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**Viewing HO Meeting Room Calendar Bookings**

To be able to view the head office meeting room calendar entries, you need to add the rooms in as a contact in Outlook. The steps below show you how to do this.

You will need to add the rooms into outlook as separate contacts – you can now find these in the Global Address list by following the steps provided below.

* Rakaia Meeting Room Head Office
* Avon Meeting Room Head Office

­­­­­­­­­­­­­Note: Please be considerate when booking meetings for these rooms as they are owned by Sime Darby Transport Group and we are very fortunate to be able to continue using them. If you have a small number of people, please use the Avon room so that the Rakaia room can be used for larger meetings.

1. At the bottom left of Outlook, select the **people** icon
2. Then select **new contact** at the top

Graphical user interface, application

Description automatically generated Graphical user interface, application, Word

Description automatically generated

1. Select **Address Book** at the top
2. Change the **Address Book** to **Global Address List**
3. In the **Search** box, type the name (eg. Rakaia/Avon)
4. Select the room that comes up
5. Select **OK**

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1. Put in a name associated with the room
2. Select **Save & Close**

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(Do the same thing for the other room)

1. Now click on the **calendar** icon on the bottom left of Outlook

Application

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1. Select one of the below to create a new meeting

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1. In the **required** field, type in the contact you created for the room you are after
2. Select **scheduling assistant** at the top

Graphical user interface, text, email

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1. In here you can now see all booked out times for that room

Graphical user interface, application

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