CALVARY MATER TRAINING ROOM

BOOKING INSTRUCTIONS

The following are the instructions required to reserve the Calvary Mater Library training room.

| Room Email	Display Name
Waratah-MHAdmin-L4-MHALibraryComputerTrainingRm-S12@health.nsw.gov.au	Calvary Mater MH Admin Library Training Room

Webmail:

1. Choose 'New Event' (Webmail)
2. Type Room name email into 'Invite attendees, e.g. **Waratah-MHAdmin-L4-MHALibraryComputerTrainingRm-S12@health.nsw.gov.au**
3. Add a title – please include your name as it will appear on the screen within the meeting rooms, and alert others to your booking.
4. Invite attendees and add meeting date as usual
5. Click Save
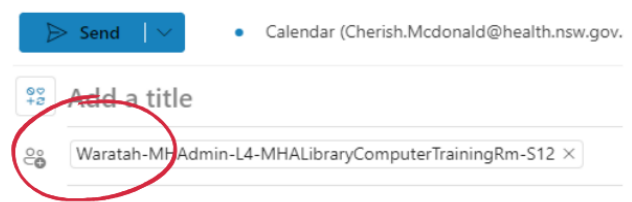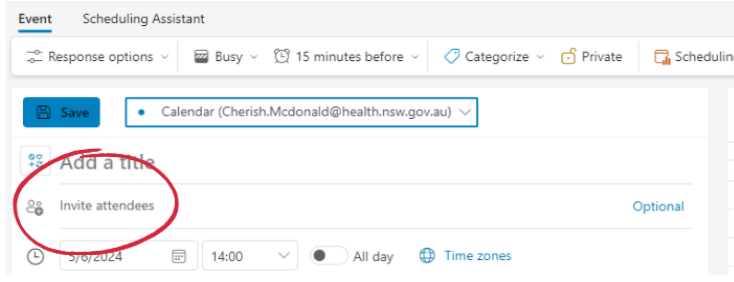
Outlook Desktop App:

1. Choose 'New Meeting' (Outlook desktop),
2. Click on Resource Finder
3. Adjust Dates and times
4. From the locations menu select, *Waratah*
5. Then select *Calvary Mater MH Admin Library Training room*
6. Click Save

www.hnehealthlibraries.com.au/