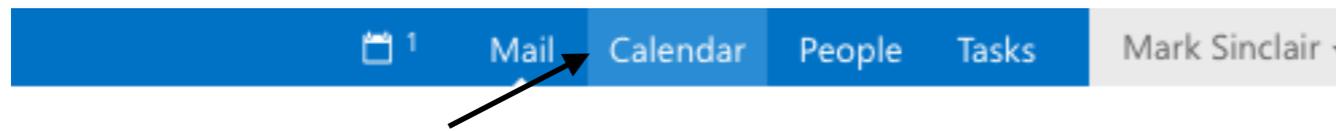


HOW TO SETUP THE

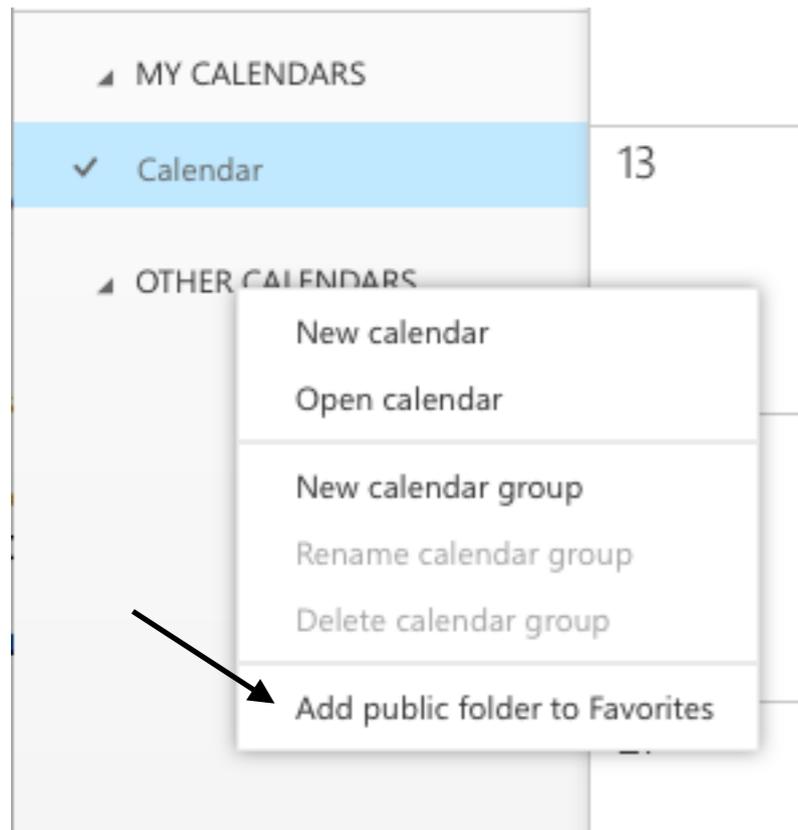
CONFERENCE ROOM BOOKING

IN OUTLOOK WEBAPP

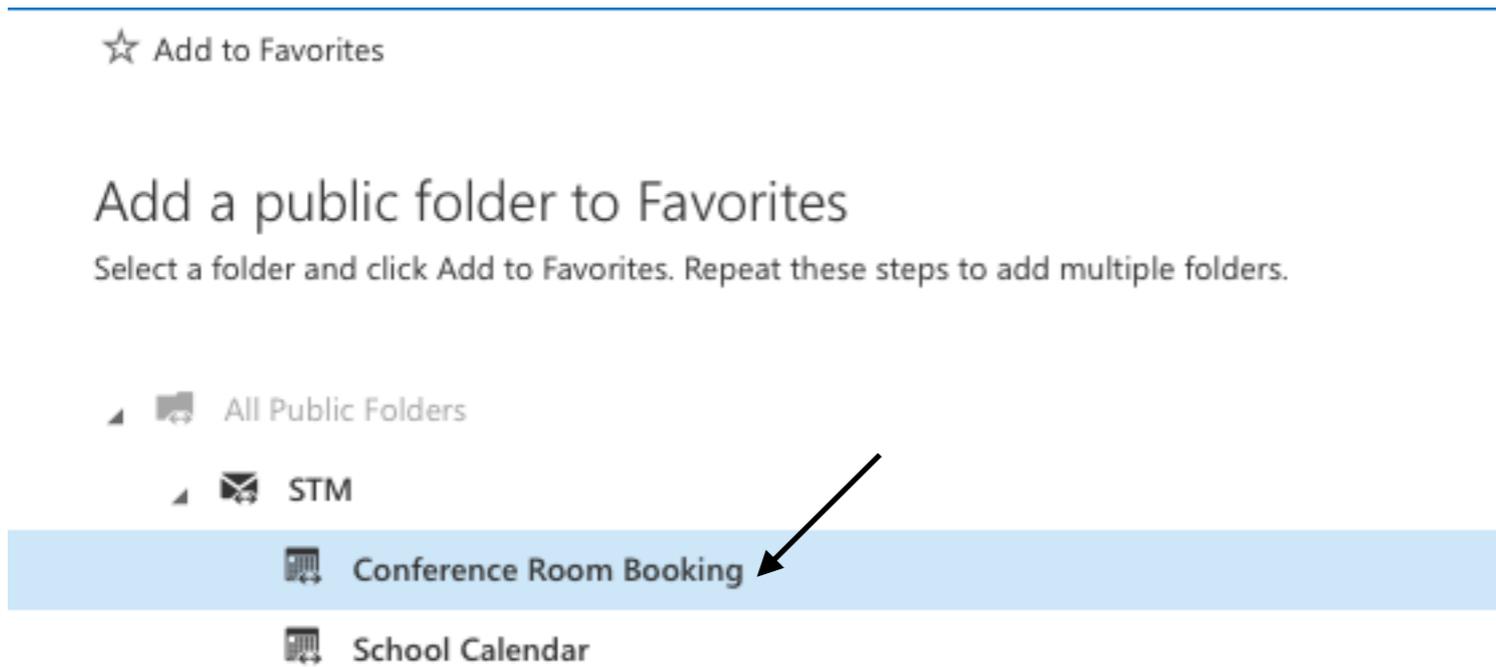
1. Log in to your Outlook webapp account by going to <https://mail.st-thomas-more.net>
2. Once you are logged in navigate to the calendar using the tool bar at the top.



3. In the menu on the right hand side right click on **OTHER CALENDARS** and select **Add public folder to Favourites**

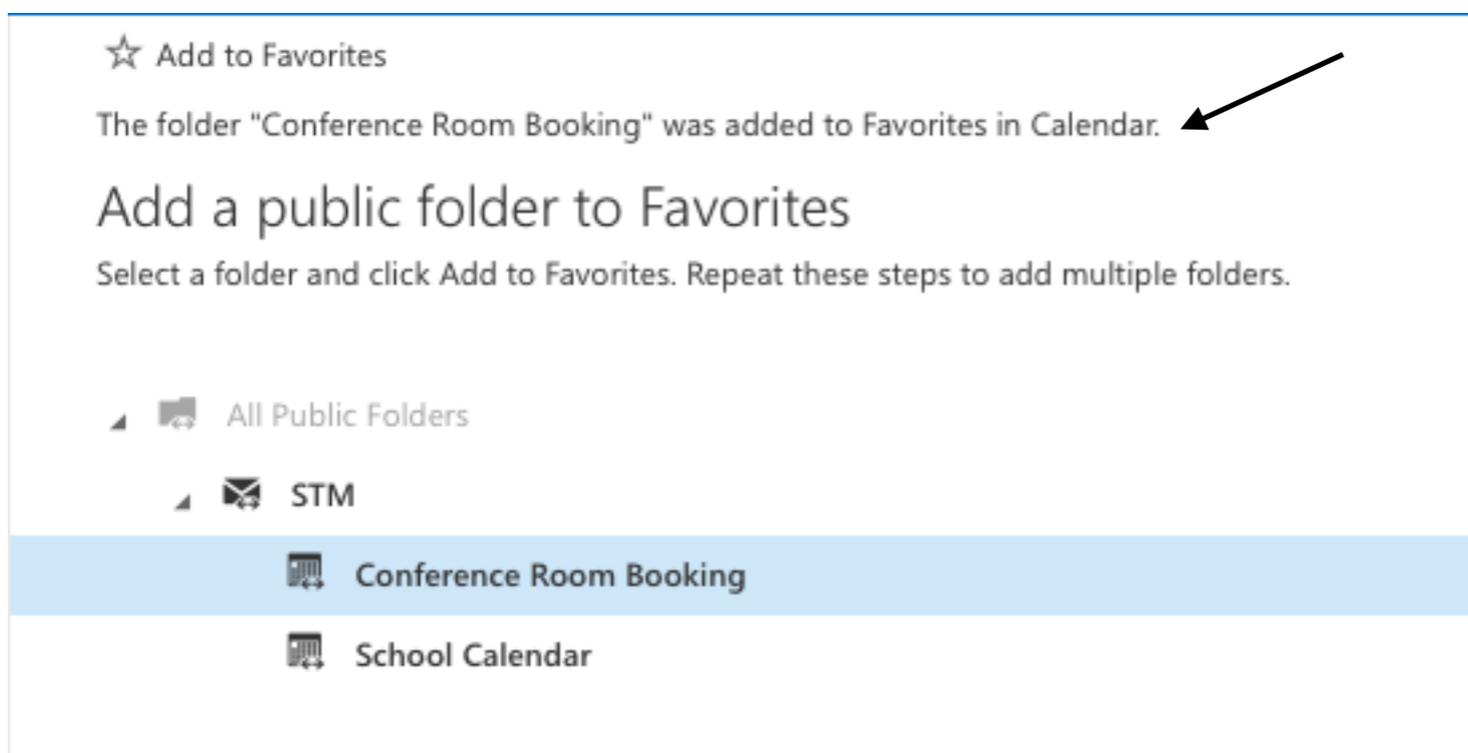


4. In the menu on the left that is displayed expand the menu until you can see Conference Room Booking



5. Select the **Conference Room Booking** and click the **Add to Favourites** at the top

6. Once you have done this you will see a message "Conference Room Booking" was added to Favourites in Calendar



7. After you have received the the menage you can click the **X** to close the window and return to the Outlook Webapp to view the newly added calendar.

