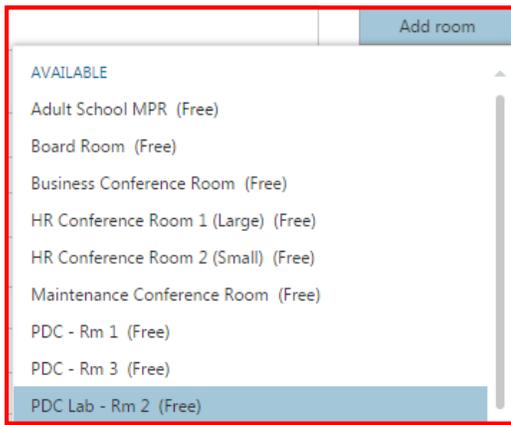


# Using Your Calendar to Book a Room in Office 365

1. From **your** full-sized calendar in the portal, double-click on the date for which you would like to book a room.
2. Type Event **name** and select **time**.
3. Then for **Location**, select the  button to the far right.
4. Select room from drop-down menu. (*\*If room is not listed, it has already been booked for that time.*)



5. Once Location field is populated, add the event name AGAIN in parenthesis next to Location, along with your extension. Doing so will allow calendar room administrators to see the event name and your extension should they need to contact you.

## Details

Office 365 Training

PDC Lab - Rm 2 (Office 365 Training, ext. 1683)

6. Click  and you're done! You will receive an email confirmation.

## \* To cancel your room reservation:

1. Open the event you would like to cancel.
2. Click **Cancel**. You will be asked if you are sure you want to cancel the event. Click **Yes**.
3. **Send** the request and you're done!

