Seat & Meeting Room Booking – User Guide

1. Accessing the App

Open the Power Apps link in your browser or mobile app. Sign in with your Microsoft 365 account.

2. Booking a Seat

- Go to 'Book a Seat'.
- Pick date and time range.
- Filter by floor/category (optional).
- Select an available seat and tap 'Book'.

3. Booking a Meeting Room

- Go to 'Book a Meeting Room'.
- Pick date/time.
- Filter by capacity/equipment.
- Select room and confirm booking.

4. Viewing & Cancelling Your Bookings

- Open 'My Bookings'.
- Select a booking → 'Cancel'.

5. Tips

- Arrive on time; cancel if plans change to free the resource.
- Use filters to quickly find the right seat/room.