# 📅 How to Book & Invite People to a Meeting Using Logitech Tap

## ✅ Book a Meeting in Outlook

* Open Outlook and create a New Meeting.
* In the “To” field, add your attendees.
* Click Location or Rooms, then search and select the conference room (e.g., Blue Chip – Conf Room 1).
* Fill in meeting details (subject, time, etc.).
* Click Send – the meeting will now appear on the Tap in the room.

## ✅ Invite People During a Meeting

* Tap the meeting on the Logitech Tap to start.
* Tap Participants or People.
* Select Invite or Add People.
* Search by name, email, or number, then send the invite.

## ✅ Wireless Screen Sharing Options

* Option 1 – Invite Yourself to Share Wirelessly
* • When booking the meeting, add your own email.
* • Join the meeting from your laptop and click Share Screen.
* • Your content displays wirelessly on the room screen.