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Finding and Booking Meeting Rooms in Outlook Using Room Finder

This guidance document provides step-by-step instructions for finding and booking meeting rooms using the specific Outlook applications, including **Outlook on the Web (OWA)**, **Outlook for Mac**, **Outlook for Windows LTSC 2021**, and **Outlook for Windows LTSC 2024**. Each guide includes screenshots and navigation steps relevant to that particular application/client.

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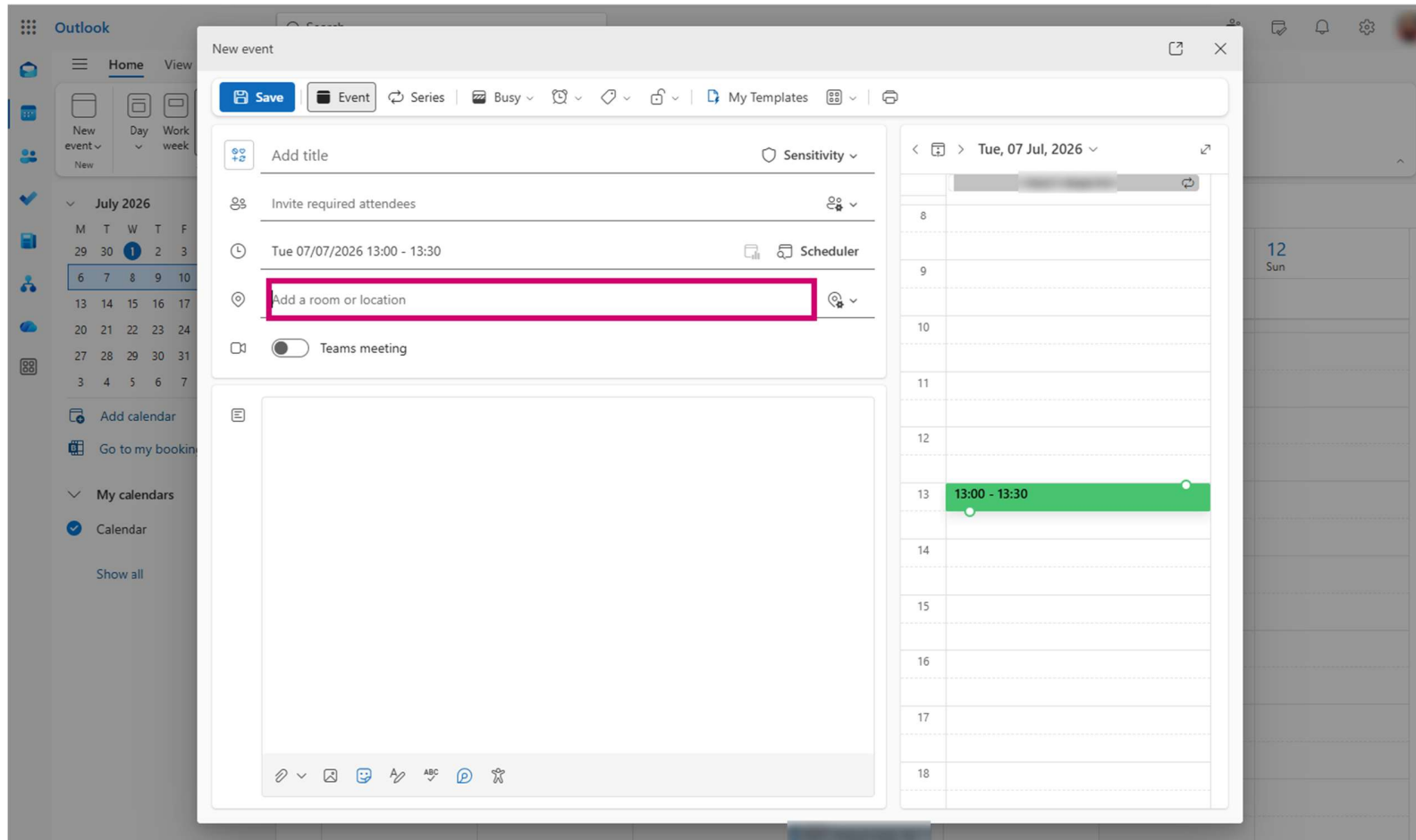


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Using Room Finder – Outlook Web App Instructions



In the event that you would like to find a room for, click the **Add a room or location** box





Click **Browse all rooms**

The screenshot shows the Outlook Web App interface. In the foreground, the 'New event' dialog box is open. The 'Add a room or location' field is active, and a dropdown menu is displayed with suggestions. The 'Browse all rooms' option is highlighted with a pink rectangle. The background shows the Outlook calendar interface with a date picker for July 2026 and a calendar view for Tuesday, 07 Jul, 2026.



Click the **Building** drop-down box

The screenshot shows the Outlook Web App interface with a 'New event' dialog open. The 'Room Finder' pane is visible on the right side of the dialog. The 'Building' dropdown menu is highlighted with a pink box, showing 'Test BuildingA Meeting Rooms' as the selected option. Below the dropdown, the 'Type' is set to 'Conference room', 'Capacity' is 'Any', and 'Floor' is 'Any'. The 'Features' section shows 'Select features'. A list of conference rooms is displayed below, including 'Test BuildingA Room 1.04 - Meeting Roo...', 'Test BuildingA Room 1.03 - Meeting Roo...', 'Test BuildingA Room 1.05 - Meeting Roo...', 'Test BuildingA Room 2.02 - Meeting Roo...', 'Test BuildingA Room 2.03 - Meeting Roo...', 'Test BuildingA Room 2.03 - Meeting Roo...', and 'Test BuildingA Room 3.06 - Seminar Room...'. Each room entry includes an 'Available' status and a 'Central' location indicator.



Click the area where the building you require is located

The screenshot shows the Outlook Web App interface with a 'New event' dialog box open. The dialog has a 'Room Finder' pane on the right side. In the 'Room Finder' pane, the 'Building' dropdown is set to 'Test BuildingA Meeting Rooms'. Below this, the 'Recent buildings' section lists 'Central' and 'Edinburgh'. The 'Central' option is highlighted with a pink border. Below the 'Recent buildings' section, there is a list of 'Conference rooms in Test BuildingA Meeting ...' with details such as room number, availability, and location.

New event

Room Finder

Building: Test BuildingA Meeting Rooms

Recent buildings

- Test BuildingA Meeting Rooms
- All cities
- Central
- Edinburgh

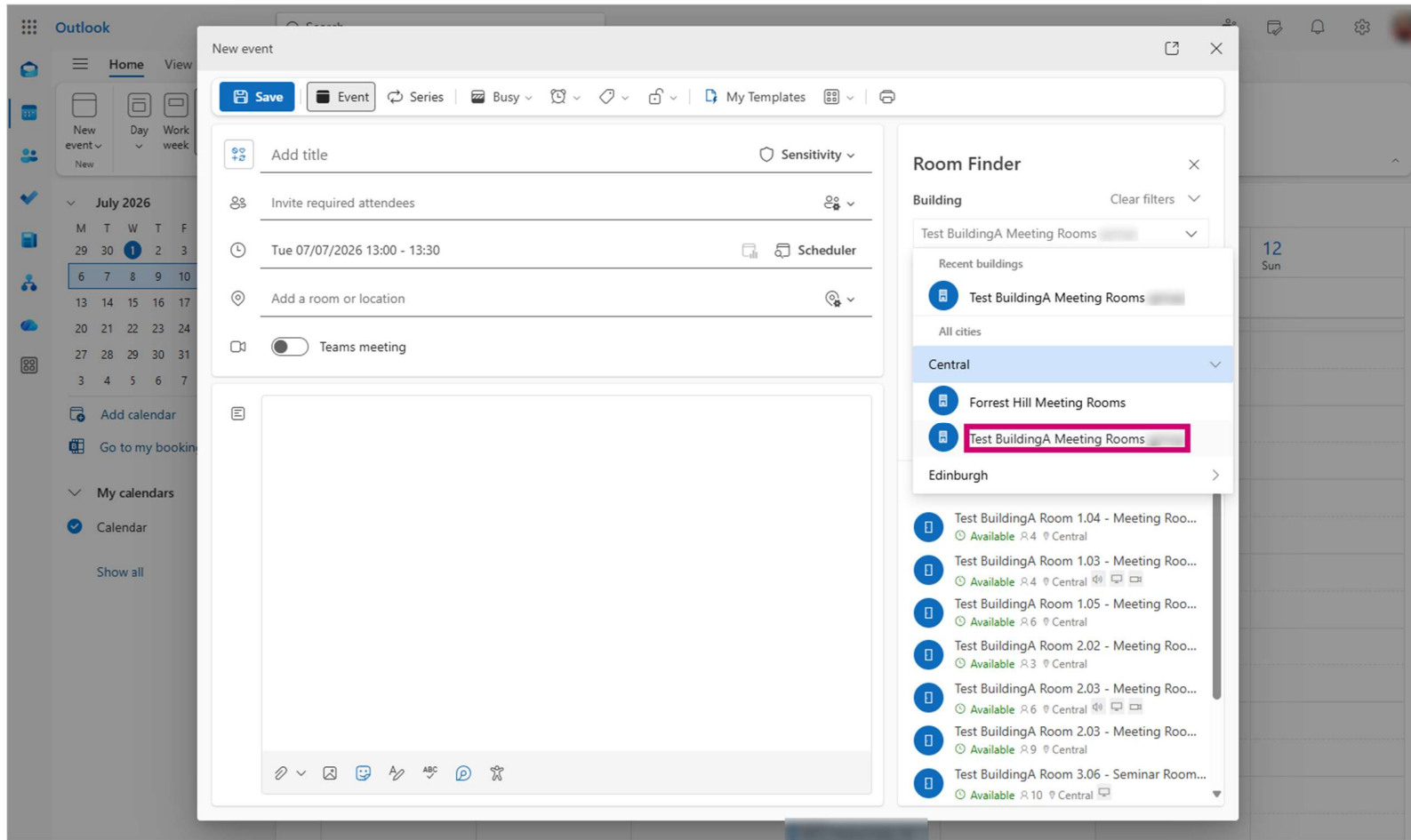
Select features

Conference rooms in Test BuildingA Meeting ...

- Test BuildingA Room 1.04 - Meeting Roo...
Available 14 Central
- Test BuildingA Room 1.03 - Meeting Roo...
Available 14 Central
- Test BuildingA Room 1.05 - Meeting Roo...
Available 16 Central
- Test BuildingA Room 2.02 - Meeting Roo...
Available 13 Central
- Test BuildingA Room 2.03 - Meeting Roo...
Available 16 Central
- Test BuildingA Room 2.03 - Meeting Roo...
Available 19 Central
- Test BuildingA Room 3.06 - Seminar Room...
Available 10 Central



Click the appropriate building list



The screenshot shows the Outlook Web App interface with a 'New event' dialog box open. The dialog has a 'Save' button and tabs for 'Event', 'Series', 'Busy', 'Sensitivity', 'My Templates', and 'Scheduler'. The 'Event' tab is active, showing fields for 'Add title', 'Invite required attendees', 'Tue 07/07/2026 13:00 - 13:30', 'Add a room or location', and a 'Teams meeting' toggle. The 'Room Finder' pane is open on the right, displaying a list of buildings. The 'Building' dropdown is set to 'Test BuildingA Meeting Rooms'. Below this, the 'Recent buildings' section lists 'Test BuildingA Meeting Rooms' and 'Forrest Hill Meeting Rooms'. The 'All cities' section lists 'Central', 'Edinburgh', and 'Forrest Hill Meeting Rooms'. The 'Edinburgh' section lists several rooms, including 'Test BuildingA Room 1.04 - Meeting Roo...', 'Test BuildingA Room 1.03 - Meeting Roo...', 'Test BuildingA Room 1.05 - Meeting Roo...', 'Test BuildingA Room 2.02 - Meeting Roo...', 'Test BuildingA Room 2.03 - Meeting Roo...', 'Test BuildingA Room 2.03 - Meeting Roo...', and 'Test BuildingA Room 3.06 - Seminar Room...'. The 'Test BuildingA Meeting Rooms' entry is highlighted with a pink box.

Outlook

Home View

New event Day Work week

July 2026

M T W T F

29 30 1 2 3

6 7 8 9 10

13 14 15 16 17

20 21 22 23 24

27 28 29 30 31

3 4 5 6 7

Add calendar

Go to my booking

My calendars

Calendar

Show all

New event

Save Event Series Busy Sensitivity My Templates Scheduler

Add title Sensitivity

Invite required attendees

Tue 07/07/2026 13:00 - 13:30 Scheduler

Add a room or location

Teams meeting

Room Finder

Building Clear filters

Test BuildingA Meeting Rooms

Recent buildings

Test BuildingA Meeting Rooms

All cities

Central

Forrest Hill Meeting Rooms

Test BuildingA Meeting Rooms

Edinburgh

Test BuildingA Room 1.04 - Meeting Roo... Available 14 Central

Test BuildingA Room 1.03 - Meeting Roo... Available 14 Central

Test BuildingA Room 1.05 - Meeting Roo... Available 16 Central

Test BuildingA Room 2.02 - Meeting Roo... Available 13 Central

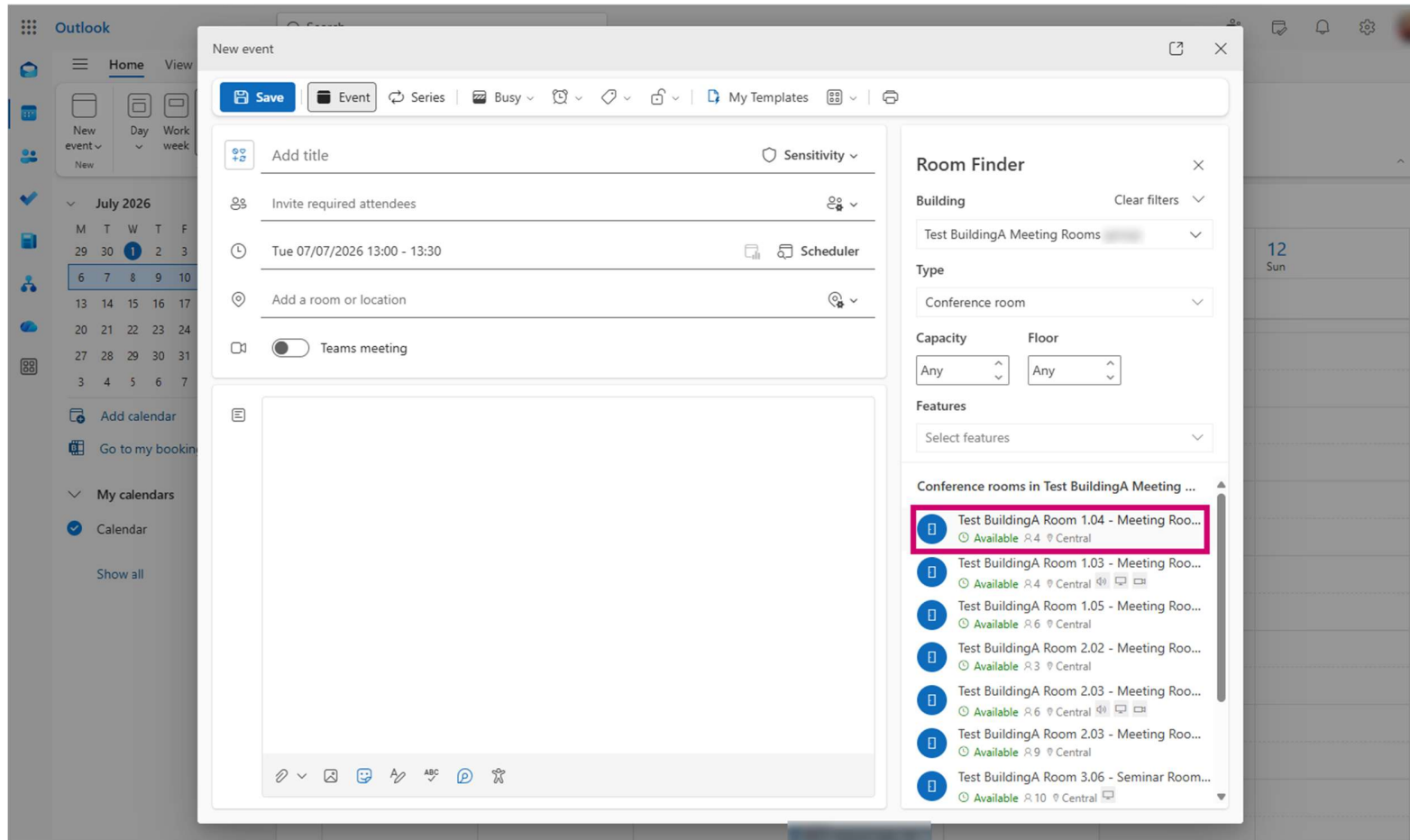
Test BuildingA Room 2.03 - Meeting Roo... Available 16 Central

Test BuildingA Room 2.03 - Meeting Roo... Available 19 Central

Test BuildingA Room 3.06 - Seminar Room... Available 10 Central



Click an available room that meets your capacity and feature requirements



The screenshot shows the Outlook Web App interface with a 'New event' dialog box open. The dialog has a 'Save' button and tabs for 'Event', 'Series', 'Busy', 'Sensitivity', 'My Templates', and 'Scheduler'. The 'Event' tab is active, showing fields for 'Add title', 'Invite required attendees', 'Tue 07/07/2026 13:00 - 13:30', 'Add a room or location', and a 'Teams meeting' toggle. The 'Room Finder' pane is open on the right, displaying filters for 'Building' (Test BuildingA Meeting Rooms), 'Type' (Conference room), 'Capacity' (Any), and 'Floor' (Any). Below the filters, a list of conference rooms is shown, with the first room, 'Test BuildingA Room 1.04 - Meeting Roo...', highlighted by a pink box. The room is marked as 'Available' with a green circle and shows a capacity of 4 and a location of Central. Other rooms in the list include Test BuildingA Room 1.03, 1.05, 2.02, 2.03, 2.03, and 3.06, all marked as 'Available' with varying capacities and locations.



Click **Close**

The screenshot shows the Outlook Web App interface with a 'New event' dialog box open. The dialog has a top bar with 'Send', 'Event', 'Series', 'Busy', and other options. The main area is divided into sections for 'Add title', 'Invite required attendees', 'Date and time' (Tue 07/07/2026 13:00 - 13:30), 'Location' (Test BuildingA Room 1.04 - ...), and 'Teams meeting'. On the right side, the 'Room Finder' pane is open, showing a list of available rooms in Test BuildingA. The 'Room Finder' pane has a close button (X) in its top right corner, which is highlighted with a red box. The list of rooms includes details like availability, room number, and location.

Room Finder

Building: Test BuildingA Meeting Rooms

Type: Conference room

Capacity: Any

Floor: Any

Features: Select features

Conference rooms in Test BuildingA Meeting ...

- Test BuildingA Room 1.04 - Meeting Roo...
Available R 4 Central
- Test BuildingA Room 1.03 - Meeting Roo...
Available R 4 Central
- Test BuildingA Room 1.05 - Meeting Roo...
Available R 6 Central
- Test BuildingA Room 2.02 - Meeting Roo...
Available R 3 Central
- Test BuildingA Room 2.03 - Meeting Roo...
Available R 6 Central
- Test BuildingA Room 2.03 - Meeting Roo...
Available R 9 Central
- Test BuildingA Room 3.06 - Seminar Room...
Available R 10 Central



The room has now been added to your meeting

The screenshot shows the Outlook Web App interface with a 'New event' dialog box open. The dialog has a title bar with 'Send', 'Event', 'Series', 'Busy', and other options. The main content area includes fields for 'Add title', 'Invite required attendees', 'Date and time' (Tue 07/07/2026 13:00 - 13:30), and 'Add a room or location'. A room named 'Test BuildingA Room 1.04 - ...' is listed under 'Add a room or location' and is highlighted with a pink rectangle. The room is marked as 'Available'. Below the room list is a 'Teams meeting' toggle switch. The right side of the dialog shows a calendar view for Tuesday, 07 Jul, 2026, with a green bar indicating the meeting time (13:00 - 13:30) and a red bar indicating the room's availability. The background shows the Outlook Web App interface with a calendar view for July 2026.



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Using Room Finder – Outlook 2021 Instructions



In the meeting that you would like to find a room for, click the **Room Finder** button

Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance View Templates

You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

Send

Title

Required

Optional

Start time Wed 01/07/2026 11:00 All day Time zones

End time Wed 01/07/2026 12:00 Make Recurring

Location

Room Finder



Click the **Show a room list** drop-down arrow

Room Fin...

July 2026

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Good Fair Poor

Show a room list:

Test BuildingA Meeting Room

Choose an available room:

- None
- Test BuildingA Room 1.04 -
- Test BuildingA Room 1.03 -
- Test BuildingA Room 1.05 -
- Test BuildingA Room 2.02 -

Suggested times:

08:00 - 09:00



Select the appropriate room list for the area where the building you require is located

The screenshot shows the Outlook 2021 interface for creating a meeting. The 'Meeting' tab is active in the ribbon, showing options like 'Delete', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As: Busy', 'Reminder: 15 minutes', 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', and 'View Templates'. The main area contains a 'Send' button, a 'Title' field, 'Required' and 'Optional' checkboxes, 'Start time' (Wed 01/07/2026, 11:00), 'End time' (Wed 01/07/2026, 12:00), and a 'Location' field. A 'Room Finder' button is located at the bottom right of the main area. The 'Room Fin...' pane is open on the right, displaying a calendar for July 2026 and a list of rooms. The room 'Test BuildingA Meeting Room' is highlighted in the list.

Room Fin...

July 2026

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

☐ Good ☐ Fair ☐ Poor

Show a room list:

- Test BuildingA Meeting Room
- Murchison House El and Ten
- Old Surgeon's Hall Meeting
- Roslin Institute Meeting Spa
- St. John's Land Meetings Ro
- TEST - Outlook Workspaces
- Test BuildingA Meeting Room
- UEBS Meetings Rooms
- Custom

08:00 - 09:00



Click an available room that meets your capacity requirements, you can scroll horizontally to see the capacity of the room

The screenshot shows the Outlook 2021 interface with the 'Meeting' tab selected. The ribbon includes options like 'Delete', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As: Busy', 'Reminder: 15 minutes', 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', and 'View Templates'. A message states: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The meeting details form shows a title field, a 'Send' button, and fields for 'Required', 'Optional', 'Start time' (Wed 01/07/2026, 11:00), 'End time' (Wed 01/07/2026, 12:00), and 'Location'. The 'Room Finder' pane is open on the right, displaying a calendar for July 2026 and a list of available rooms. The room 'Test BuildingA Room 1.04' is highlighted in red. Below the room list, there are options for 'Good', 'Fair', and 'Poor' ratings, a 'Show a room list:' dropdown, and a 'Suggested times:' section showing '08:00 - 09:00'.



Click the **Close** button to close the Room Finder

Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance View Templates

You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

Send

Title

Required Test BuildingA Room 2.03 - Meeting Room Capacity 9

Optional

Start time Wed 01/07/2026 11:00 All day Time zones

End time Wed 01/07/2026 12:00 Make Recurring

Location Test BuildingA Room 2.03 - Meeting Room Capacity 9 Room Finder

Room Finder

July 2026

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Good Fair Poor

Show a room list:

Test BuildingA Meeting Room: v

Choose an available room:

None

- Test BuildingA Room 1.04 - M
- Test BuildingA Room 1.03 - M
- Test BuildingA Room 1.05 - M
- Test BuildingA Room 2.02 - M
- Test BuildingA Room 2.03 - M
- Test BuildingA Room 2.03 - M
- Test BuildingA Room 2.03 - M
- Test BuildingA Room 3.06 - Se
- Test BuildingA Room 3.07 - M

Shared Folder Calendar -



The room has now been added to your meeting

Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance View Templates

You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

Send

Title

Required Test BuildingA Room 2.03 - Meeting Room Capacity 9

Optional

Start time Wed 01/07/2026 11:00 All day Time zones

End time Wed 01/07/2026 12:00 Make Recurring

Location Test BuildingA Room 2.03 - Meeting Room Capacity 9 Room Finder

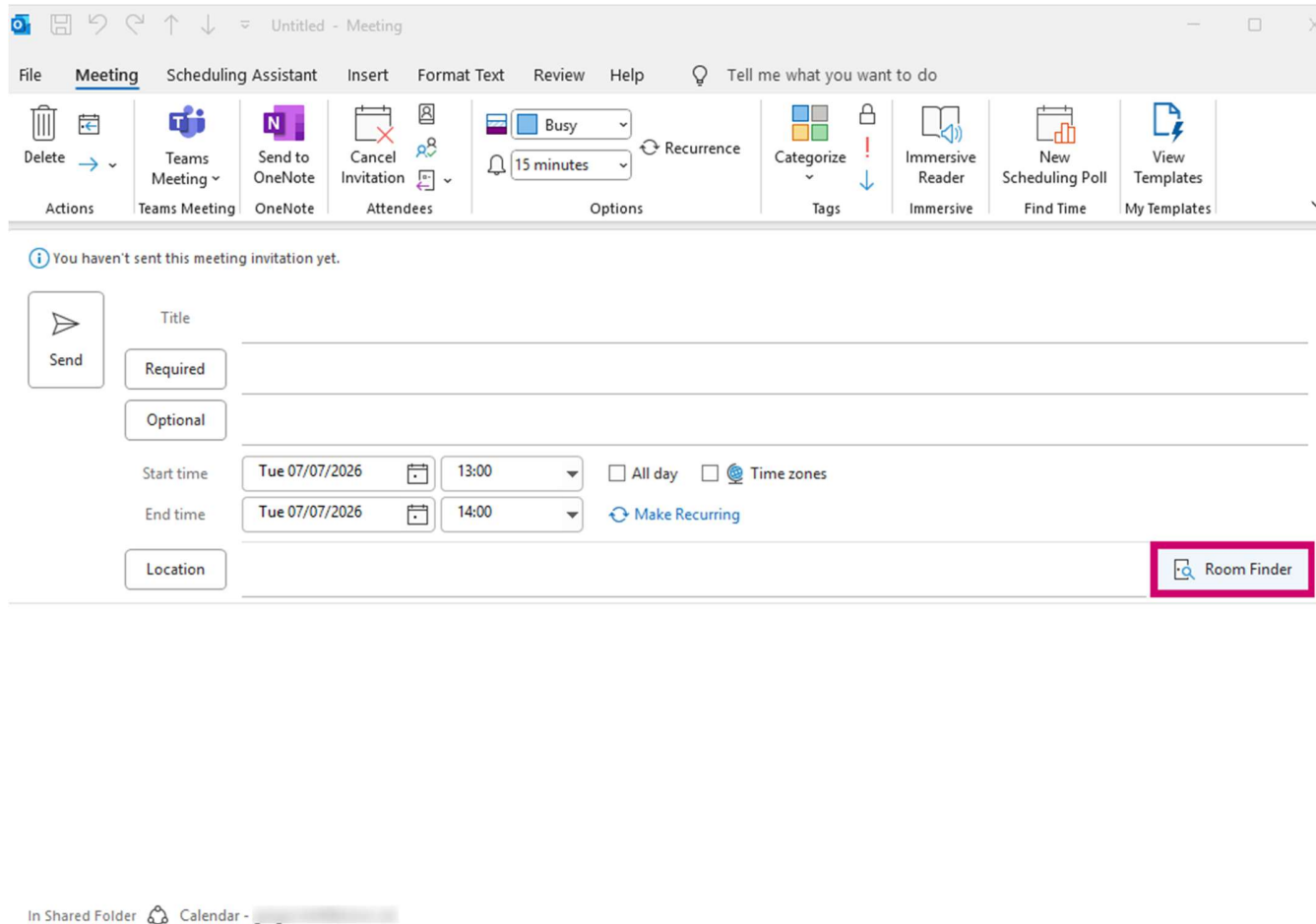


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Using Room Finder – Outlook 2024 Instructions



In the meeting that you would like to find a room for, click the **Room Finder** button



The screenshot shows the Outlook 'Meeting' ribbon with various options like 'Delete', 'Teams Meeting', 'Send to OneNote', 'Cancel Invitation', 'Attendees', 'Options', 'Categorize', 'Immersive Reader', 'New Scheduling Poll', and 'View Templates'. Below the ribbon, a message states 'You haven't sent this meeting invitation yet.' The 'Send' dialog box is open, showing fields for 'Title', 'Required', 'Optional', 'Start time', 'End time', and 'Location'. The 'Room Finder' button is highlighted with a pink box.

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Teams Meeting Send to OneNote Cancel Invitation Attendees Options Categorize Immersive Reader New Scheduling Poll View Templates

Actions Teams Meeting OneNote Attendees Options Tags Immersive Find Time My Templates

i You haven't sent this meeting invitation yet.

Send

Title

Required

Optional

Start time Tue 07/07/2026 13:00 ☐ All day ☐ Time zones

End time Tue 07/07/2026 14:00 [Make Recurring](#)

Location **Room Finder**

In Shared Folder Calendar -



Click the **Building** drop-down box

The screenshot shows the Outlook 2024 interface with the 'Room Finder' pane open on the right. The main window is titled 'Untitled - Meeting' and has a ribbon with tabs: File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The 'Meeting' tab is active, showing options like 'Delete', 'Teams Meeting', 'Send to OneNote', 'Cancel Invitation', 'Attendees', 'Options' (with a 'Busy' status and '15 minutes' duration), 'Tags', 'Immersive Reader', 'New Scheduling Poll', and 'View Templates'.

The 'Room Finder' pane on the right has a title bar with a close button. It contains a 'Building' dropdown menu with a 'Clear filters' link. The selected building is 'Test BuildingA Meeting Rooms', which is highlighted with a red rectangle. Below this is a 'Type' dropdown set to 'Conference room'. There are also 'Capacity' and 'Floor' dropdowns, both set to 'Any'. A 'Features' dropdown is set to 'Select features'.

At the bottom of the pane, there is a list titled 'Conference rooms in Test BuildingA Meeti...'. The list shows several rooms, each with a status icon (green circle with a checkmark for 'Available'), a room number, and a location. The rooms listed are:

- Test BuildingA Room 1.04 - Meeting Room Ca... (Available, 4, Central)
- Test BuildingA Room 1.03 - Meeting Room Ca... (Available, 4, Central)
- Test BuildingA Room 1.05 - Meeting Room Ca... (Available, 6, Central)
- Test BuildingA Room 2.02 - Meeting Room Ca... (Available, 3, Central)
- Test BuildingA Room 2.03 - Meeting Room Ca... (Available, 6, Central)

The status bar at the bottom of the Outlook window shows 'In Shared Folder' and 'Calendar - '.



Click the area where the building you require is located

The screenshot shows the Microsoft Outlook 2024 interface. The main window is titled "Untitled - Meeting". The ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Meeting tab is active, showing options like Delete, Teams Meeting, Send to OneNote, Cancel Invitation, Attendees, Options (Busy, 15 minutes, Recurrence), Tags, Immersive Reader, New Scheduling Poll, and View Templates.

Below the ribbon, there is a section for sending meeting invitations. It includes a "Send" button, a "Title" field, and buttons for "Required" and "Optional". The "Start time" is set to "Tue 07/07/2026 13:00" and the "End time" is set to "Tue 07/07/2026 14:00". There are checkboxes for "All day" and "Time zones", and a "Make Recurring" link. A "Location" field is also present, with a "Room Finder" icon next to it.

On the right side, the "Room Finder" pane is open. It shows a list of buildings under the "Building" section. The "Test BuildingA Meeting Rooms" building is selected. Below this, there is a list of "Recent buildings" and "All cities". The "Central" city is highlighted with a pink box. Below the cities, there is a list of "Conference rooms in Test BuildingA Meeting Rooms". The list includes several rooms, all marked as "Available" and located in "Central".



Click the appropriate building list

Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Teams Meeting Send to OneNote Cancel Invitation 15 minutes Recurrence Categorize Immersive Reader New Scheduling Poll View Templates

Actions Teams Meeting OneNote Attendees Options Tags Immersive Find Time My Templates

You haven't sent this meeting invitation yet.

Send

Title

Required

Optional

Start time Tue 07/07/2026 13:00 All day Time zones

End time Tue 07/07/2026 14:00 Make Recurring

Location Room Finder

Room Finder

Building Clear filters

Test BuildingA Meeting Rooms

Recent buildings

Test BuildingA Meeting Rooms

All cities

Central

Forrest Hill Meeting Rooms

Test BuildingA Meeting Rooms

Edinburgh

Available 4 Central

Test BuildingA Room 1.03 - Meeting Room Ca...

Available 4 Central

Test BuildingA Room 1.05 - Meeting Room Ca...

Available 6 Central

Test BuildingA Room 2.02 - Meeting Room Ca...

Available 3 Central

Test BuildingA Room 2.03 - Meeting Room Ca...

Available 6 Central

In Shared Folder Calendar -



Click an available room that meets your capacity and feature requirements

The screenshot shows the Outlook 2024 interface with the 'Meeting' tab selected. The 'Room Finder' pane is open on the right side, displaying a list of available rooms. The room 'Test BuildingA Room 1.04 - Meeting Room Ca...' is highlighted with a pink box. The room details show it is 'Available', has a capacity of 4, and is located in the 'Central' area. The main meeting form on the left includes fields for Title, Required/Optional attendees, Start time (Tue 07/07/2026, 13:00), End time (Tue 07/07/2026, 14:00), and Location. The 'Room Finder' pane also shows filters for Building (Test BuildingA Meeting Rooms), Type (Conference room), Capacity (Any), and Floor (Any).



Click **Close**

Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Teams Meeting Send to OneNote Cancel Invitation Busy 15 minutes Recurrence Categorize Immersive Reader New Scheduling Poll View Templates

Actions Teams Meeting OneNote Attendees Options Tags Immersive Find Time My Templates

You haven't sent this meeting invitation yet.

Send

Title

Required ☐ Test BuildingA Room 1.04 - Meeting Room Capacity 4

Optional

Start time Tue 07/07/2026 13:00 ☐ All day ☐ Time zones

End time Tue 07/07/2026 14:00 [Make Recurring](#)

Location Test BuildingA Room 1.04 - Meeting Room Capacity 4 [Room Finder](#)

In Shared Folder Calendar -

Room Finder

Building Clear filters

Test BuildingA Meeting Rooms

Type

Conference room

Capacity Floor

Any Any

Features

Select features

Conference rooms in Test BuildingA Meeti...

- Test BuildingA Room 1.04 - Meeting Room Ca... Available 4 Central
- Test BuildingA Room 1.03 - Meeting Room Ca... Available 4 Central
- Test BuildingA Room 1.05 - Meeting Room Ca... Available 6 Central
- Test BuildingA Room 2.02 - Meeting Room Ca... Available 3 Central
- Test BuildingA Room 2.03 - Meeting Room Ca... Available 6 Central



The room has now been added to your meeting

Untitled - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete → Teams Meeting Send to OneNote Cancel Invitation Attendees Options Tags Immersive Find Time My Templates

Options

Busy 15 minutes Recurrence

Tags

Immersive Reader New Scheduling Poll View Templates

Find Time

My Templates

Send

Title

Required ☐ Test BuildingA Room 1.04 - Meeting Room Capacity 4

Optional

Start time Tue 07/07/2026 13:00 ☐ All day ☐ Time zones

End time Tue 07/07/2026 14:00 [Make Recurring](#)

Location Test BuildingA Room 1.04 - Meeting Room Capacity 4 [Room Finder](#)

In Shared Folder Calendar -

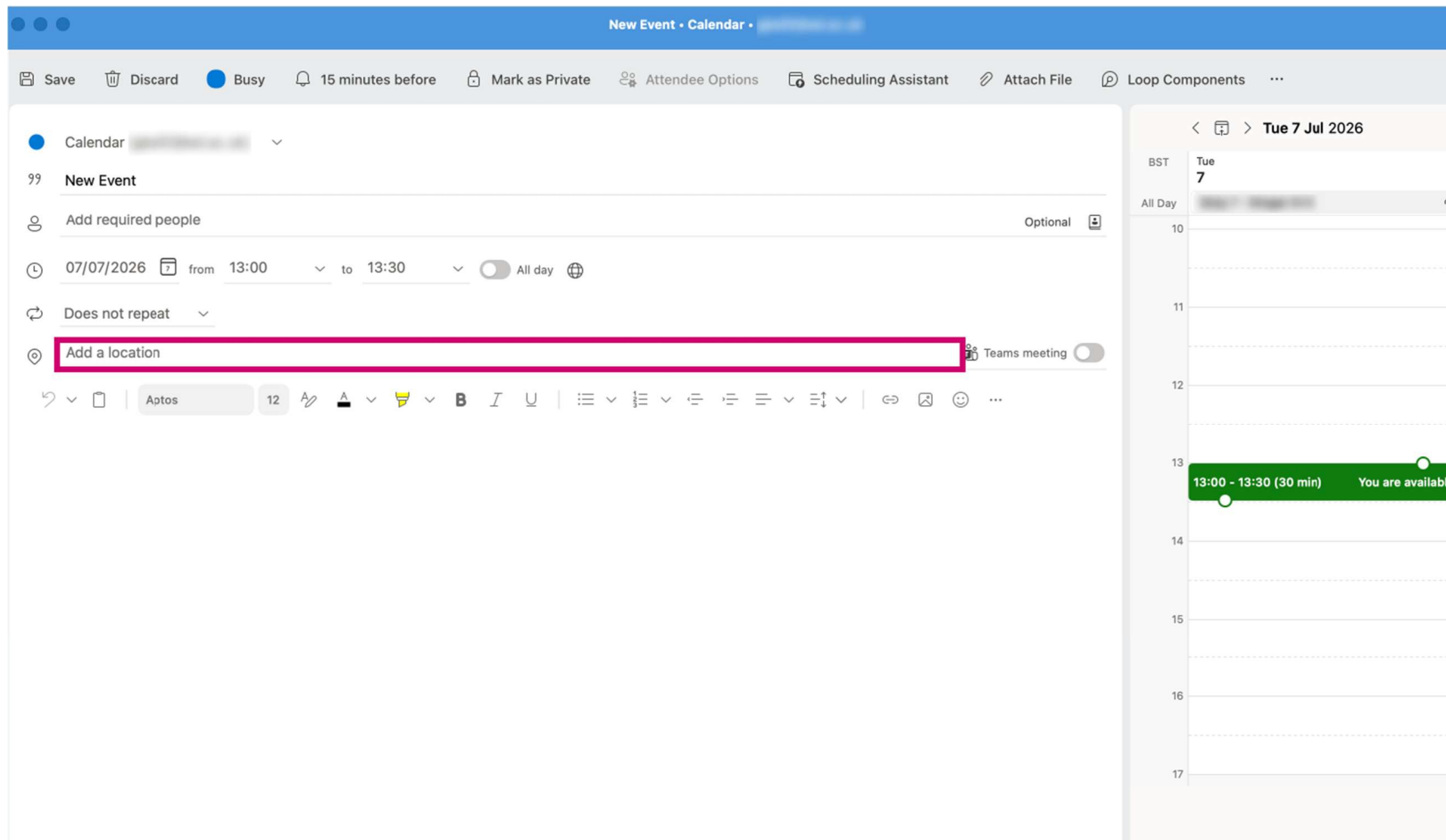


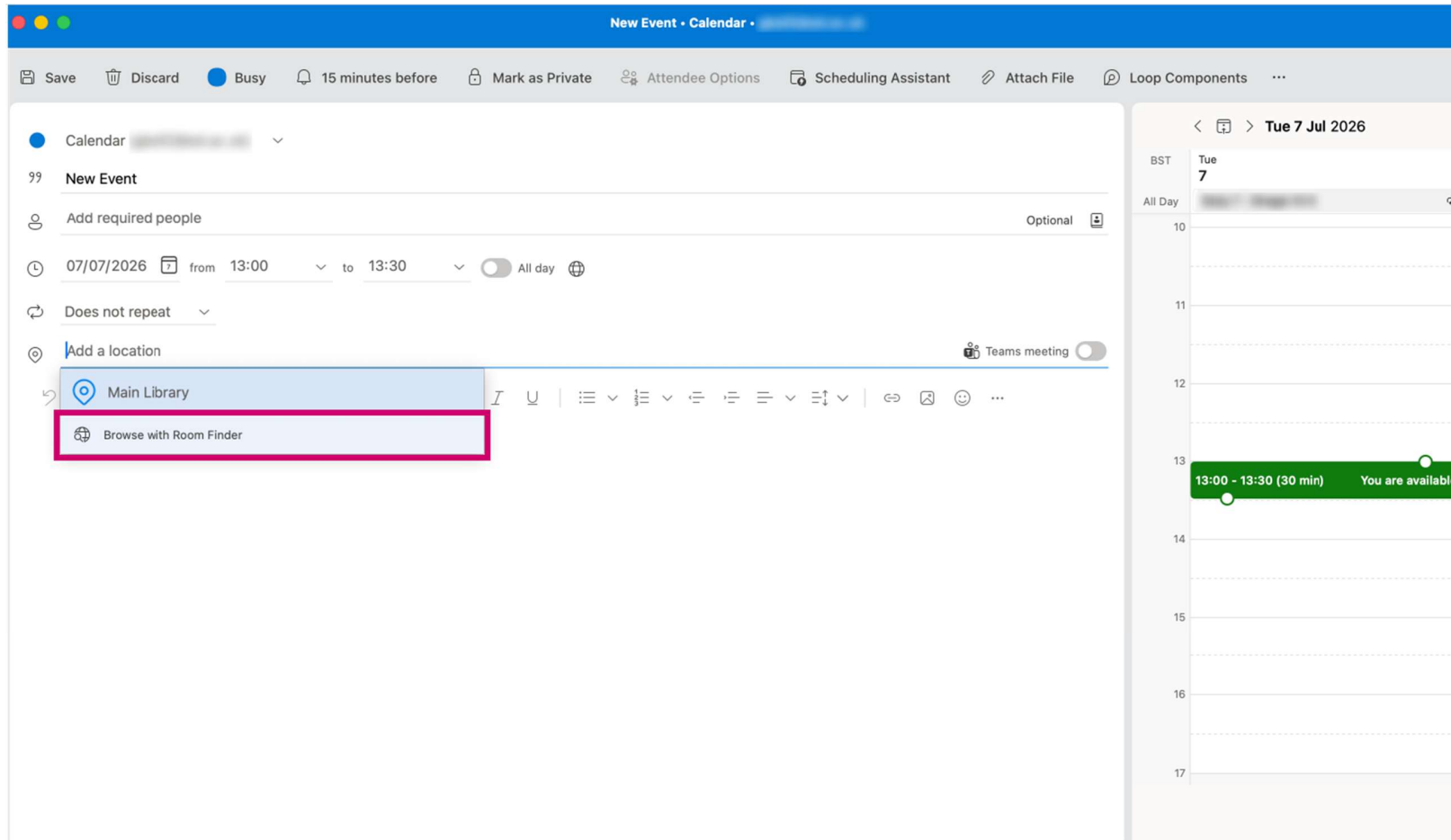
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Using Room Finder – Outlook for Mac Instructions



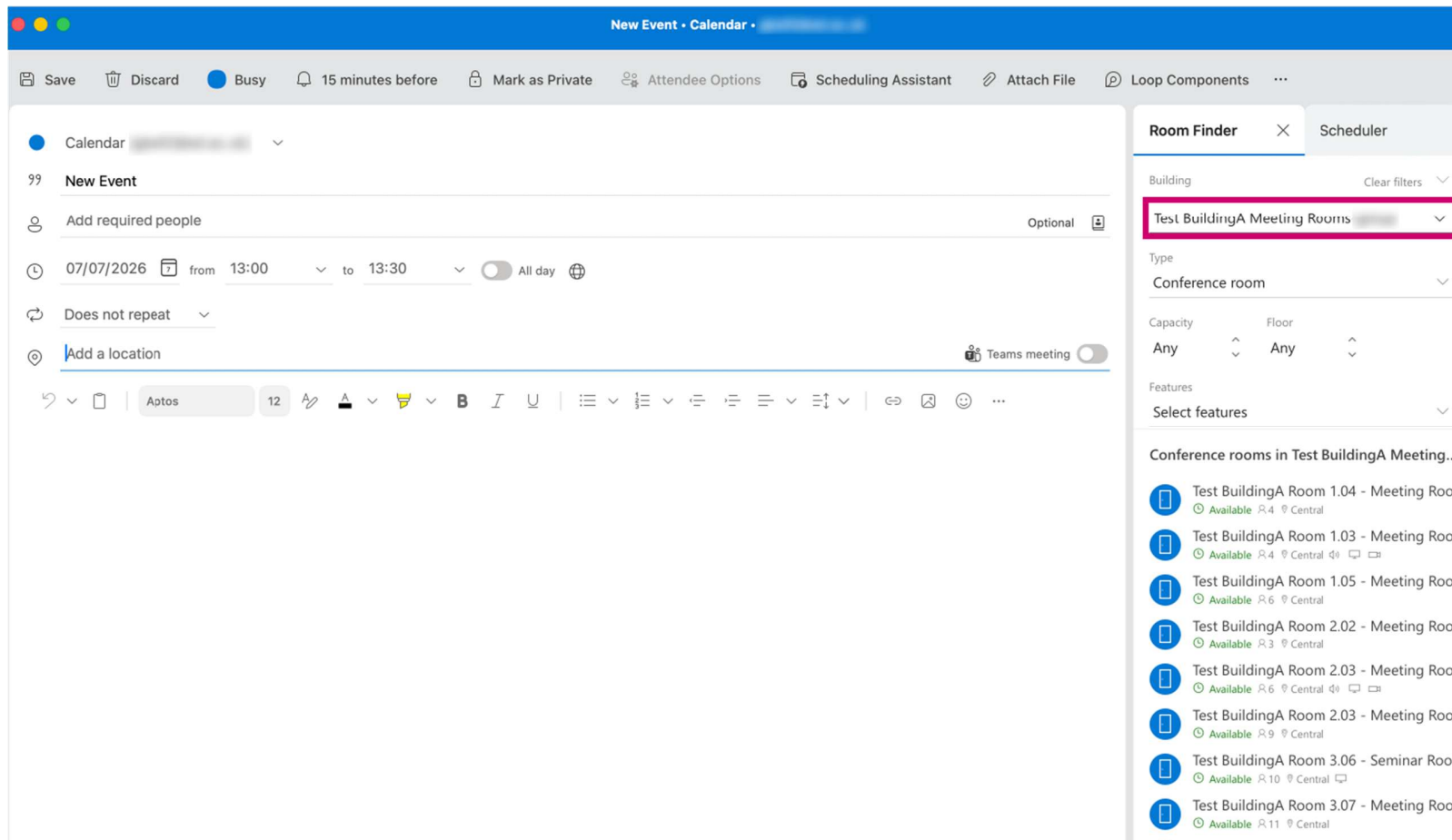
In the event that you would like to find a room for, click the **Add a location** box



Click **Browse with Room Finder**



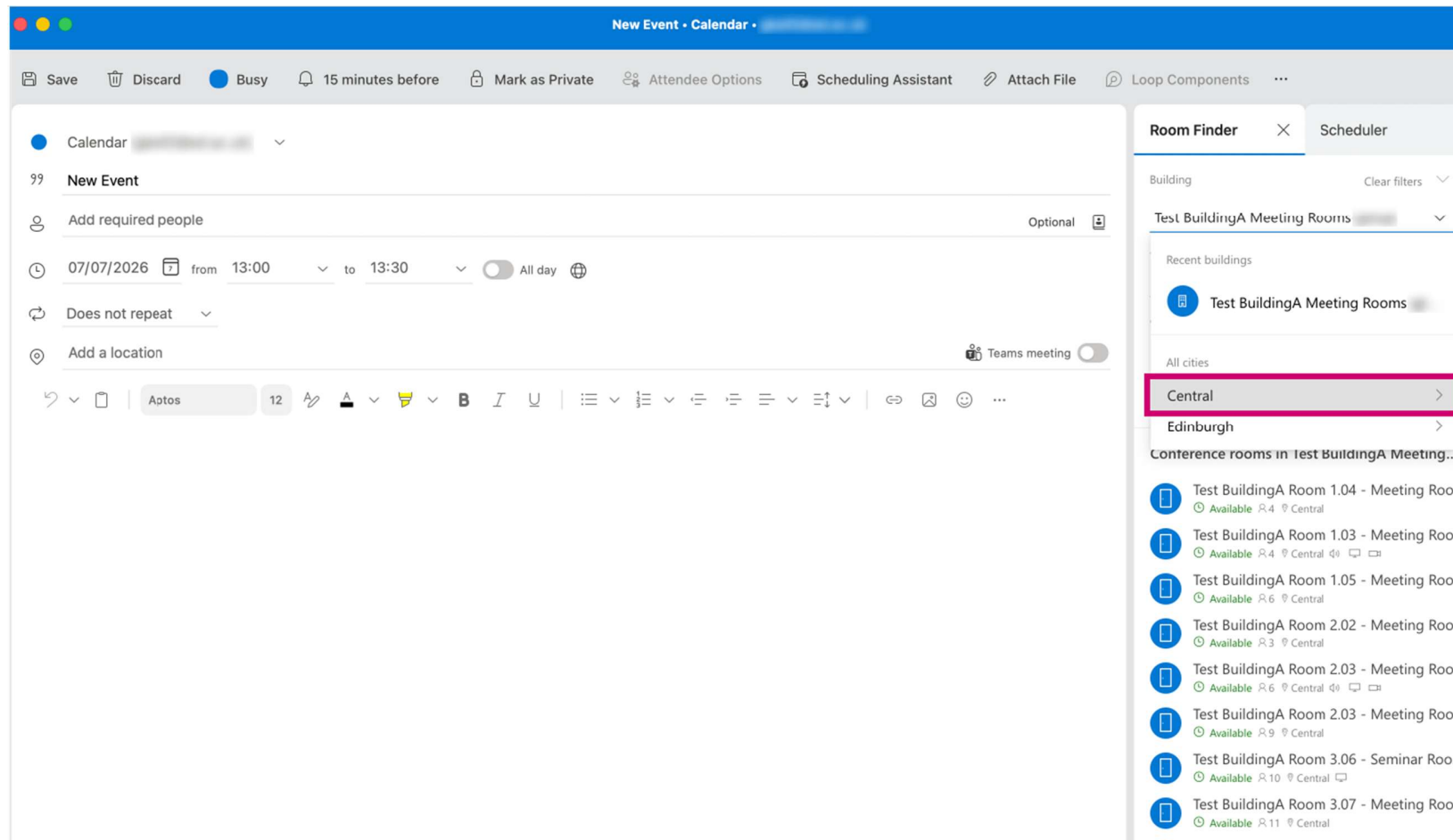
Click the **Building** drop-down box



The screenshot shows the Outlook 'New Event' window on a Mac. The 'Room Finder' pane is open on the right, displaying a list of available rooms. The 'Building' dropdown is set to 'Test BuildingA Meeting Rooms', which is highlighted with a red rectangle. Below the building selection, the 'Type' is set to 'Conference room'. The 'Capacity' and 'Floor' are both set to 'Any'. The 'Features' section is expanded, showing a list of conference rooms in 'Test BuildingA Meeting Rooms'. The list includes rooms such as 'Test BuildingA Room 1.04 - Meeting Roo...', 'Test BuildingA Room 1.03 - Meeting Roo...', 'Test BuildingA Room 1.05 - Meeting Roo...', 'Test BuildingA Room 2.02 - Meeting Roo...', 'Test BuildingA Room 2.03 - Meeting Roo...', 'Test BuildingA Room 2.03 - Meeting Roo...', 'Test BuildingA Room 3.06 - Seminar Roo...', and 'Test BuildingA Room 3.07 - Meeting Roo...'. Each room entry includes an 'Available' status, capacity, and location.



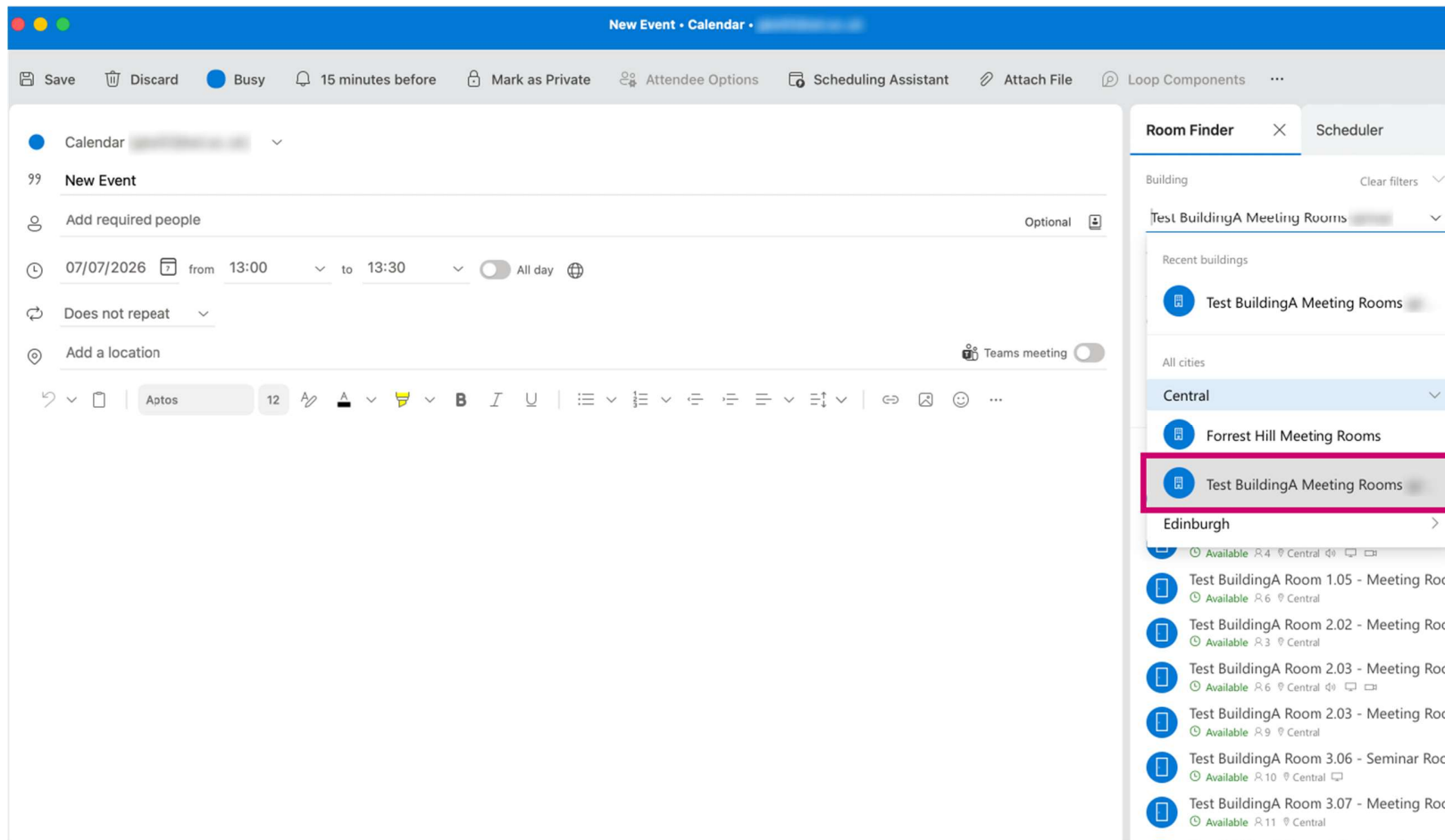
Click the area where the building you require is located



The screenshot shows the Outlook 'New Event' window on a Mac. The 'Room Finder' pane is open on the right side. In the 'Room Finder' pane, the 'Building' dropdown is set to 'Test BuildingA Meeting Rooms'. Under 'Recent buildings', 'Test BuildingA Meeting Rooms' is listed. Under 'All cities', 'Central' is highlighted with a pink rectangle. Below 'Central' is 'Edinburgh'. The main window shows a 'New Event' form with fields for 'Add required people', '07/07/2026 from 13:00 to 13:30', 'Does not repeat', and 'Add a location'. The 'Teams meeting' toggle is turned on.



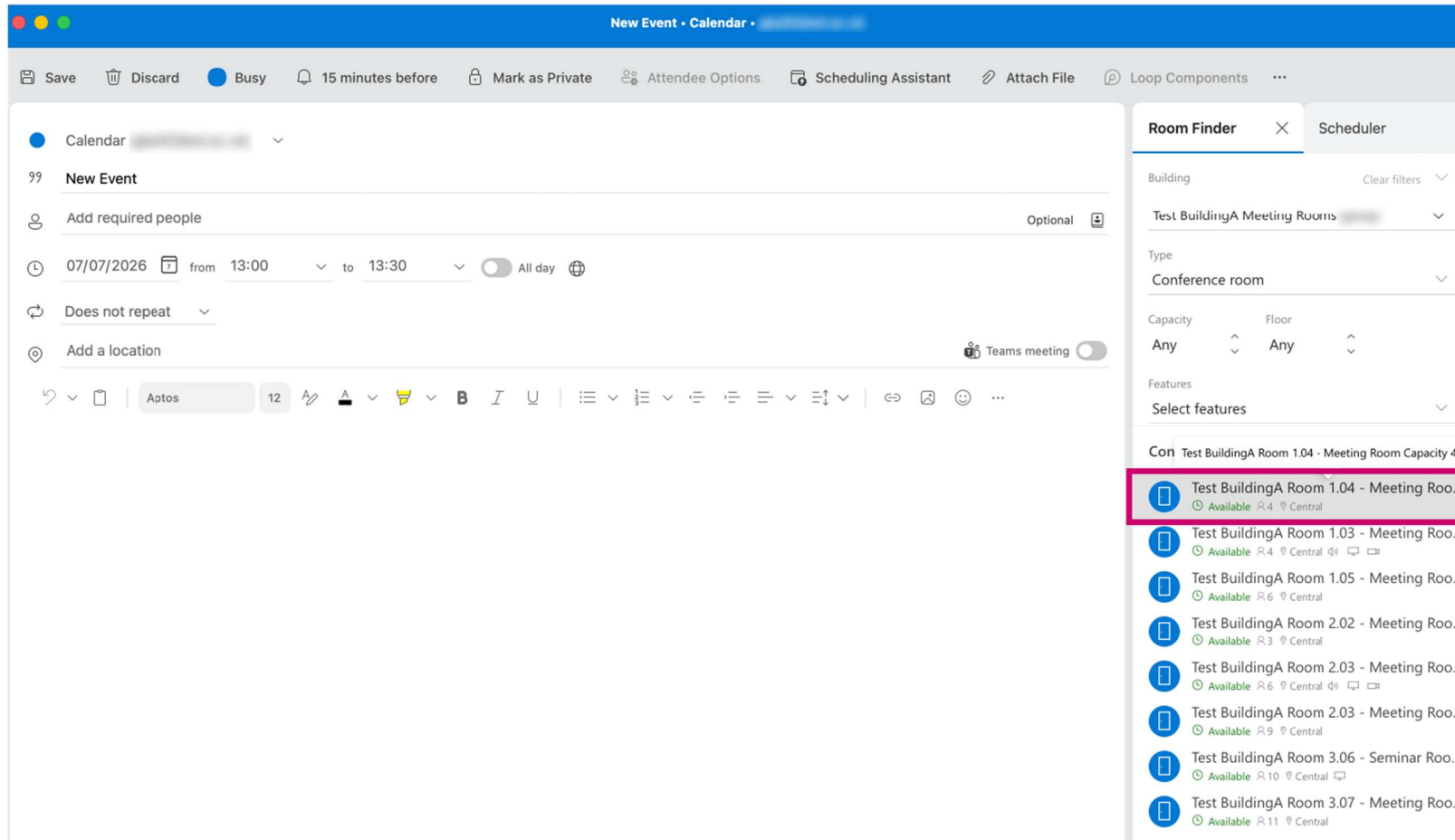
Click the appropriate building list



The screenshot shows the Outlook 'New Event' window. The 'Room Finder' pane is open on the right side. The 'Building' dropdown is set to 'Test BuildingA Meeting Rooms'. Below this, a list of buildings is shown, with 'Test BuildingA Meeting Rooms' highlighted in a red box. The list includes 'Recent buildings', 'All cities', and 'Edinburgh'. The 'Edinburgh' section lists several rooms, including 'Test BuildingA Room 1.05 - Meeting Roo...', 'Test BuildingA Room 2.02 - Meeting Roo...', 'Test BuildingA Room 2.03 - Meeting Roo...', 'Test BuildingA Room 2.03 - Meeting Roo...', 'Test BuildingA Room 3.06 - Seminar Roo...', and 'Test BuildingA Room 3.07 - Meeting Roo...'. Each room entry includes an 'Available' status and a location icon.



Click an available room that meets your capacity and feature requirements



The screenshot displays the Outlook 'New Event' window on a Mac. The 'Room Finder' pane on the right is active, showing a list of available meeting rooms. The room 'Test BuildingA Room 1.04 - Meeting Room Capacity 4' is highlighted with a red box. The main window shows the 'New Event' form with fields for date, time, and location.

Room Finder Pane:

- Building: Test BuildingA Meeting Rooms
- Type: Conference room
- Capacity: Any
- Floor: Any
- Features: Select features
- Con Test BuildingA Room 1.04 - Meeting Room Capacity 4
- Test BuildingA Room 1.04 - Meeting Roo... (Available, 4, Central)
- Test BuildingA Room 1.03 - Meeting Roo... (Available, 4, Central)
- Test BuildingA Room 1.05 - Meeting Roo... (Available, 6, Central)
- Test BuildingA Room 2.02 - Meeting Roo... (Available, 3, Central)
- Test BuildingA Room 2.03 - Meeting Roo... (Available, 6, Central)
- Test BuildingA Room 2.03 - Meeting Roo... (Available, 9, Central)
- Test BuildingA Room 3.06 - Seminar Roo... (Available, 10, Central)
- Test BuildingA Room 3.07 - Meeting Roo... (Available, 11, Central)

Main Event Form:

- Calendar: [selected calendar]
- New Event
- Add required people
- 07/07/2026 from 13:00 to 13:30
- Does not repeat
- Add a location
- Teams meeting: [toggle]



Click **Close**

New Event • Calendar • [redacted]

Send Discard Busy 15 minutes before Mark as Private Attendee Options Scheduling Assistant Attach File Loop Components

Calendar [redacted]

99 New Event

Add required people Optional

07/07/2026 from 13:00 to 13:30 All day

Does not repeat

Test BuildingA Room 1.04 - Meeting Room Capacity 4 Teams meeting

Aptos 12

Room Finder Scheduler

Building Clear filters

Test BuildingA Meeting Rooms

Type Conference room

Capacity Any Floor Any

Features Select features

Conference rooms in Test BuildingA Meeting...

- Test BuildingA Room 1.04 - Meeting Roo... Available R 4 Central
- Test BuildingA Room 1.03 - Meeting Roo... Available R 4 Central
- Test BuildingA Room 1.05 - Meeting Roo... Available R 6 Central
- Test BuildingA Room 2.02 - Meeting Roo... Available R 3 Central
- Test BuildingA Room 2.03 - Meeting Roo... Available R 6 Central
- Test BuildingA Room 2.03 - Meeting Roo... Available R 9 Central
- Test BuildingA Room 3.06 - Seminar Roo... Available R 10 Central
- Test BuildingA Room 3.07 - Meeting Roo... Available R 11 Central



The room has now been added to your meeting

