Booking a Zoom Room

1. Contact CTO re. availability of the Zoom Room
2. Once confirmed, use **Outlook** to Schedule the Zoom Meeting
3. Select Schedule a Meeting from the Home Ribbon on Outlook:

![Screenshot of Zoom Meeting Settings]

NOTE: The following dialogue box may appear (you can select your options and check **Save and do not show again** if you always want to use the same settings):

![Screenshot of Dialogue Box]

Select your settings and click **Continue**
4. The following window will open which should be familiar if you’ve scheduled a meeting in Outlook before. Guidance text for recipients will be pre-filled, but you may wish to add to or edit the message depending on the information you need to send:

![Meeting Invitation Window](image)

NOTE: If you do not see the room finder on the right-hand side of the window, you should be able to turn this on by clicking Room Finder under the Options group of the Home Ribbon:
5. Use the **Show a room list** drop-down under Room Finder to select Zoom Rooms:

![Show a room list](image)

6. Click on the Zoom Room you have booked with CTO from the list (e.g. GB.3.23)
Multiple Zoom Rooms can be selected for a booking by holding **CTRL** on the keyboard whilst clicking the Zoom Rooms:

![Zoom Rooms](image)

**NOTE:** Zoom Rooms are labelled as follows:
Zoom *(video conference capacity)* room name *(room capacity)* room number

e.g. Zoom (8 VC) GB.3.23 [14] GB.3.23
7. Add all other attendees to the meeting invitation, check you are happy with the invitation Subject and Message, and click Send to create the booking and notify invitees of the meeting.

8. If there is no conflict, you will receive an automated acceptance email back from the Zoom Room:

![Email Acceptance Example]

NOTE: If there is a conflict, the email will explain any further steps and you may need to contact CTO.

9. The meeting will now appear on your calendar and can be updated/amended as per other Outlook calendar entries. Please remember to update/cancel any bookings with CTO as well as on Outlook to avoid wasted room hours.
Attending a Zoom Room booking

1. When attendees arrive in the Zoom Room they will be presented with the following screen on the touch-screen display:

![Zoom Meeting Screen](image)

2. When attendees are ready to join the meeting they simply touch **Start** and they will be connected to the Zoom meeting. If other participants or another Zoom Room are already connected at this point, each set of participants will be able to communicate with each other.

3. Touching the screen again brings up the Zoom options which includes the ability to wirelessly connect and share screens, share an electronic whiteboard, and **End the Meeting**