Fachhochschule Graubünden
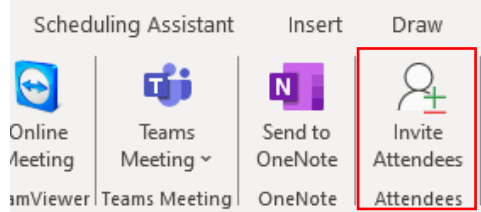University of Applied Sciences

Meeting-Room reservation

1. Plan your appointment as usual in your Outlook calendar.
2. Click on "Invite Attendees" to be able to invite the room to your appointment.

3. Click on "To…" (1).
4. Add the desired room as an additional participant to the appointment:
   a. Choose the desired room from the list (2).
   b. Click on "Required ➔" (3).
   c. Confirm with "OK" (4).
5. Send the appointment with clicking on the button "Send" (5).

The room is only booked definitively if you receive a confirmation mail by the room itself. (6)