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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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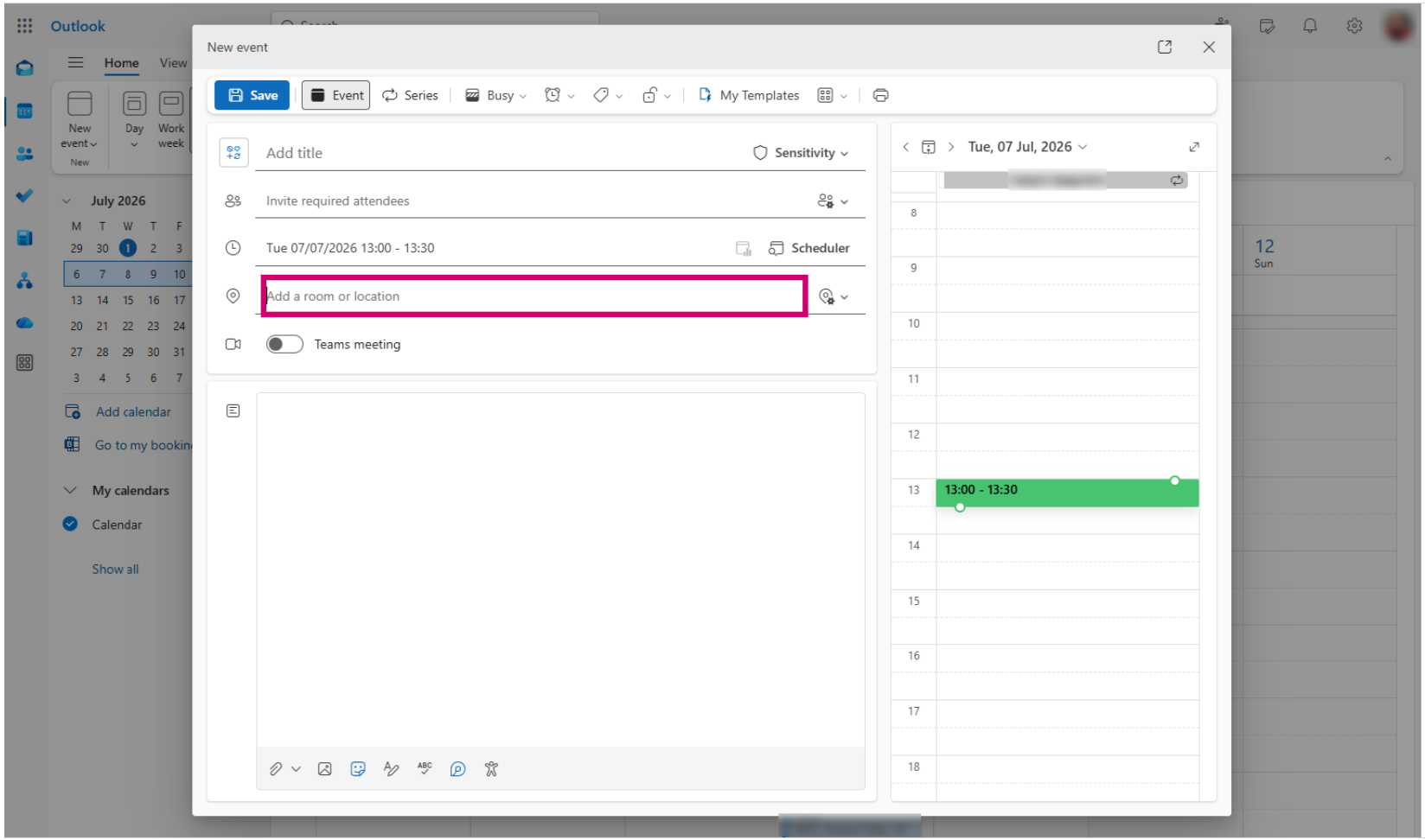
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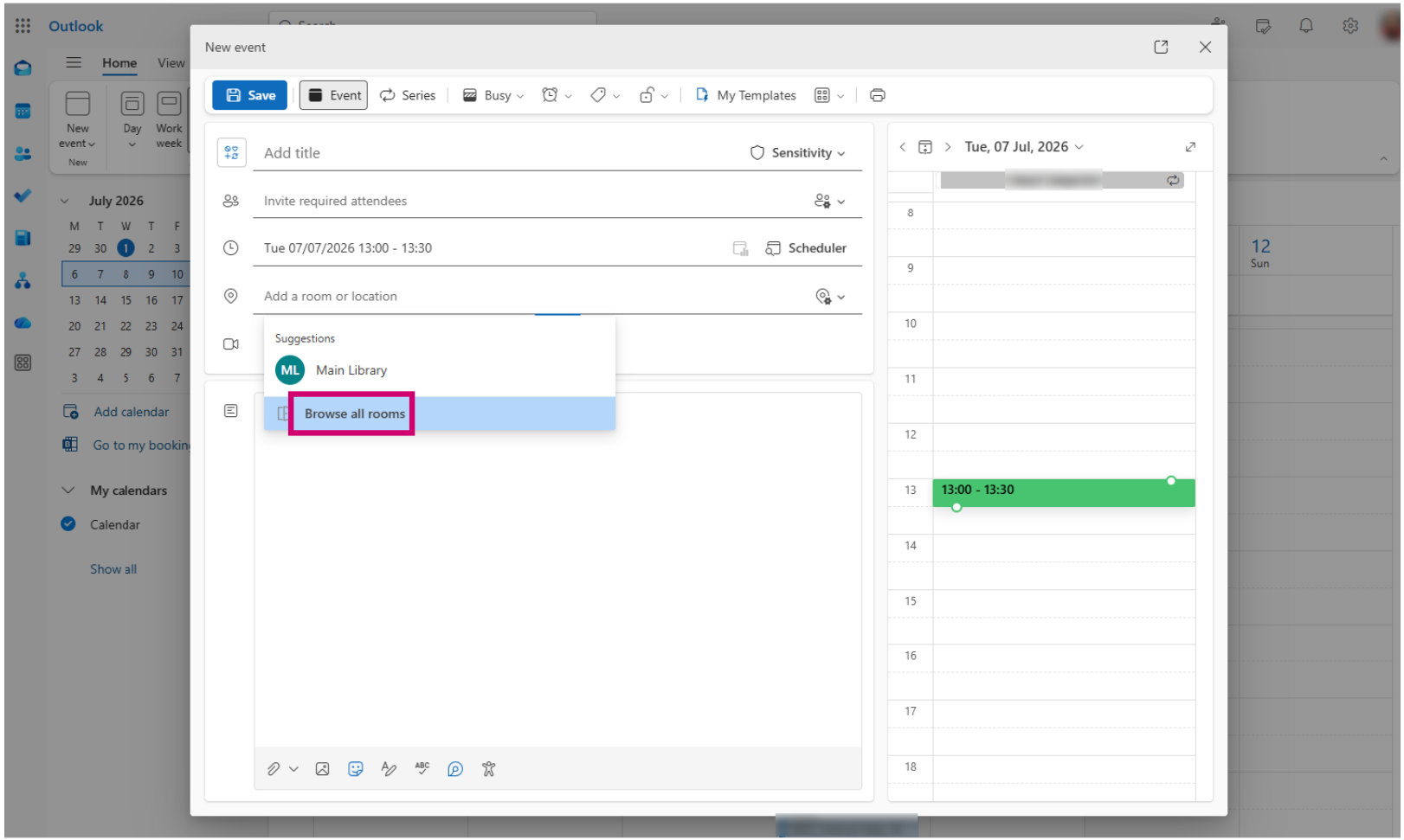
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Using Room Finder – Outlook Web App Instructions

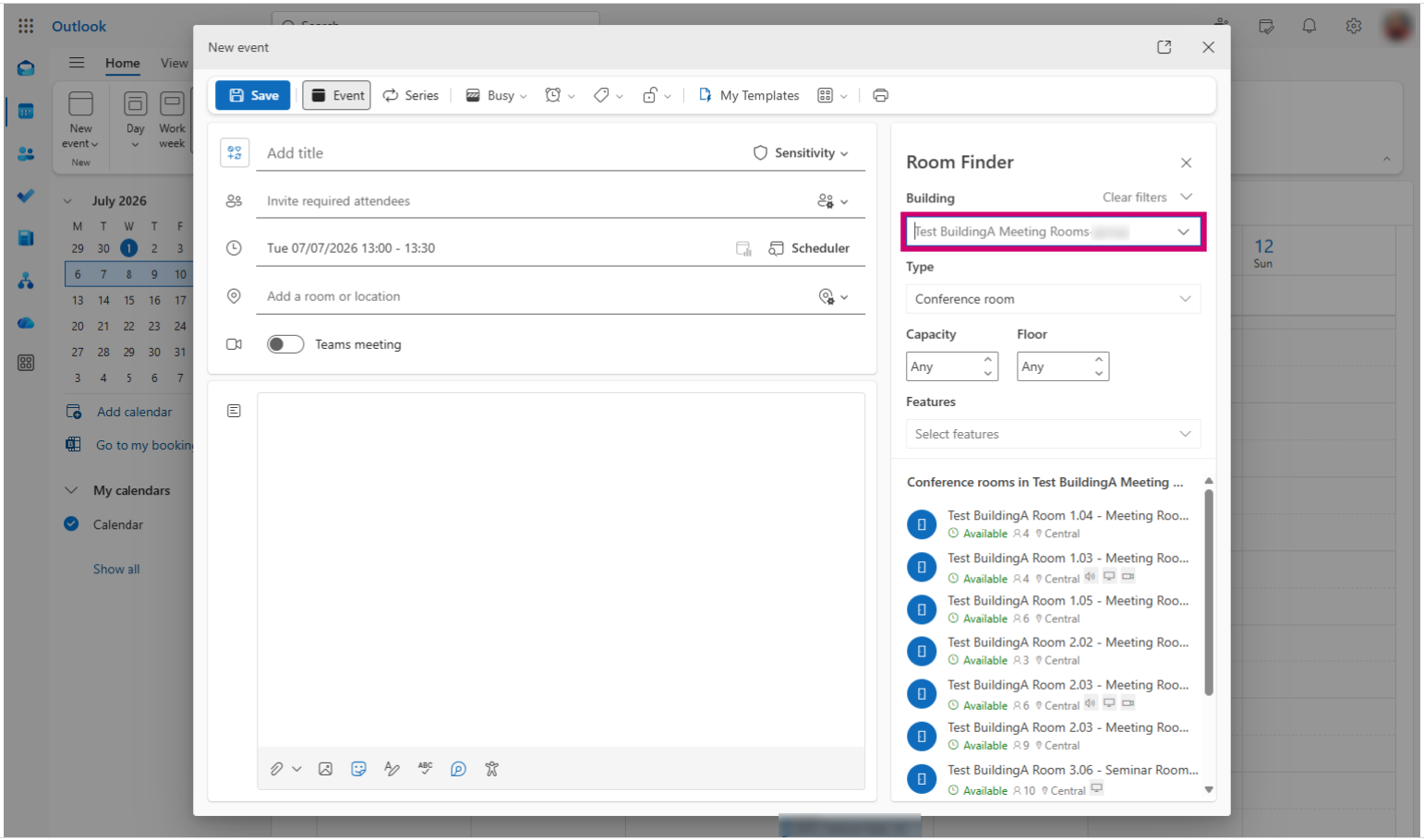
In the event that you would like to find a room for, click the **Add a room or location** box



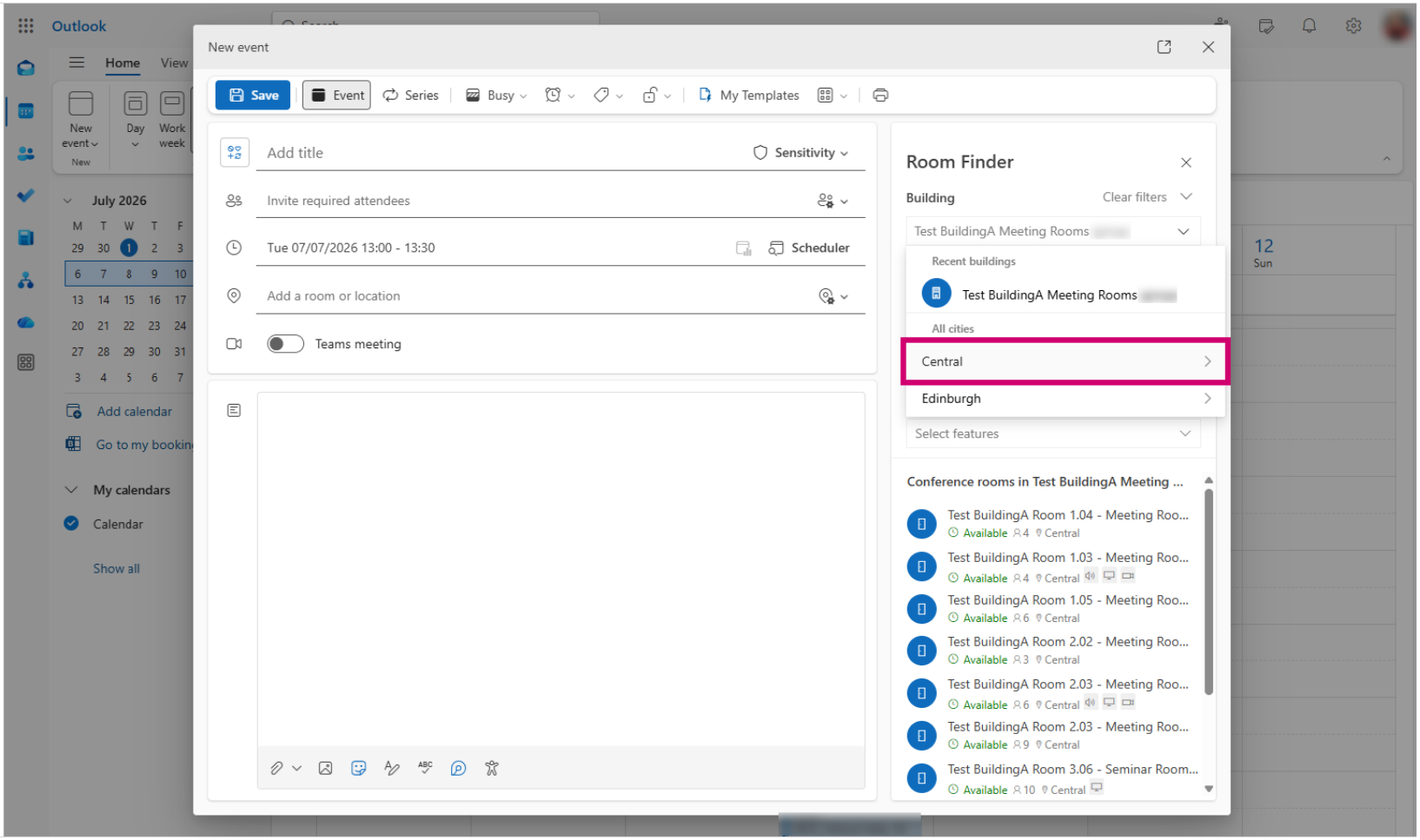
Click **Browse all rooms**



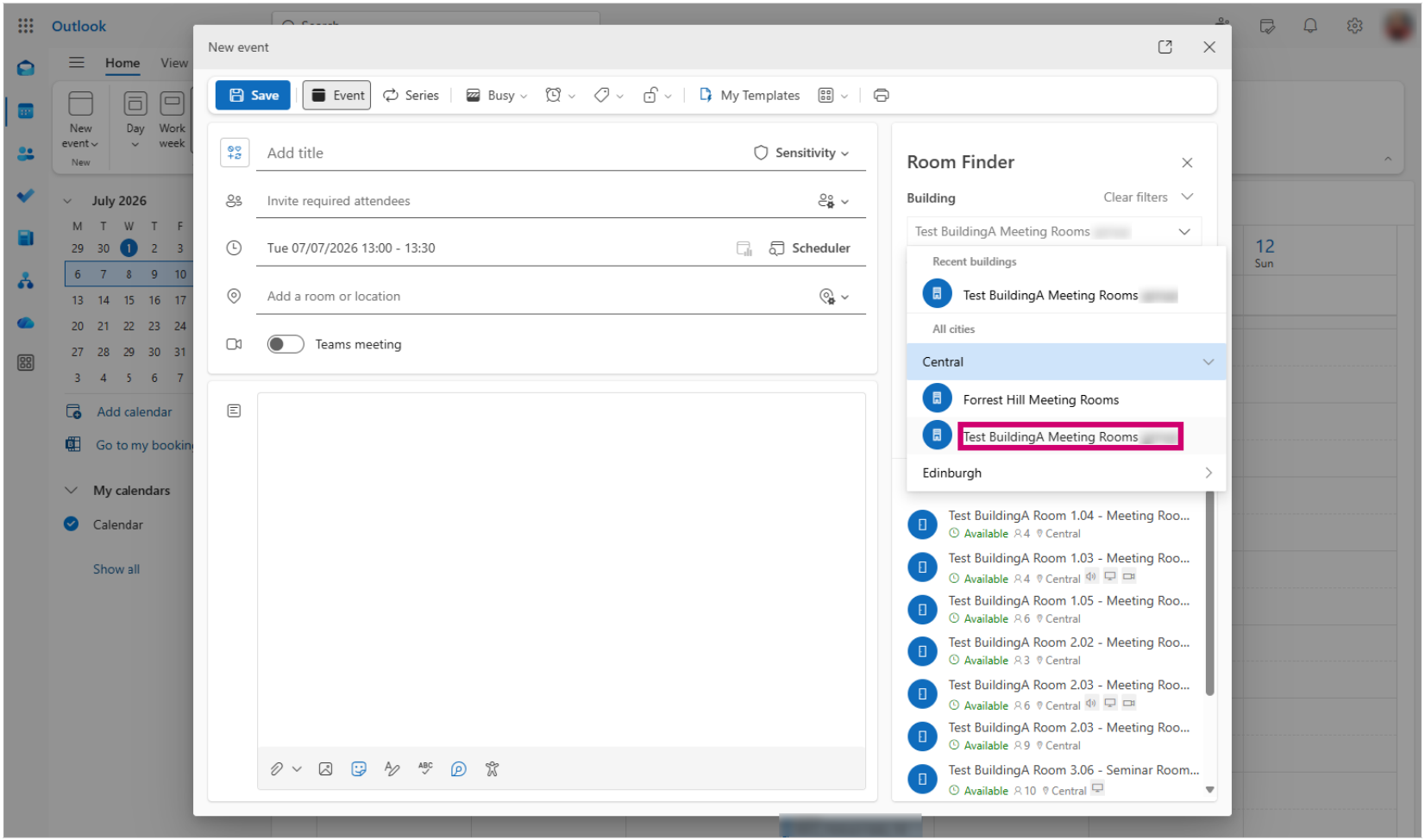
Click the **Building** drop-down box



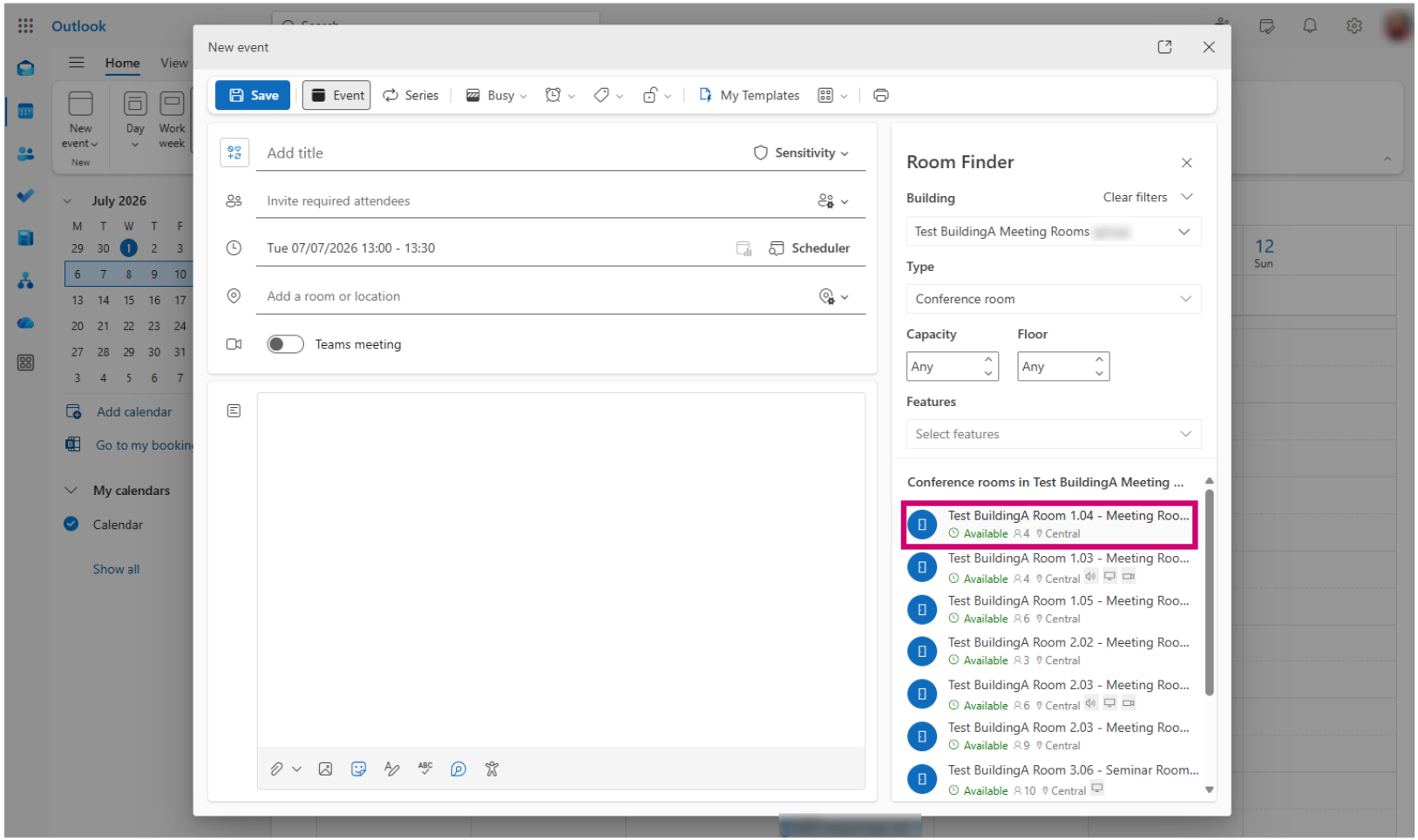
Click the area where the building you require is located



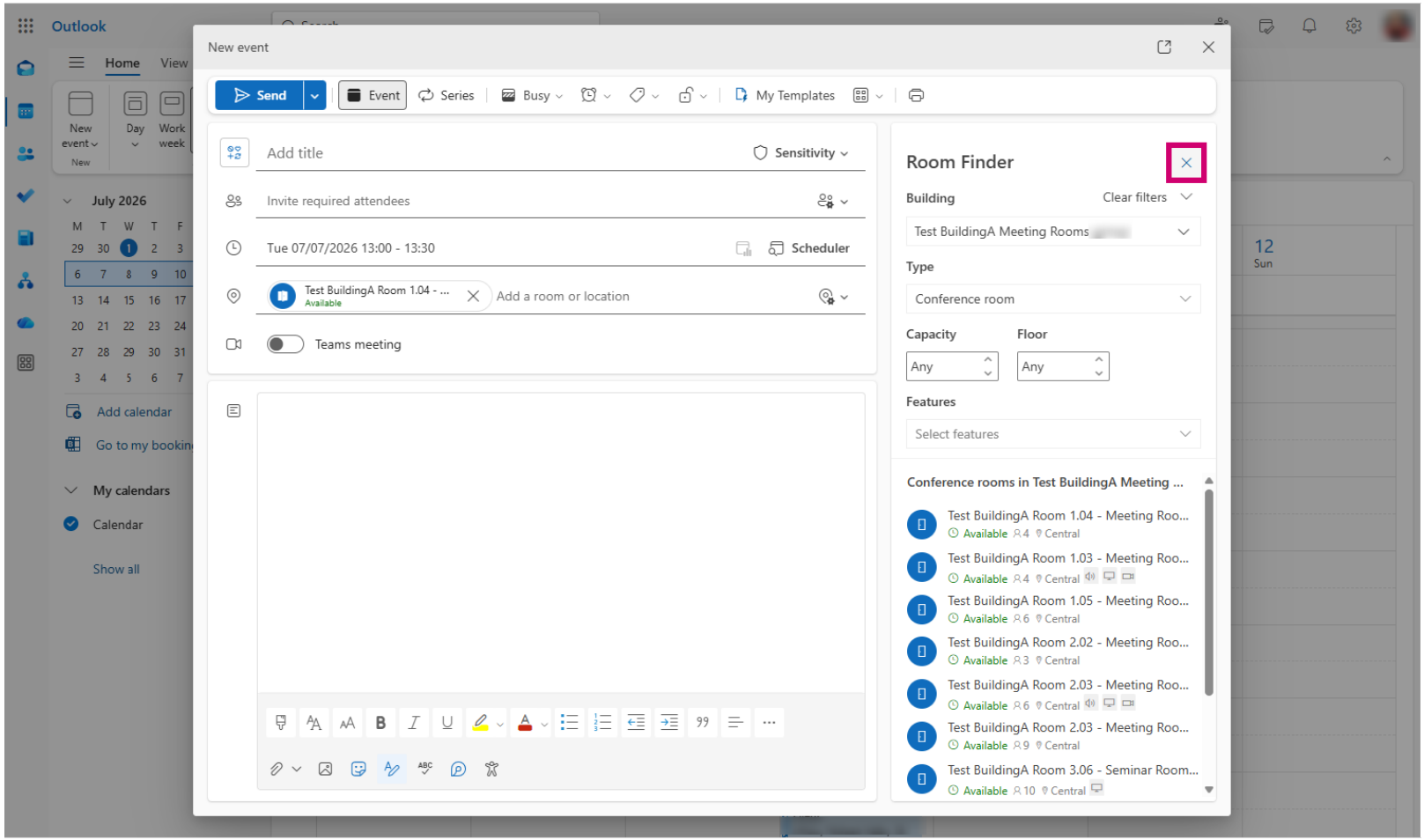
Click the appropriate building list



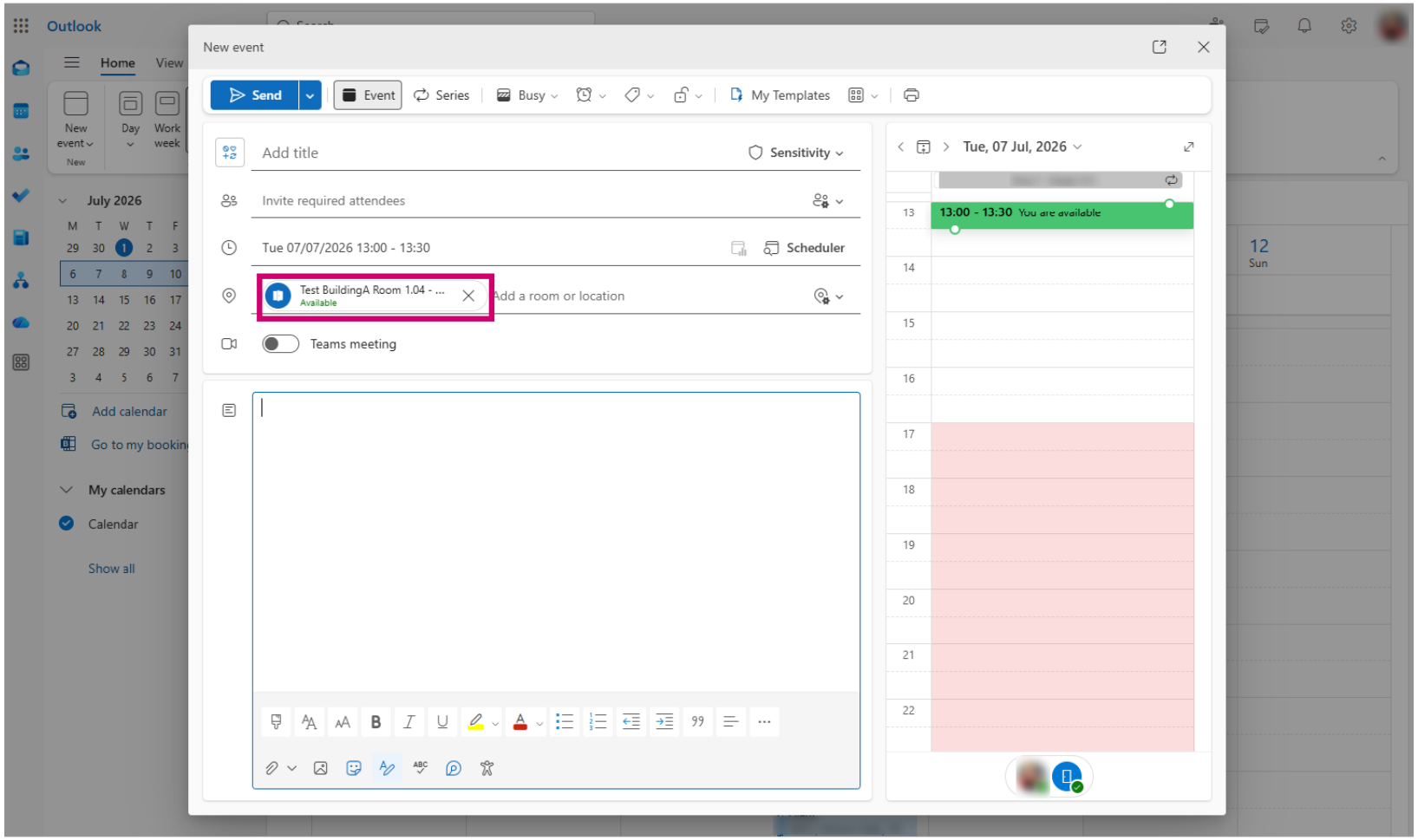
Click an available room that meets your capacity and feature requirements



Click **Close**


Outlook
New event
Send
Event
Series
Busy
My Templates
Add title
Sensitivity
Invite required attendees
Tue 07/07/2026 13:00 - 13:30
Scheduler
Test BuildingA Room 1.04 - ...
Available
Add a room or location
Teams meeting
Room Finder
Building
Clear filters
Test BuildingA Meeting Rooms
Type
Conference room
Capacity
Floor
Any
Any
Features
Select features
Conference rooms in Test BuildingA Meeting ...
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 Room...

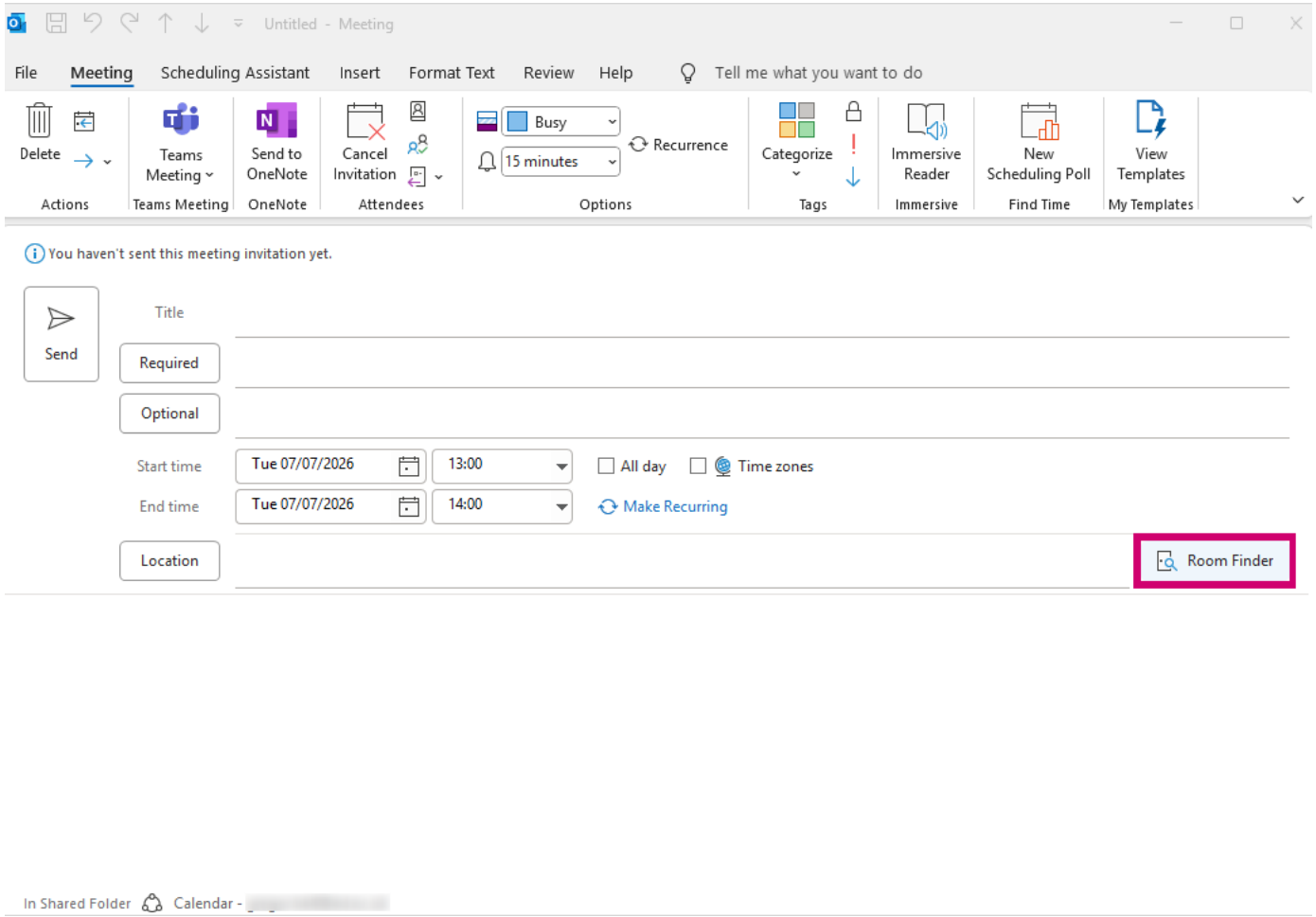
The room has now been added to your meeting



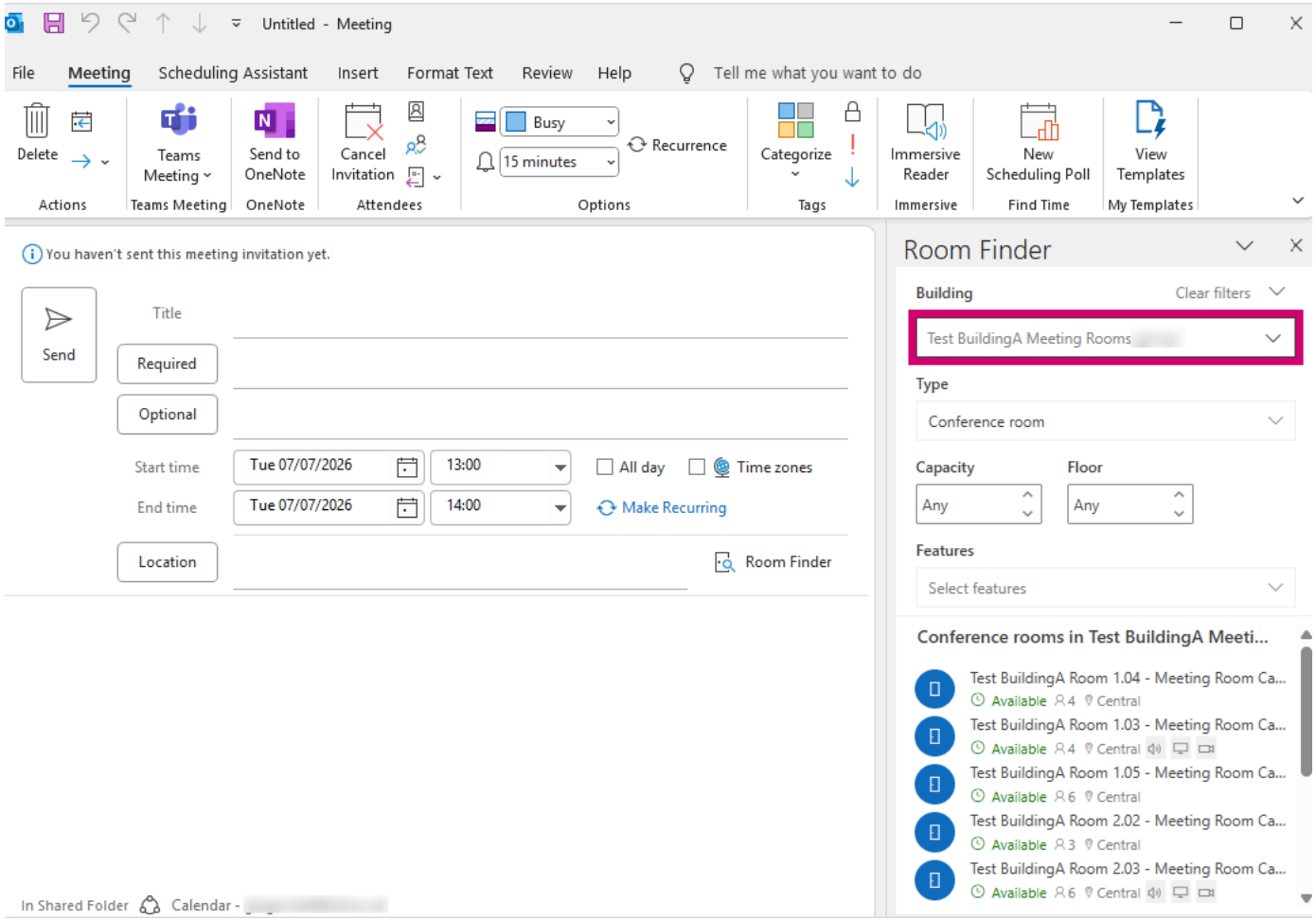
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Using Room Finder – Outlook 2024 Instructions

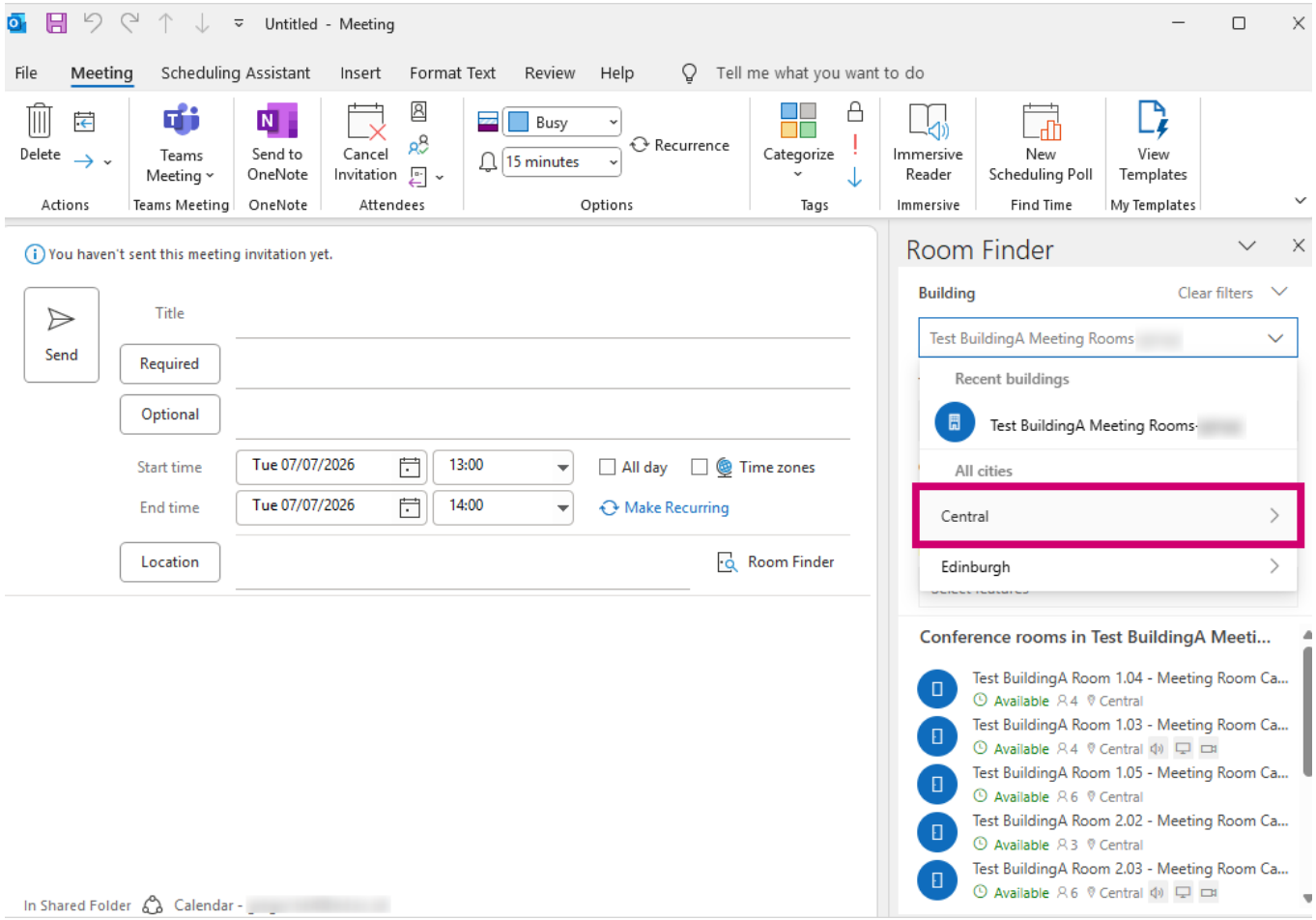
In the meeting that you would like to find a room for, click the **Room Finder** button



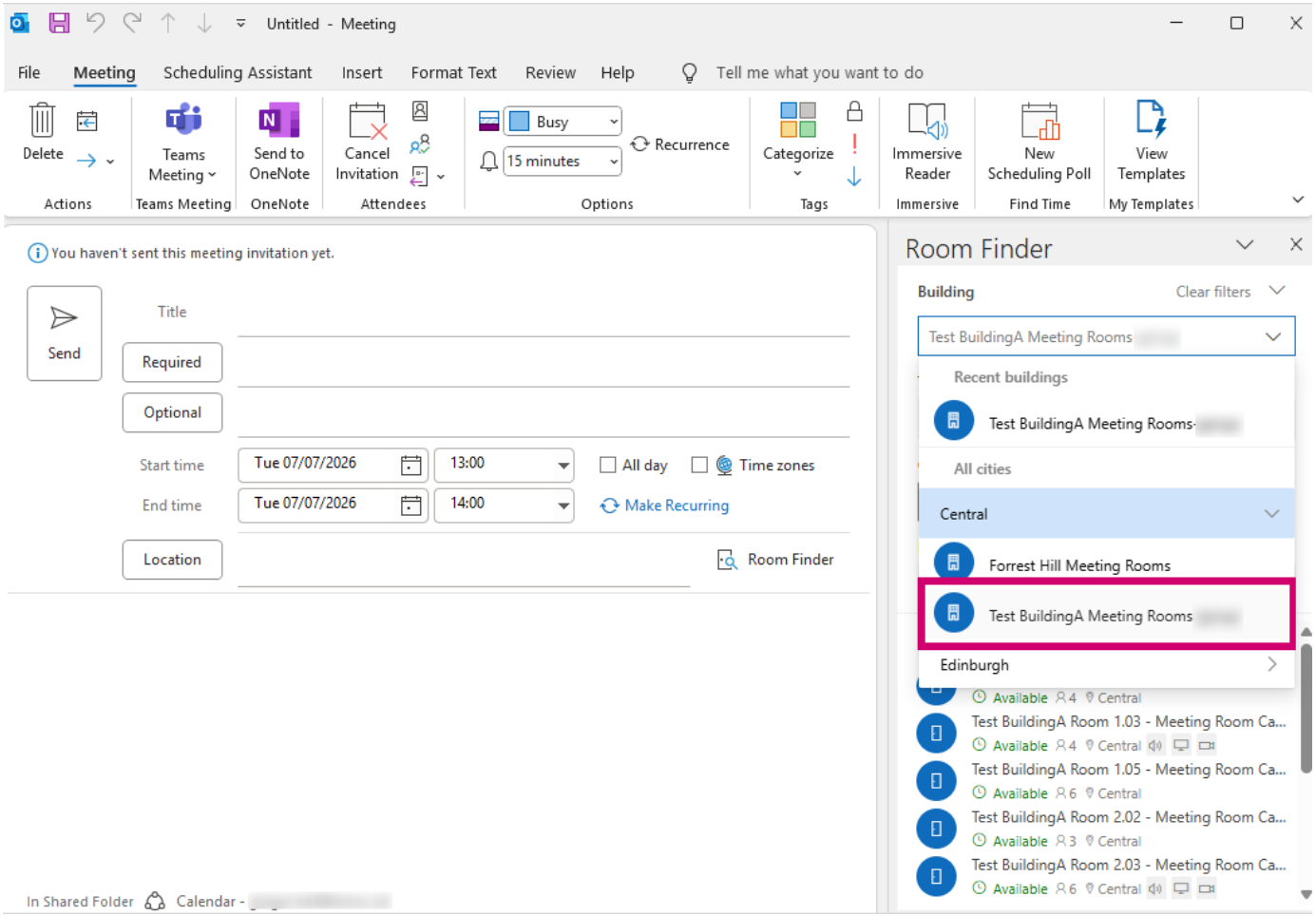
Click the **Building** drop-down box



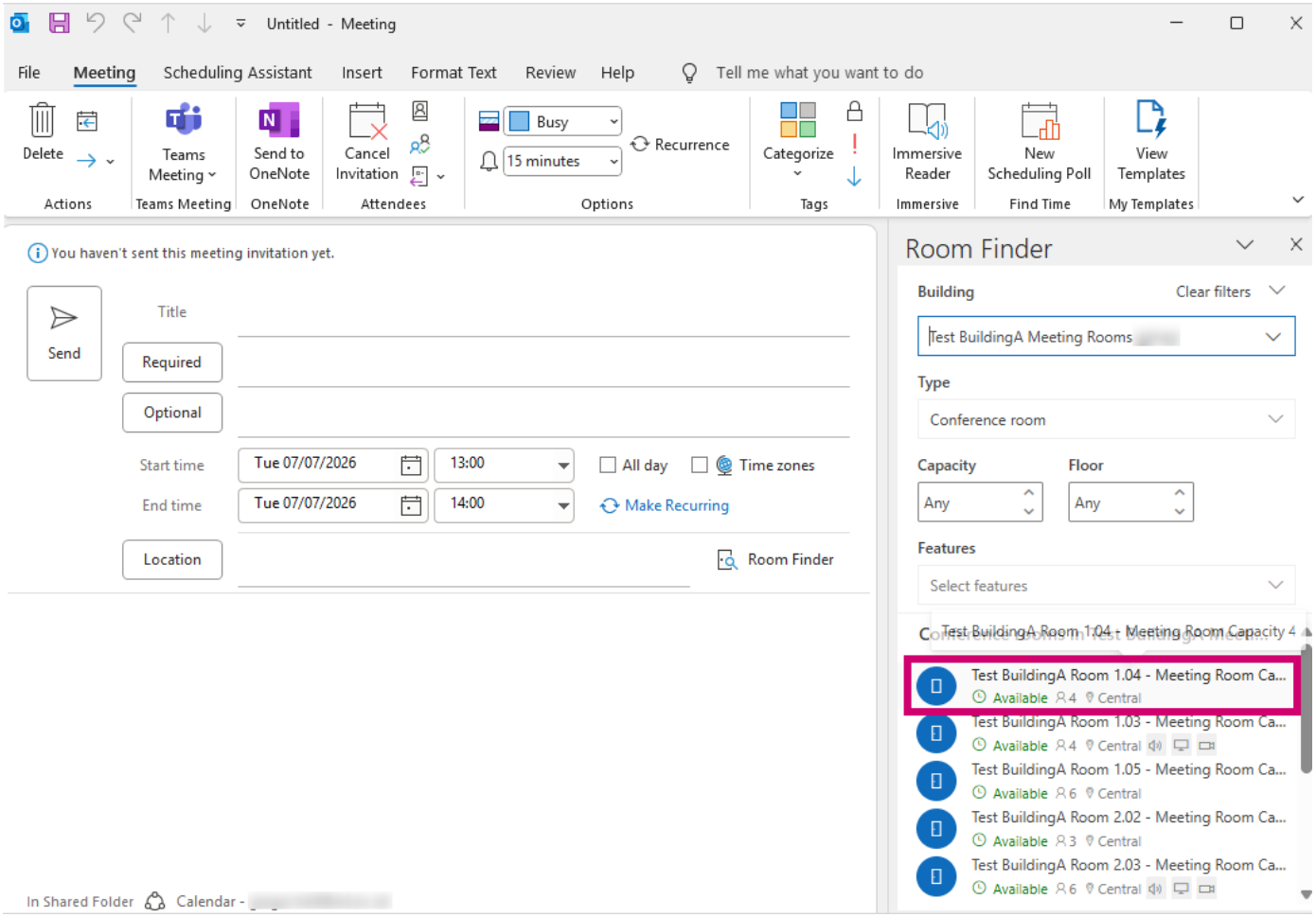
Click the area where the building you require is located



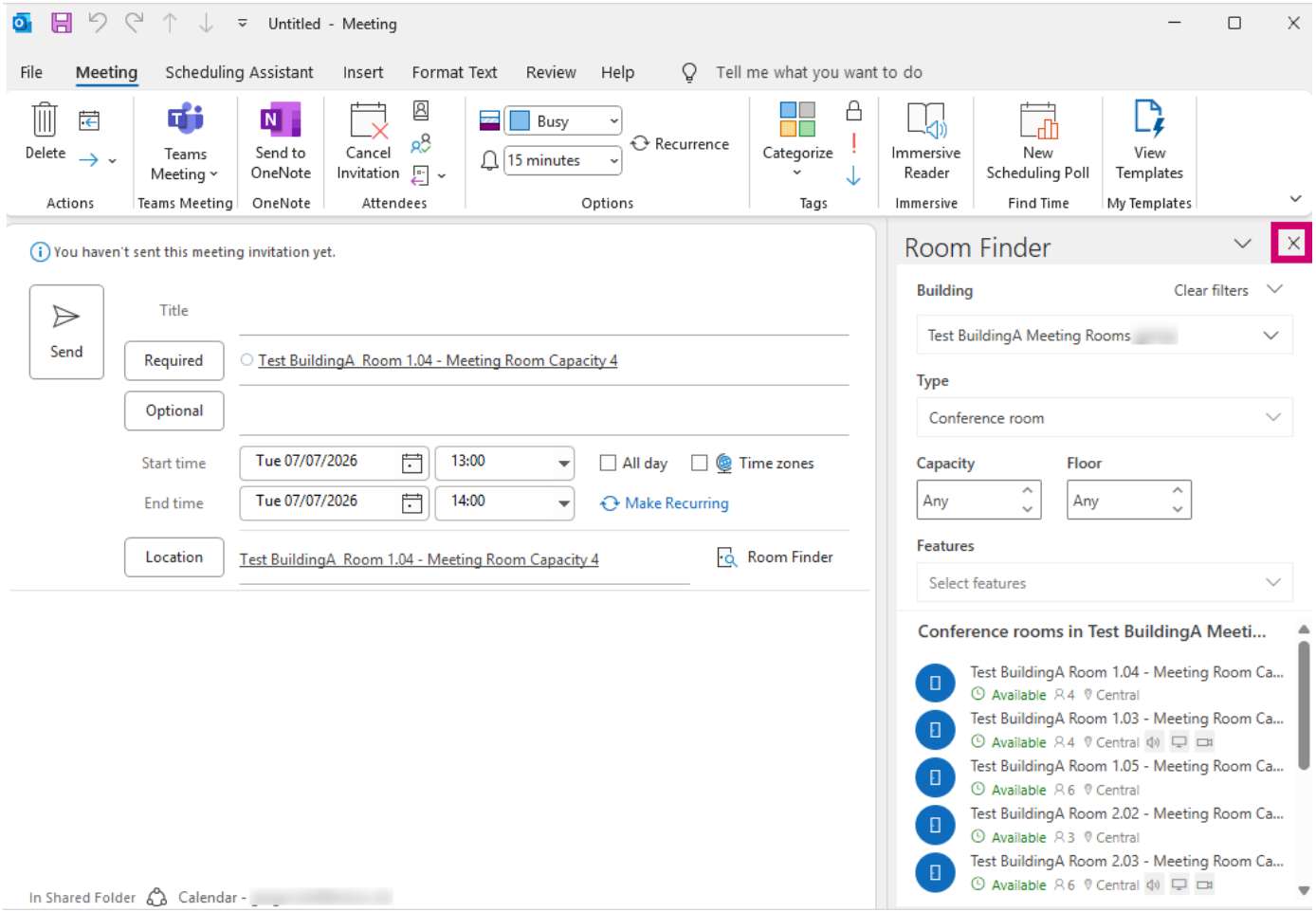
Click the appropriate building list



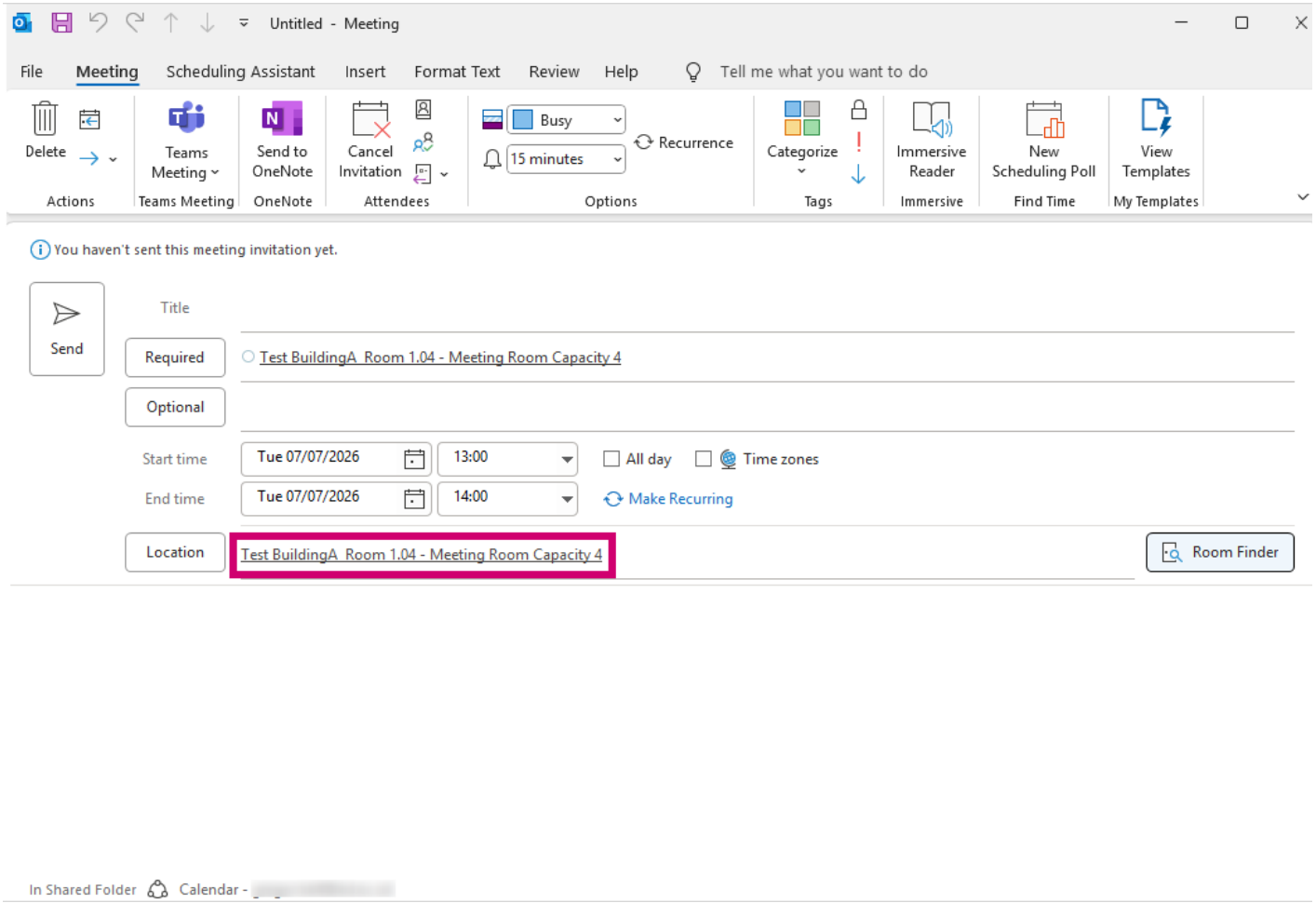
Click an available room that meets your capacity and feature requirements



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
Any
Floor
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

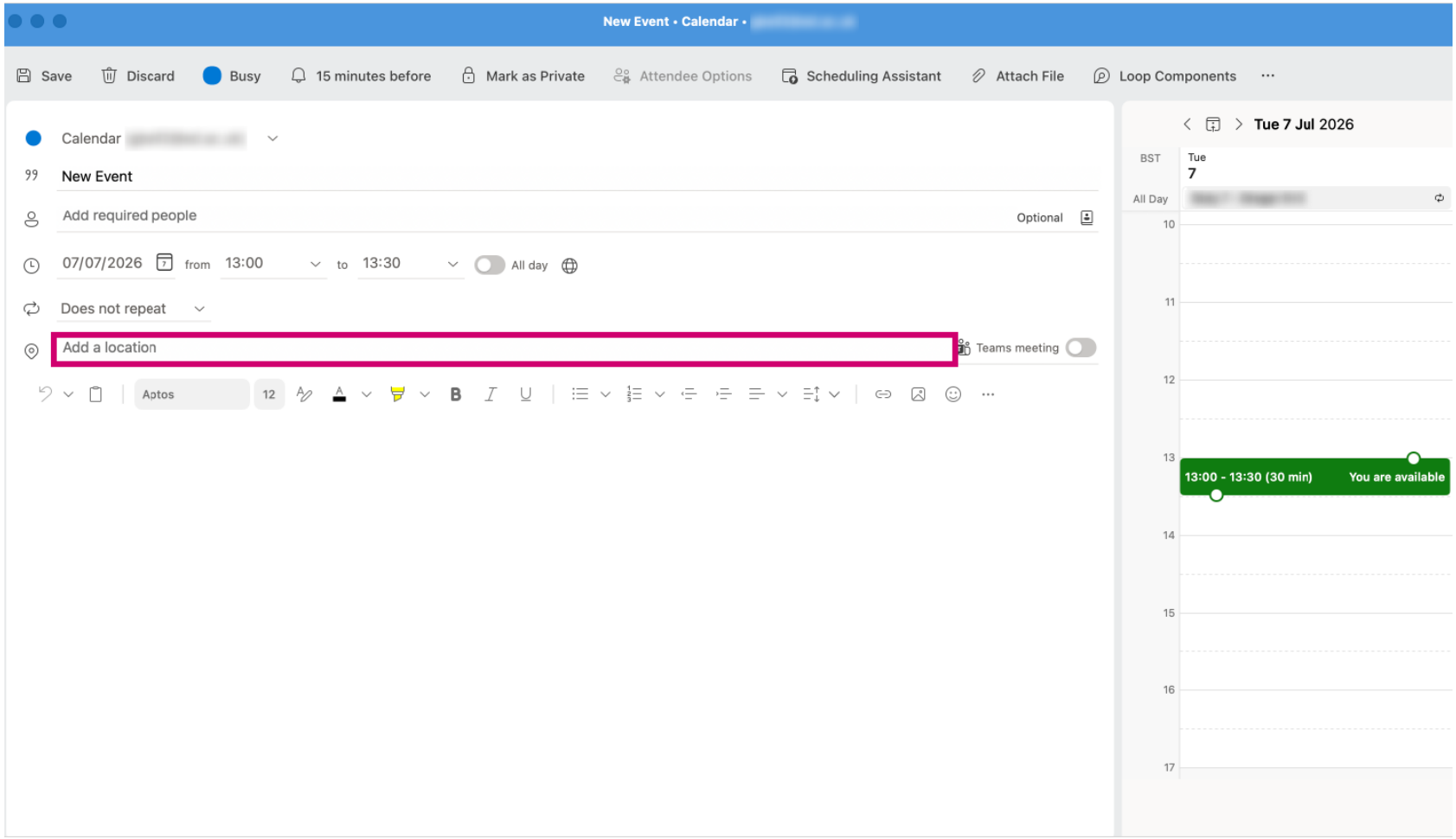




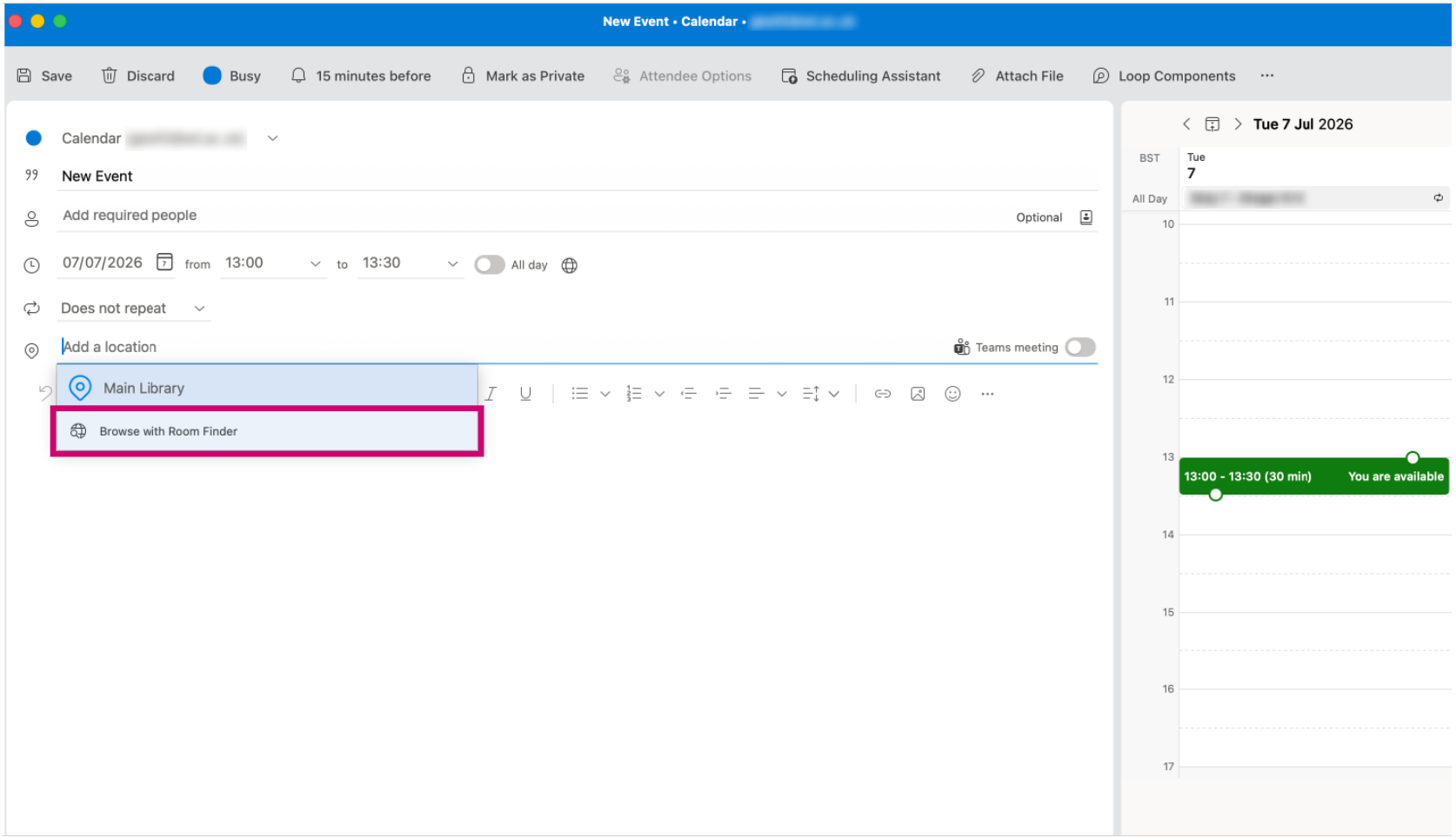
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Using Room Finder – Outlook for Mac Instructions

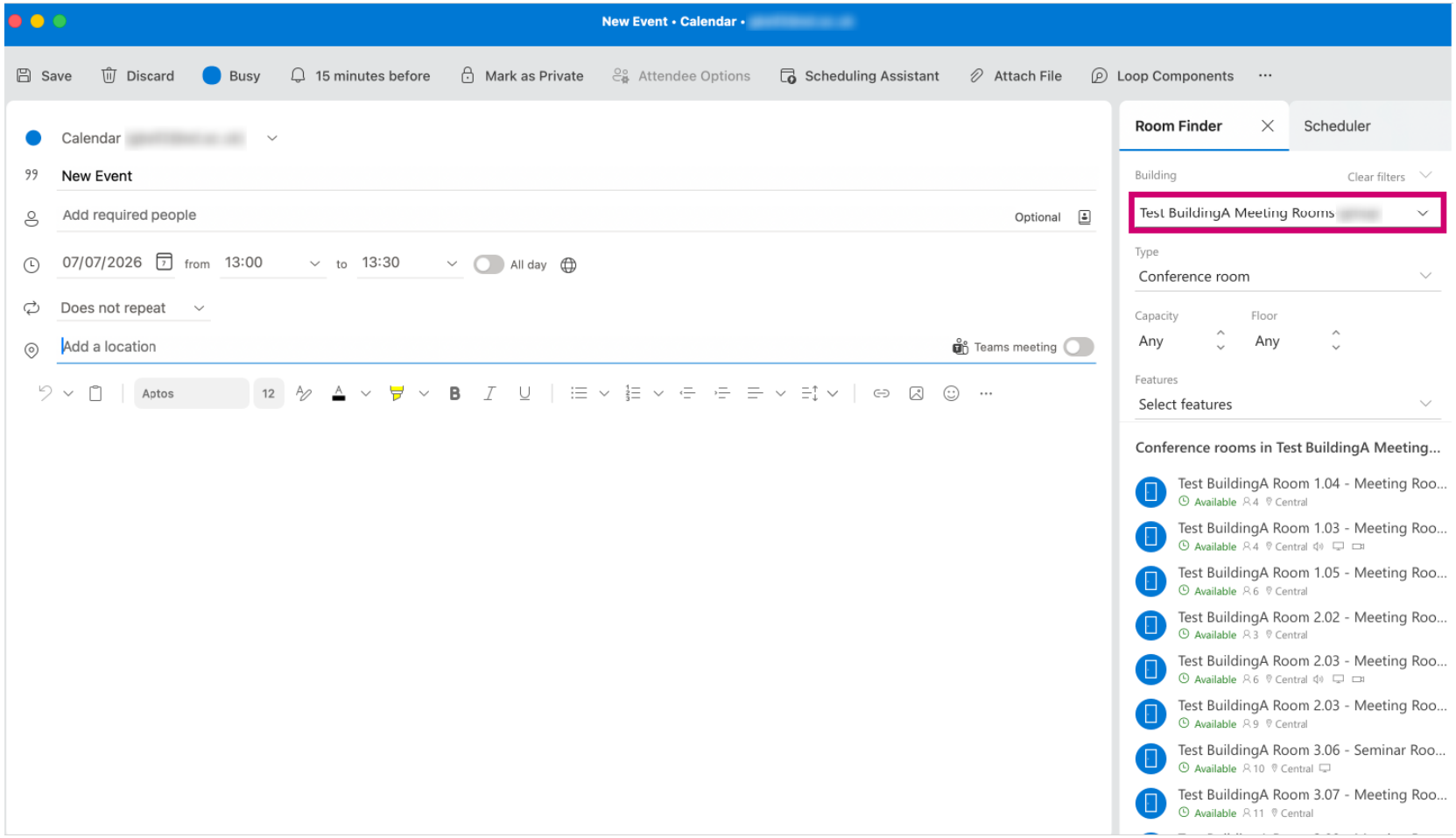
In the event that you would like to find a room for, click the **Add a location** box



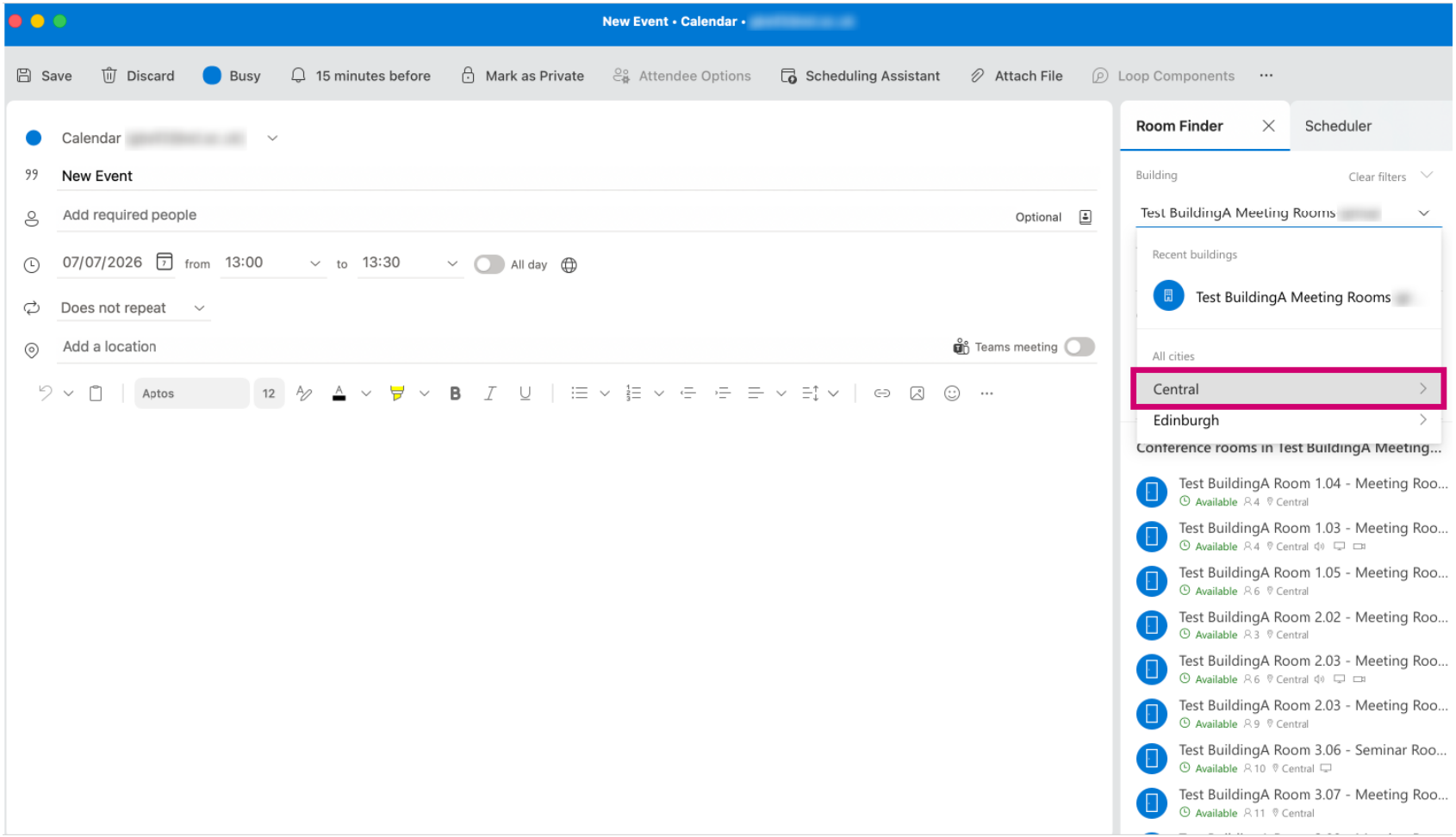
Click **Browse with Room Finder**



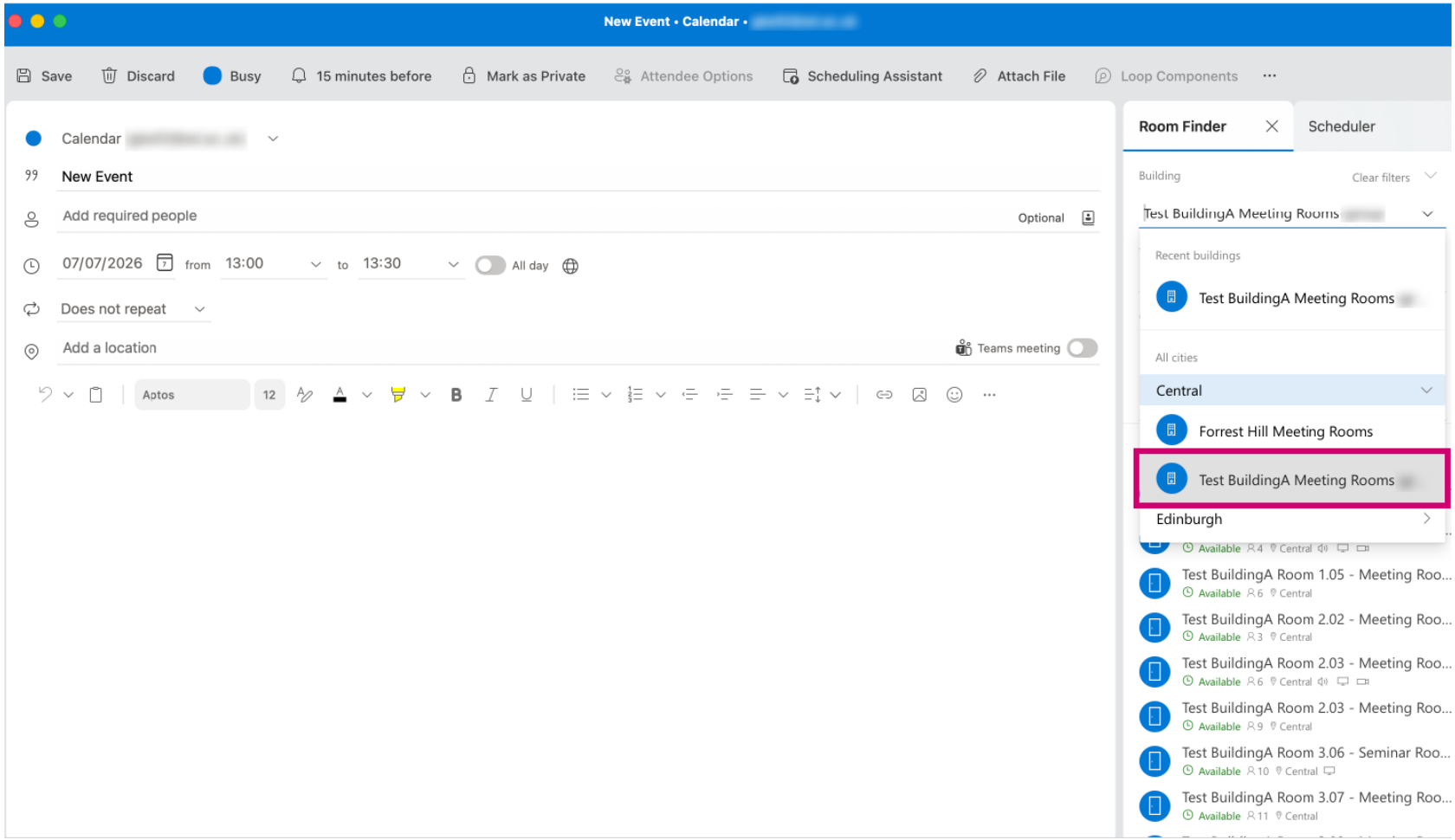
Click the **Building** drop-down box



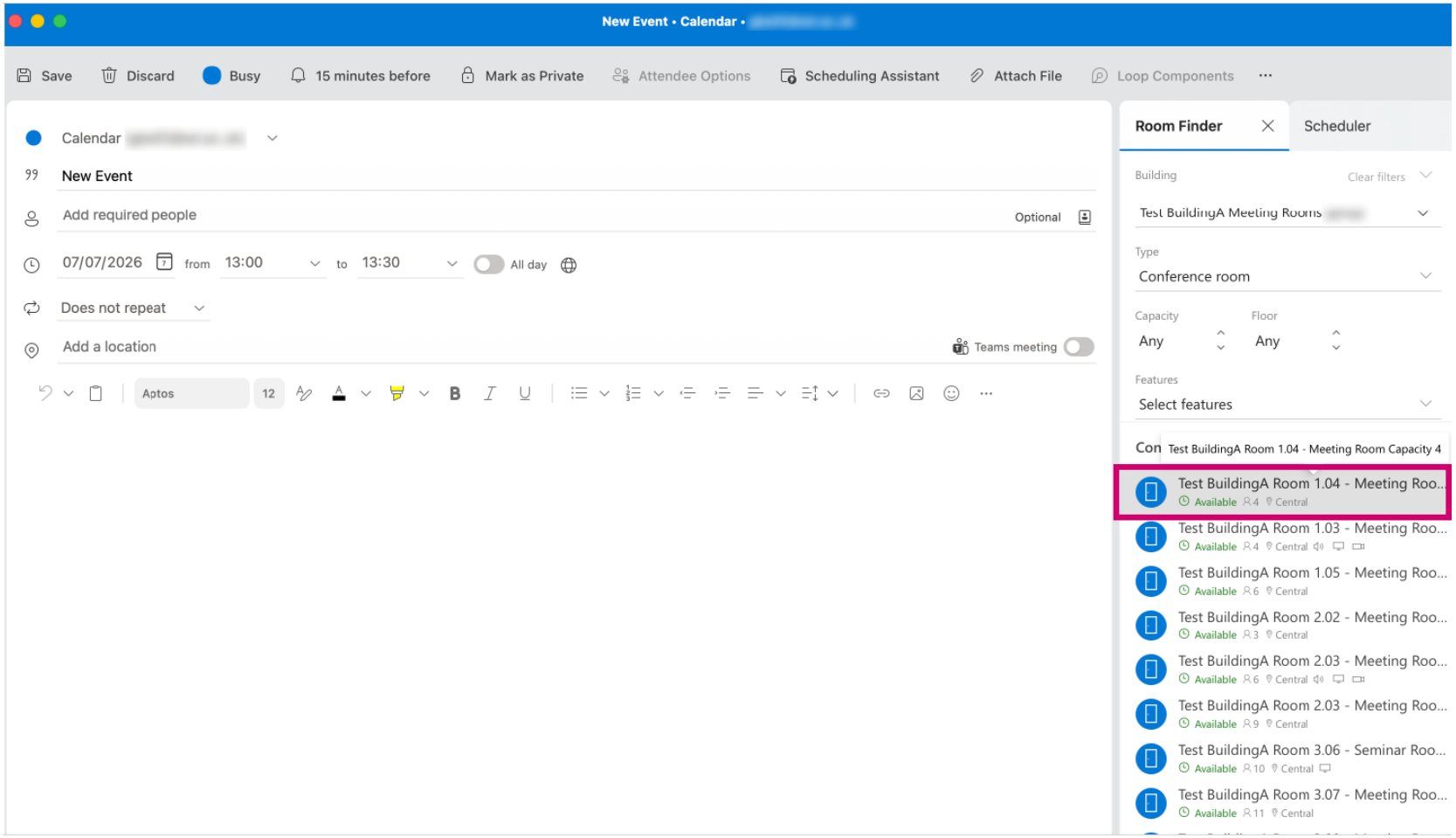
Click the area where the building you require is located



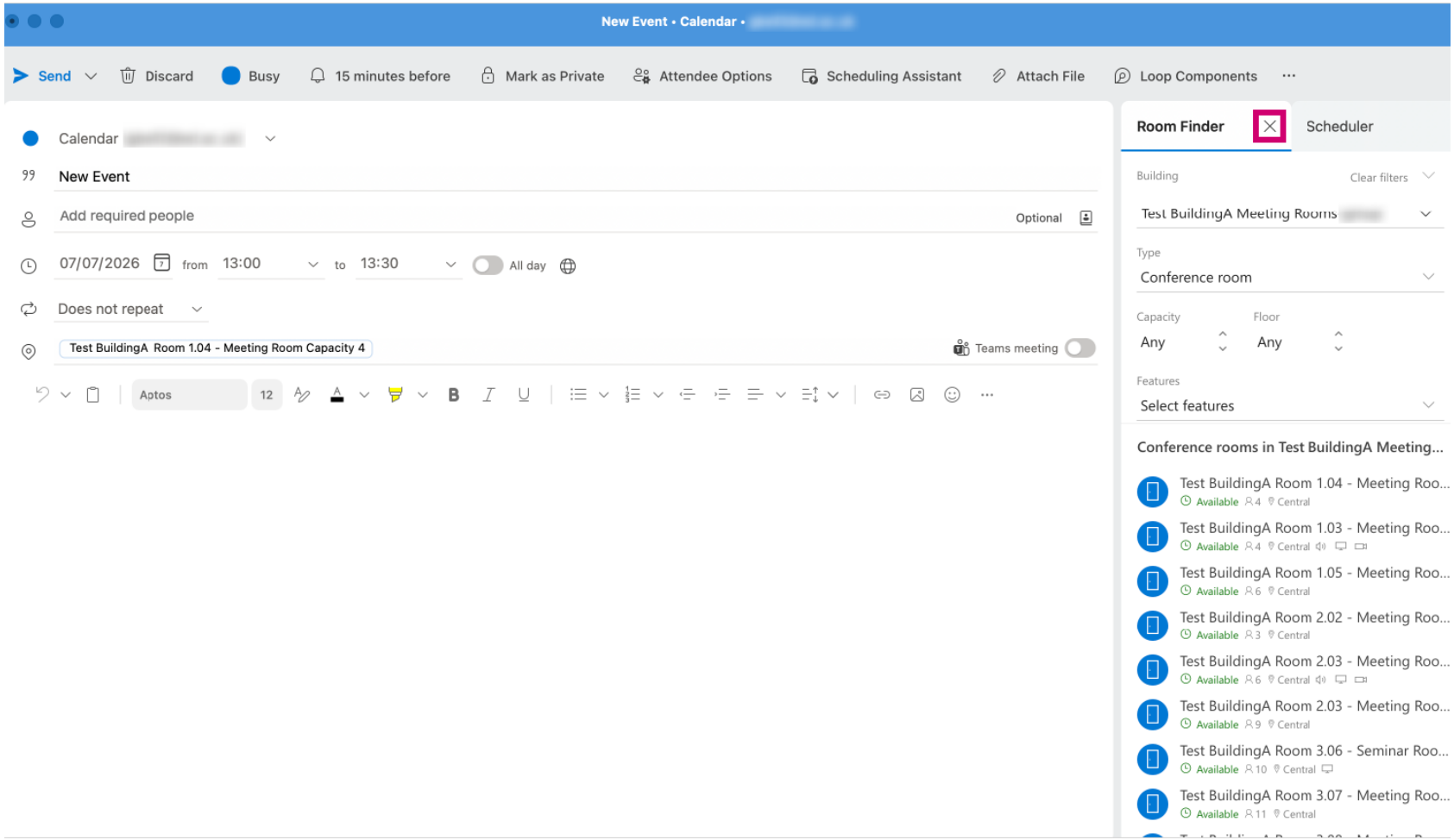
Click the appropriate building list



Click an available room that meets your capacity and feature requirements



Click **Close**


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

The room has now been added to your meeting

