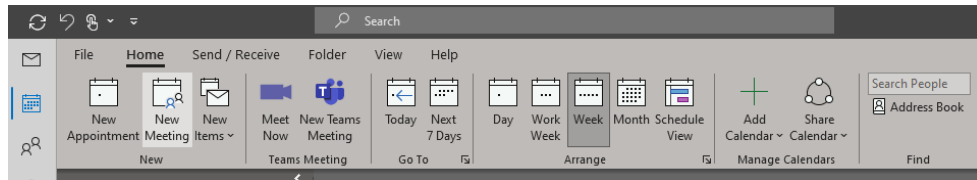


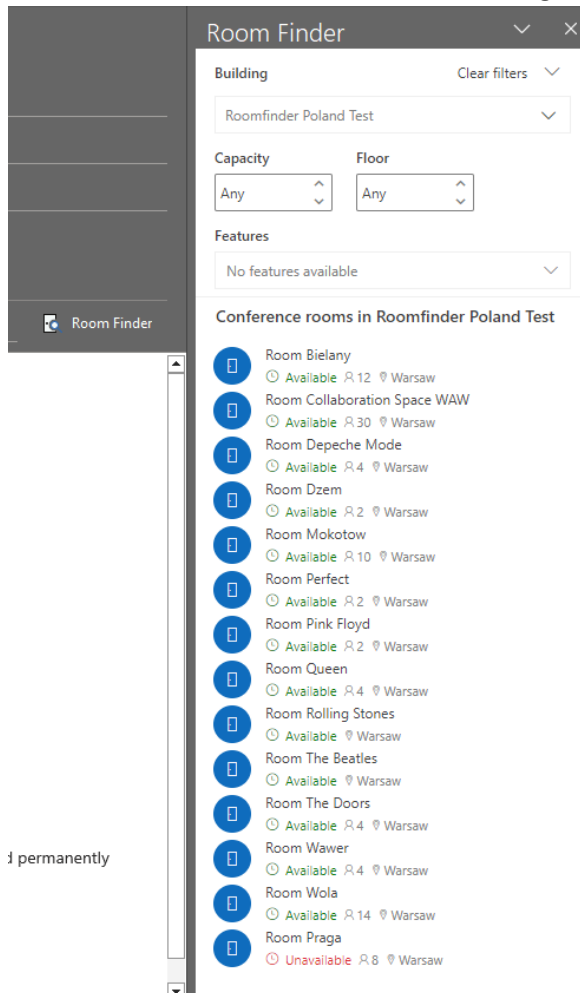
How to book a conference room

1. Using „Room Finder“.

- a. Launch the "Calendar" tab in Outlook and select "New Meeting" or "New Teams Meeting" as needed.



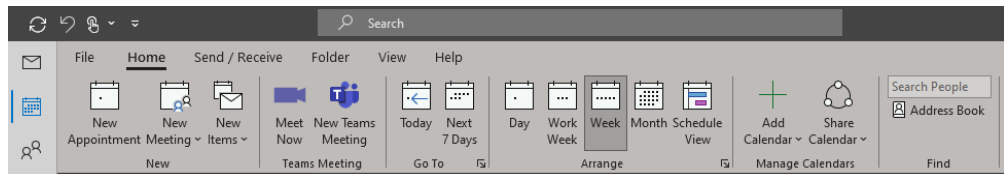
- b. Complete the meeting title (add INT at the beginning for internal meetings or EXT for external meetings). Select the start and end time of the meeting and then open the "Room Finder" with the button to the right.



- c. Click on one of the available rooms. It will be added as a participant in the meeting which will allow you to reserve a place in the calendar. Send an invitation.

2. Manual reservation.

- a. Launch the "Calendar" tab in Outlook and select "New Appointment", "New Meeting" or "New Teams Meeting" as required.



- b. Click the "Location" button. The room selection window will launch. You can type "Warsaw" in the search bar to filter only Polish rooms. Then double-click on the selected room and confirm with "OK".

Name	Location	Business Phone	Capa...	Description	Email Address
Room Praga	Warsaw		8	Room	mtr-praga@loyaltypartnergroup.onmicrosoft.com
Room Mokotow	Warsaw		10	Room	mtr-mokotow@loyaltypartnergroup.onmicrosoft.com

- c. The invitation is ready to be sent. If the room is available at this time then it will be reserved after the invitation is sent and you will receive into your inbox.