



Meeting Room Map  
UPSTAIRS

- 1

Silent Power
- 2

Fire Fly
- 3

Rold Gold
- 4

Double Down
- 5

Eagle Cannon
- 6

Falcon Rising
- 7

Super Mafia
- 8

Bees Knees
- 9

Saturday Night Special
- 10

Jellyfish Aquarium
- 11

Precious Metals
- 12

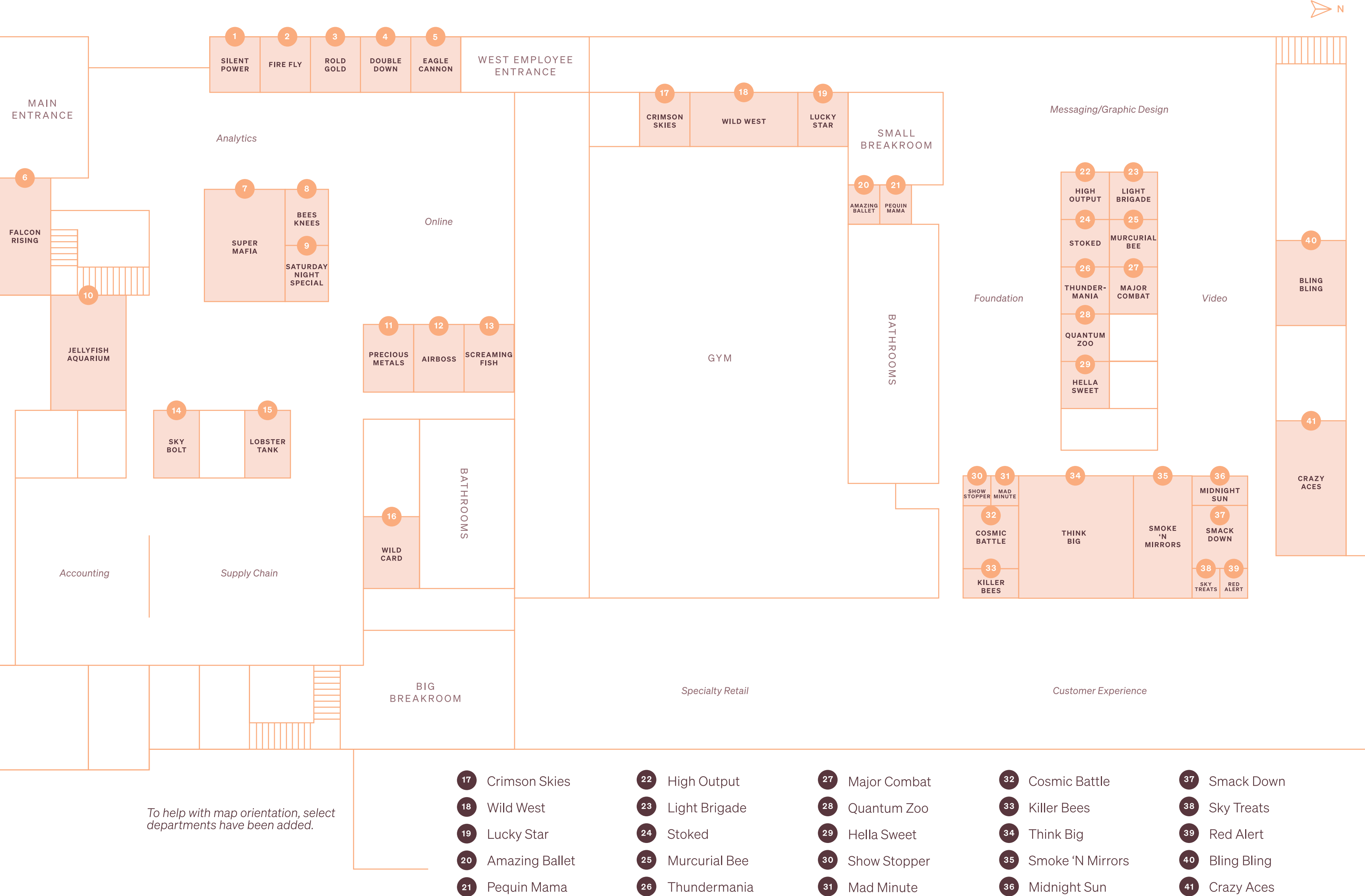
Airboss
- 13

Screaming Fish
- 14

Sky Bolt
- 15

Lobster Tank
- 16

Wild Card





Meeting Room Map  
DOWNSTAIRS

- 42

Super Nova
- 43

Amped Up
- 44

Basketball Court
- 45

Yoga Room
- 46

Lotus Lantern
- 47

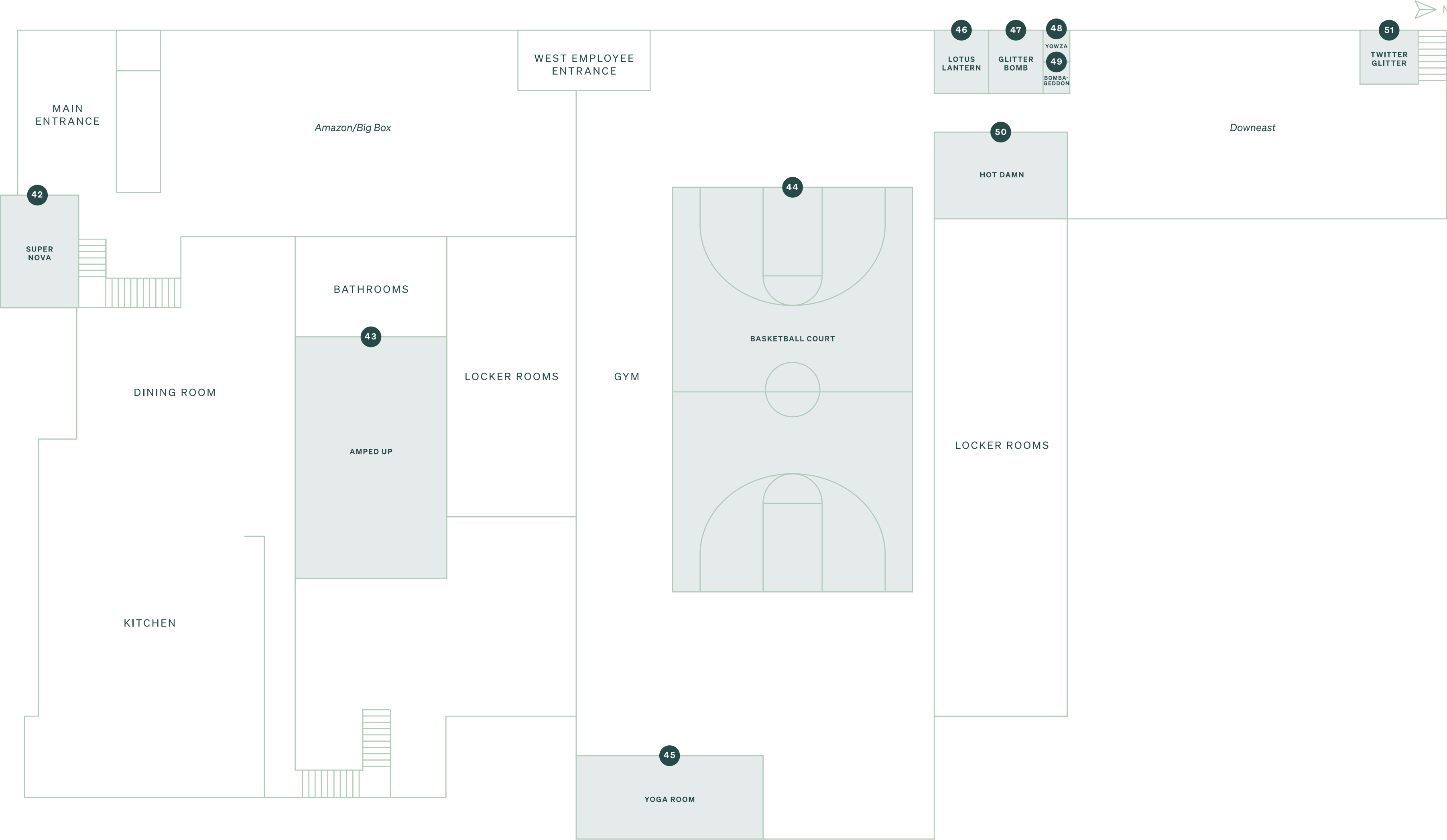
Glitter Bomb
- 48

Yowza
- 49

Bombageddon
- 50

Hot Damn
- 51

Twitter Glitter



## Booking Instructions

### OUTLOOK FOR PC

- ☐ Click the **Calendar** icon in the bottom-left corner
- ☐ Under the **Home** tab click **New Meeting**
- ☐ Enter a **Title** for the Meeting
- ☐ Enter the **Required** and/or **Optional** attendees
- ☐ Select the **Date** and **time** of the meeting
- ☐ Click the **Scheduling Assistant** tab
- ☐ Click **Add Rooms** in the ribbon
- ☐ Select possible meeting room(s) from the list
- ☐ Check the box next to the room that works for the meeting and attendees
- ☐ Make sure all other rooms are unchecked
- ☐ Click **Send** in the upper-left

### OUTLOOK FOR MAC

- ☐ Click the **Calendar** icon in the bottom-left corner
- ☐ Under the **Home** tab click **Meeting**
- ☐ Click the **Address Book** icon next to the **To:** text box
- ☐ Enter the **Required** and/or **Optional** attendees
- ☐ Enter a **Title** for the meeting in the **Subject:** text box
- ☐ Select the **Date** and **time** of the meeting
- ☐ Click the **Room Finder** tab in the upper-right
- ☐ Select **MaloufRooms** from the drop down box
- ☐ Scroll through the list of rooms in the lower-left and check the box next to the room that works for you
- ☐ Make sure all other rooms are unchecked
- ☐ Click **Send** in the upper-left