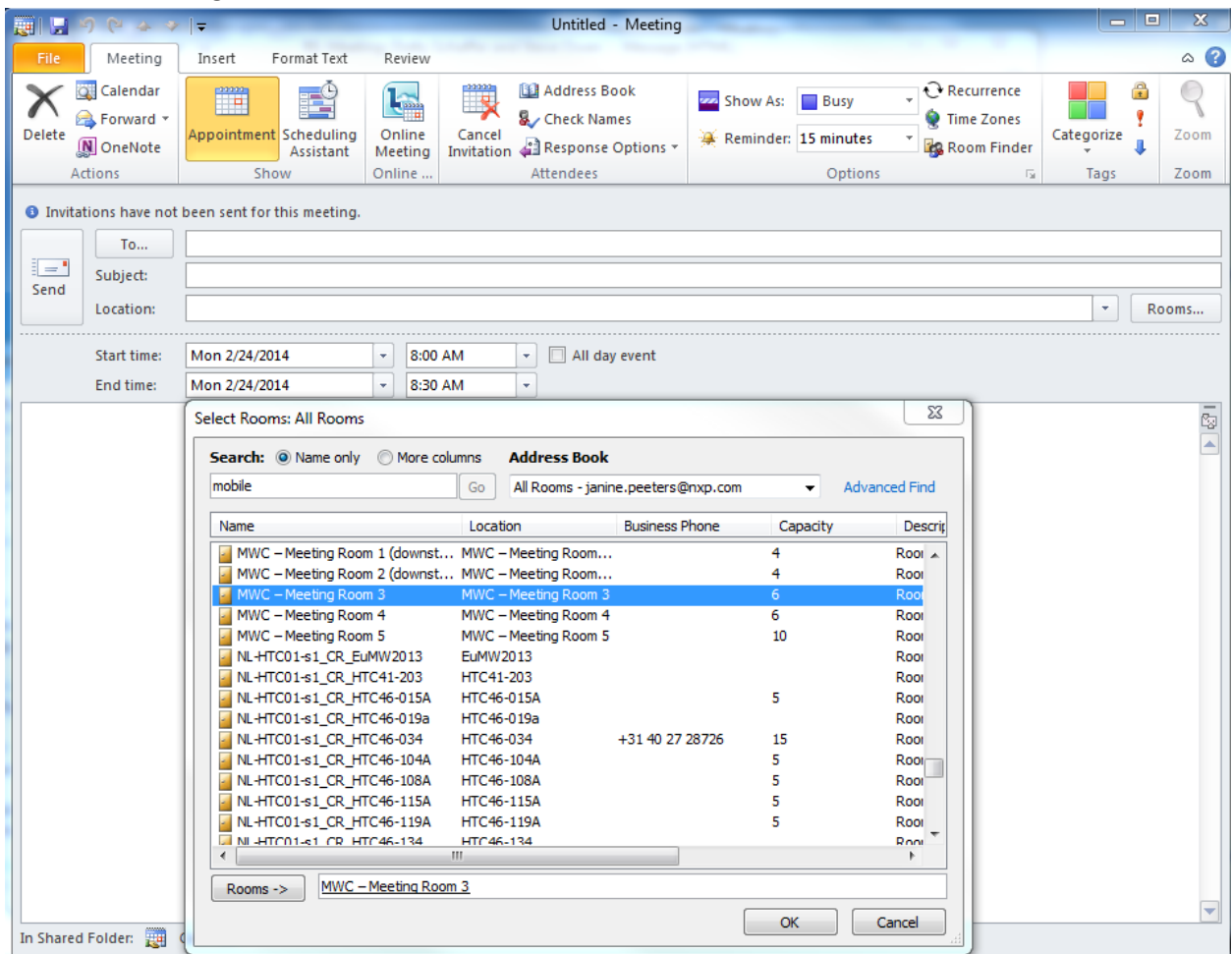
- First check availability of all NXP participants
- go to your Outlook calendar and schedule a meeting like you are used to
- by clicking on the desired date/timeslot, then
- click on Invite Attendees



- click on the “Rooms” button at the bottom right



- Type Mobile in the search field, make sure the “Name only” button and “All rooms” is selected, then click “Go”
- Select the meeting room, click on “Rooms”, then click on “OK”



- Click on “Scheduling Assistant” to view available time in the meeting room you selected. Click on “Appointment” to go back to meeting.

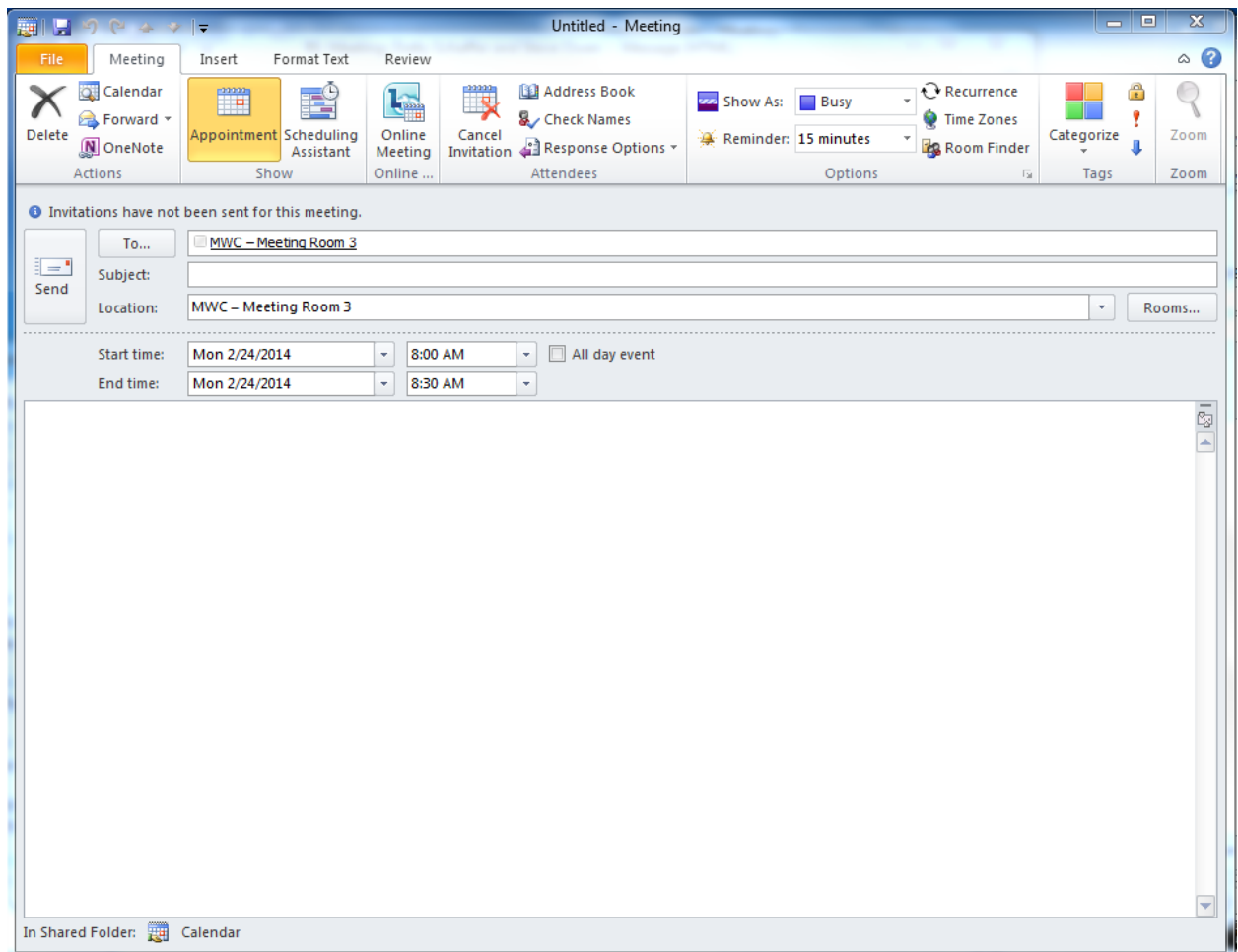
The screenshot shows the Microsoft Outlook Scheduling Assistant window. The title bar reads "Untitled - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", and "Review". The "Meeting" tab is active, showing options like "Delete", "Forward", "OneNote", "Appointment", "Scheduling Assistant", "Online Meeting", "Cancel Invitation", "Address Book", "Check Names", "Response Options", "Show As: Busy", "Recurrence", "Time Zones", "Room Finder", "Categorize", and "Zoom".

The main area displays a calendar grid for Monday, February 24, 2014, with time slots from 2:00 to 1:00. A vertical bar at 8:00 AM indicates a meeting. The left sidebar shows "All Attendees" with "Janine Peeters" and "MWC - Meeting Room 3" listed. The right sidebar shows the "Room Finder" for February 2014, with a calendar view and a list of suggested times:

- 8:00 AM - 8:30 AM: 1 available room
- 8:30 AM - 9:00 AM: 1 available room
- 9:00 AM - 9:30 AM: 1 available room
- 9:30 AM - 10:00 AM: 1 available room
- 10:00 AM - 10:30 AM: 1 available room

At the bottom, there are buttons for "Add Attendees...", "Options", "Add Rooms...", and "Send". The status bar at the bottom shows "Busy", "Tentative", "Out of Office", "No Information", and "Outside of working hours".

- You can see that the room you selected is now showing under “location”. Click on “send” to complete your request.



- You will get a confirmation email stating your request was accepted. It is important that you check availability of all participants and room before you actually book the meeting room.
- In case you still have problems in scheduling meetings using your Outlook calendar after having read these instructions, kindly ask your assistant for help.