How to schedule a meeting via Outlook

1. Open **OUTLOOK** and create a new **Meeting**.
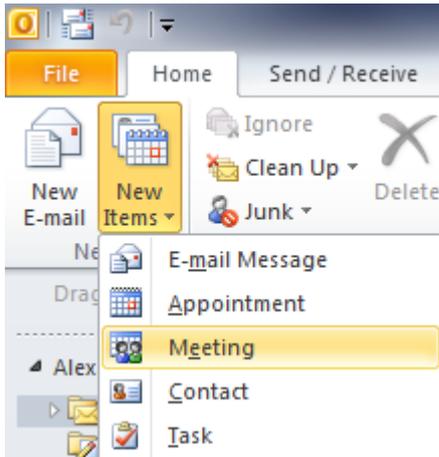
2. Click **Room Finder**, then choose **Sodexo China Shanghai**
    On the right side *show a room list* selection, you will see all available rooms, the room names contain its capacity and which floor. such as
    CN.SH.S.705.3P.THEBUND, 7th floor, capacity 3 people.

3. Click ***Scheduling Assistant***, it will show the free/busy status of all meeting rooms, Blue time has reserved.

上海市长宁区福泉北路 388 号东方国信 A 座 7-8 楼

7-8F,Building A, 388 north Fuquan road, changning district of Shanghai
Tel: +86. 21 2356 6888

www.sodexo.cn

4. Click on **Add Attenders** to invite participants can be added.

5. Input your start time and end time, then send the meeting request.

6. You will receive a confirmation message as bellow shortly to let you know the meeting request has accepted or not. If yes, your reservation will display on both calendar and room tablet screen.

Accepted: VC Meeting Testing
CN.SH.808.20P.TheLouvre.VC(卢浮宫)

ℹ️ CN.SH.808.20P.TheLouvre.VC(卢浮宫) 已接受此会议。

时间: 2016年12月8日星期四 17:01-18:01(UTC+08:00) 北京，重庆，香港特别行政区，乌鲁木齐。

地点: 808.20P.TheLouvre.VC(卢浮宫)

Your request was accepted.

Sent by Microsoft Exchange Server 2016

*Room retention time is 15 minutes by default, the room you booked will be released if no one enters after retention period. Exception for (709) **Red Square**, (708) **Blue Mountains** and (808) **The Louvre** 3 meeting rooms.

See you next week.