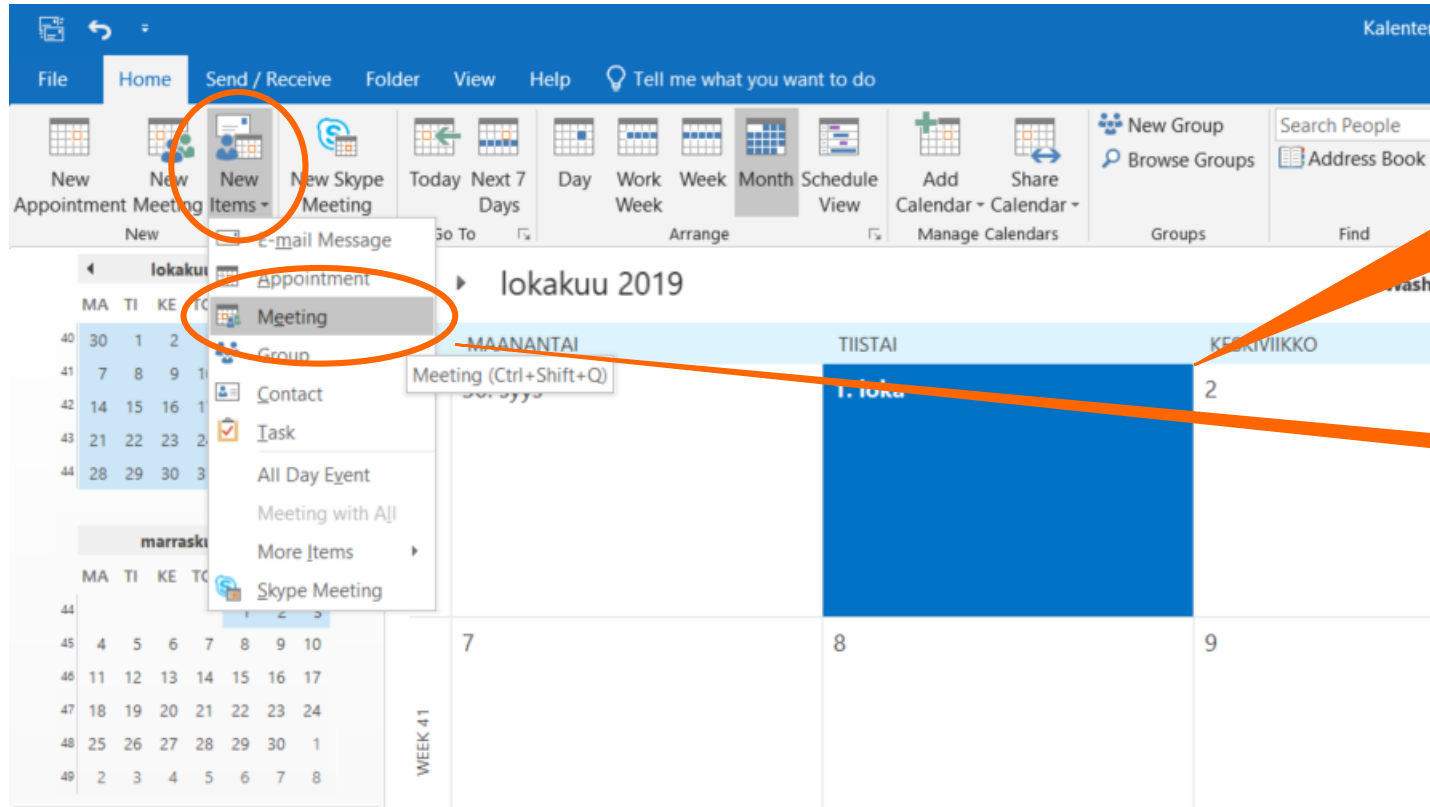
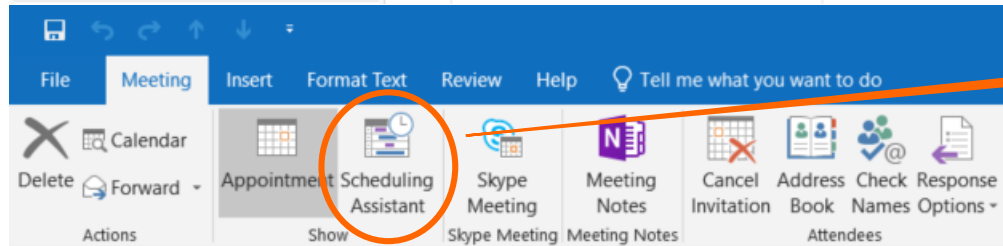


Open **Outlook desktop app** and then calendar. Images may be little different depending on version.

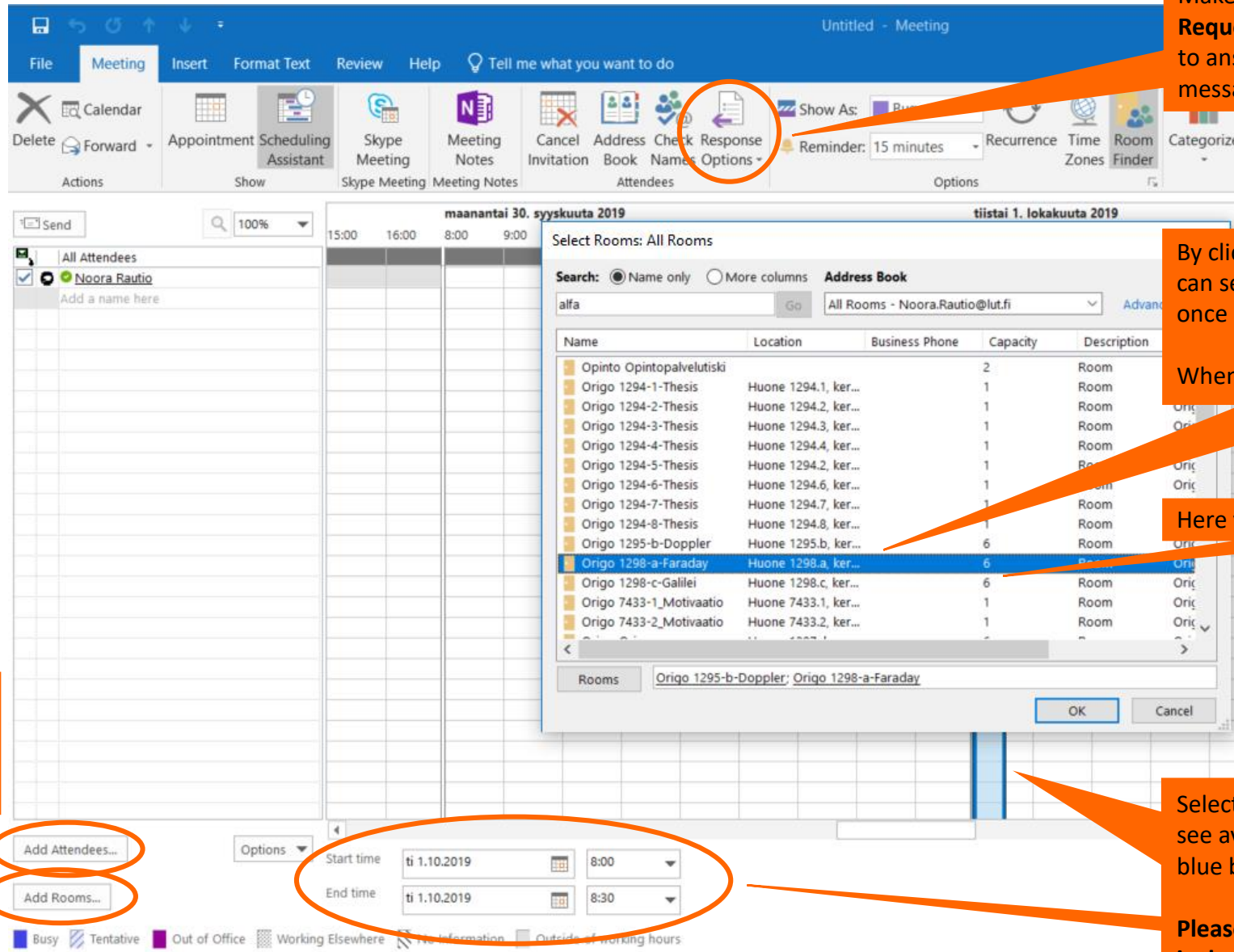


Select day by clicking it.

Choose **New Items** and then **Meeting**.



Choose **Scheduling Assistant**.



Make sure from **Response Options** menu is **Request responses** selected, so it is possible to answer and accept from your reservation message!

You can make a reservation to rooms **Alfa, Beta, Gamma, Delta, Doppler, Einstein, Faraday and Galilei.**

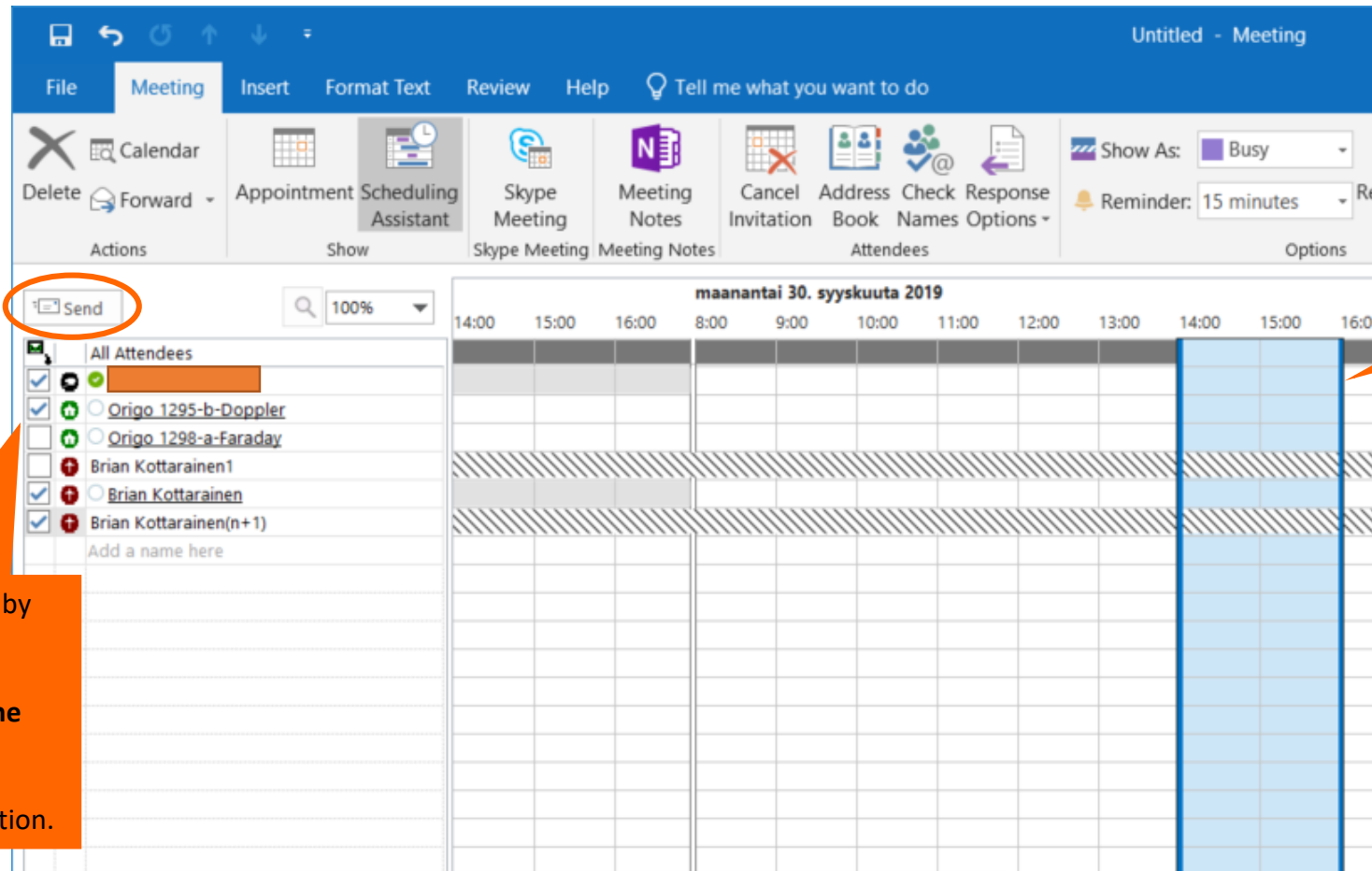
By clicking twice you can select rooms. You can select more rooms at once so you see at once which rooms are available.  
When you are ready click **ok.**

Here you see capacity of the room.

**Add Rooms** you can add room for your reservation.  
**Add Attendees** you can add members for your meeting.

Select time for your reservation so you can see available rooms. You can also pull the blue bar to the correct time.

**Please remember that you maximum time is three hours for one reservation!**



You can pull the blue bar to the correct time.  
If room it is not available a busy bar will appear on the screen.

Select members and room by clicking boxes.  
**Remember choose only one room!**  
In the end send your invitation.

**Finally, send a calendar invitation.** The invitation goes to Origo service point for approval.  
You will first receive a confirmation message your booking request (that is, your calendar invitation) has been received and is awaiting approval.  
**Your reservation has been accepted (or rejected) and will not be valid until you receive second email!**

## Rules for reservation of working room

- Group working rooms are only for groups. Minimum size of group is 2 people.
- You can make a reservation to rooms called Alfa, Beta, Gamma, Delta, Doppler, Einstein, Faraday and Galilei.
- Students may only have one valid booking at a time.
- Reserved time is three hours long and no more!
- **Weekend reservation** is from Friday at 3pm to Monday 8am.

**If you want make a weekend reservation, tell about that in the reservation (previous slide).**

- If the room is not used within 15 minutes of the begin of the reservation, the reservation will lapse.
- There is two computer, six chairs and table for four in the working rooms.
- Key in the room can be borrowed from the Origo service desk with a library card. The key is given mainly for weekend bookings, otherwise the doors are open. The key will be returned to the Origo service point or, when the service point is closed, returned to the mailbox in the lobby near the group workshops by 8am the following morning. For weekend bookings by 8am on Monday mornings.