

# How to Book a Meeting Room at DTU Skylab

Meeting rooms are booked directly through Outlook via your DTU mail. This guide follows the browser version of Outlook, but it can be done through the Outlook software if you have it on your device.

1. Click the following [link](#) and go to the calendar tab in the bottom left corner.
2. press **"New Event"** in the top left corner.
3. On the pop-up window you can choose **"scheduling Assistant"** and then a new pop-up opens where you can choose to **"invite attendees"** and the specific room you wish.
4. Under the **"rooms"** tab, click **"add a room"** then **"Browse with Room Finder"**
5. Search for **"DTU AFRI Meeting Rooms"** to find rooms available in DTU Skylab 373/374 Skylab. Then choose the 2nd result.
6. On the new tab you can scroll between the different rooms and once you click on a specific room you can see the time periods that they are already reserved in. Then choose a time slot by dragging it around on the calendar interface.
7. Lastly, choose an available room with the building number 373 or 374 in its name within the time slot you wish. Finish off by checking that your attendees and room(s) are added to the booking and press **"done"**.
8. Invited attendees will receive an email requesting their response to the event. Whereafter, the event host will be notified of attendance. The host will also get a confirmation mail of their booking.

The screenshot shows the Outlook 'New event' dialog. The 'Scheduling Assistant' tab is selected. Under the 'Rooms' section, the 'Add a room' link is highlighted. The 'Room Finder' window is open, showing a search for 'DTU AFRI Meeting Rooms'. The search results list several rooms, with the second option, 'LY373D-R0101C-OpenSpace(25)', highlighted. A red box with an arrow points to this option, with the text 'Choose the 2nd option!!'.

The screenshot shows the Outlook 'Scheduling Assistant' window. The 'Required attendees' section lists 'Emil Knudsen' and 'Margarita Mærsk'. The 'Rooms' section shows 'LY373D-R0101A-Auditoriet(40)' selected. A red box with an arrow points to the 'Done' button, with the text 'Finish by clicking "done"'. Another red box with an arrow points to the 'Attendees' and 'Rooms' sections, with the text 'Check attendees and rooms here'.