

Booking a room on OWA (Outlook Web Access)

To check availability of a meeting room:

1. Log onto office.com
2. Click Outlook icon
3. Open your calendar
4. In the left navigation pane, click "Import calendar"
5. Click "From Directory" in the left side pane
6. Type "CN" in the "Enter a name or email address" field
7. In the dropdown menu, highlight the room you wish to view, and click "Add"
8. The meeting room calendar displays side by side with your personal calendar. If you hover over an item, you'll see more information about the reservations.

To book a meeting room:

1. Log in on office.com
2. Click Outlook icon
3. Open your calendar
4. Double-click the time for which you want to make a booking.
5. Add meeting title in "Add a title" field
6. Enter required attendees. *Invite the room as an attendee if it is a Teams meeting. You can skip #8 and #9 if you invite the room as attendee on this step.*
7. Modify the Start and End times to match your meeting duration
8. In "Search a room or location" field, enter "CN"
9. Scroll down to locate one of the CN rooms that you wish to book, click "OK"
10. ***ALWAYS INVITE THE ROOM AS AN ATTENDEE if the meeting is a Teams meeting. This is important as it will allow you to use the AV/HUB equipment in the room.***
11. Click "Send"
12. The booking is successful *only if* you receive an acceptance email from the meeting room.