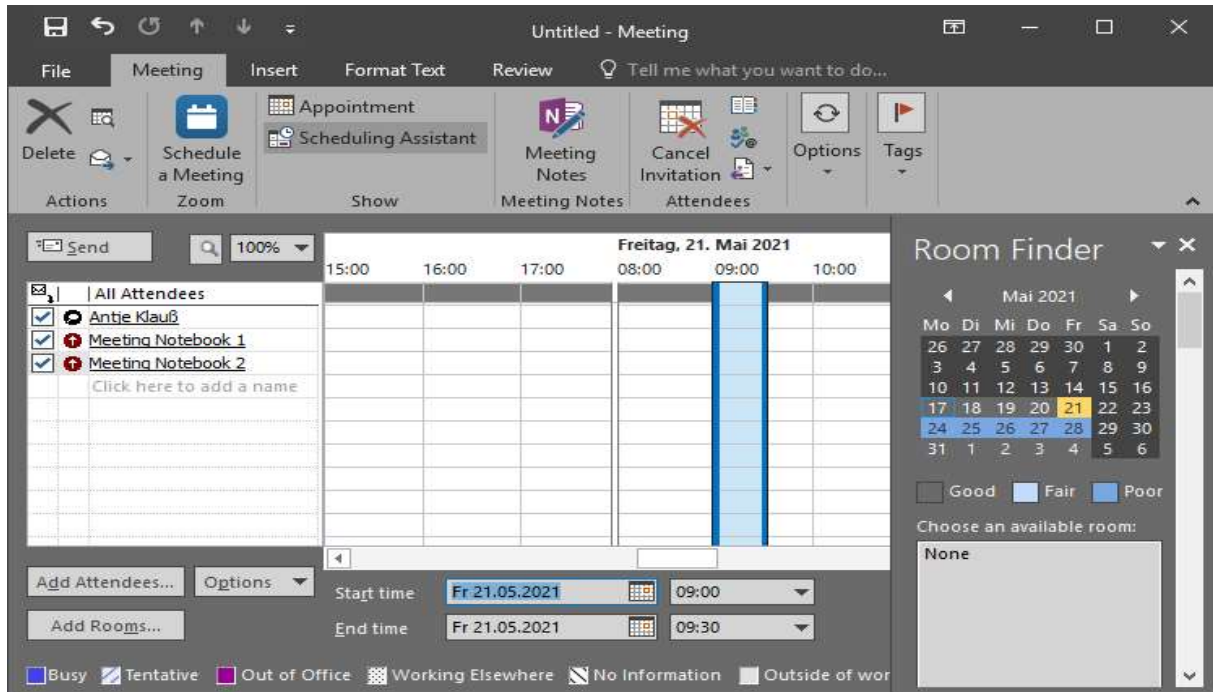
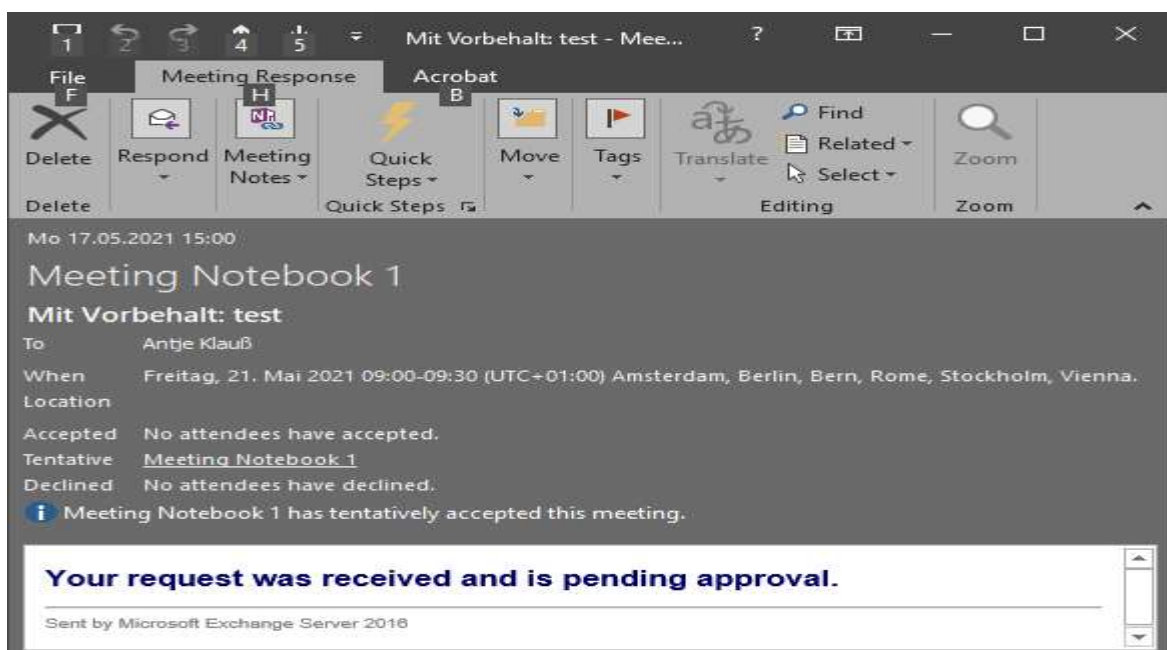


Booking of a meeting Notebook

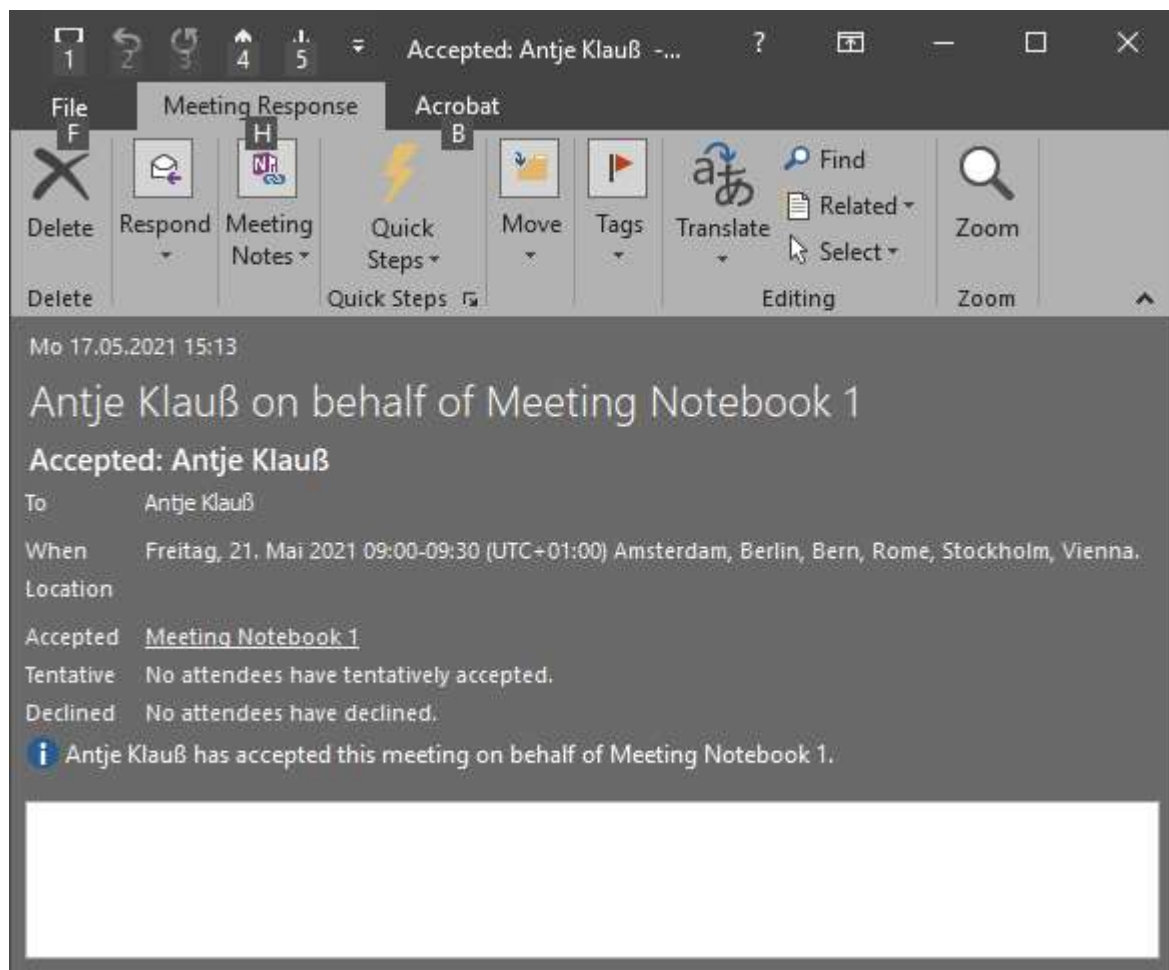
1. Open Outlook, choose new Appointment and open the Scheduling Assistant.



2. Invite Meeting Notebook 1 or 2 as Attendee and chose date and time. Availability is displayed immediately.
3. Is the notebook available you can send the booking.
4. First, you will receive a mail with the info that the booking still needs to be confirmed.



5. When the booking is confirmed you will receive the following mail:



6. Please **cancel the booking** if the meeting notebook isn't needed after all.