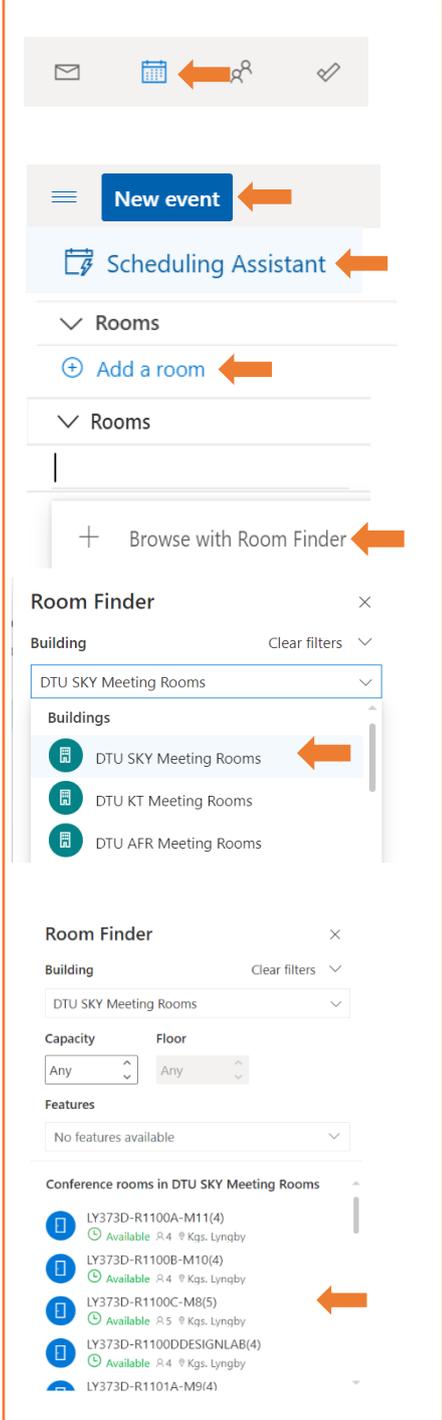


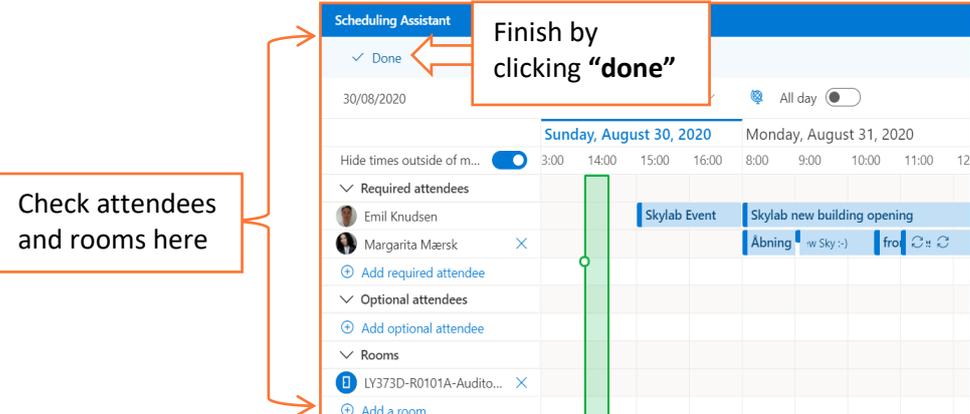
How to Book a Meeting Room at DTU Skylab

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. If you have a work related mail, press the symbol with 9 dots and choose calendar In the top 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 SKY Meeting Rooms"** to find rooms available in DTU Skylab 373/374 Skylab. Then choose the 1st 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 interface for creating a new event. The 'New event' button is highlighted in blue. Below it, the 'Scheduling Assistant' button is highlighted. Under the 'Rooms' section, the 'Add a room' button is highlighted. At the bottom, the 'Browse with Room Finder' button is highlighted. Below this, the 'Room Finder' panel is shown with a search filter for 'DTU SKY Meeting Rooms'. The results list several meeting rooms, with the first one, 'DTU SKY Meeting Rooms', highlighted. Below that, another 'Room Finder' panel is shown with the same search filter and results.



The screenshot shows the Outlook 'Scheduling Assistant' window. The 'Done' button is highlighted in blue. Below it, the attendees list is shown with two attendees: Emil Knudsen and Margarita Mærsk. Below the attendees list, the 'Add a room' button is highlighted. A text box says 'Finish by clicking "done"'. Another text box says 'Check attendees and rooms here'.