



**Town of Southborough**  
Technology Department  
17 Common Street  
Southborough, Massachusetts 01772

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## Reserving a Virtual Meeting Room

### 1. Access Your Town of Southborough Email Account

- Visit <https://outlook.office365.com>
- Log in with your credentials.

### 2. Access the Calendar

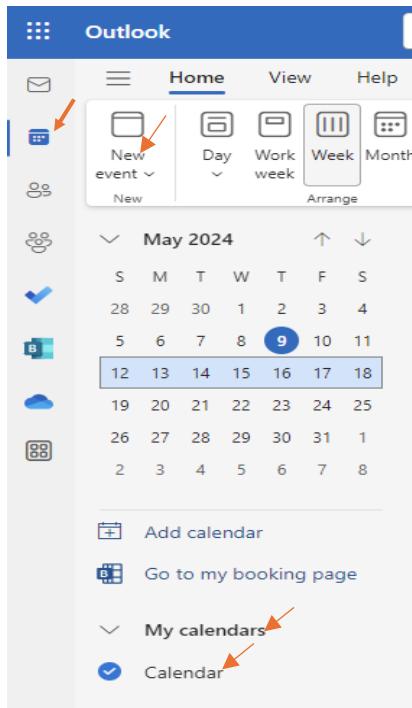
- Click on the "Calendar" icon located on the left side of the screen.

### 3. Select Your Calendar

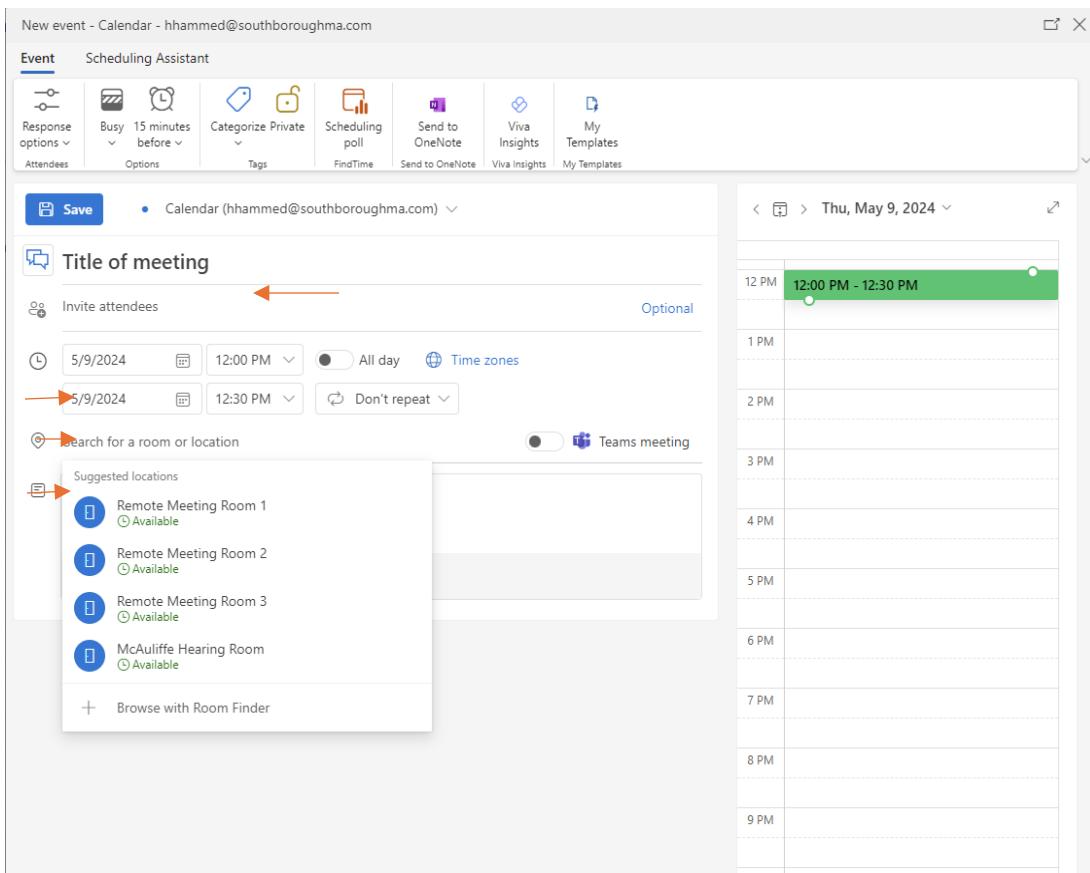
- Choose "My calendar" and then select "Calendar."

### 4. Create a New Event

- Click on "New event" at the top left corner and select "Event."



### 5. Fill out Event Information



- Ensure you include: a. Allow 15 minutes prior to the meeting for participant arrival and settling in. b. Set a reasonable duration for the meeting to avoid overlap with other bookings.

## 6. Select the Meeting Room

- Click where it says "Search for a room or location."
- If no Meeting Rooms appear, start typing "Remote Meeting," and available rooms will appear.

## 7. Save or Send the Event

- Click "Save" or "Send" at the top of the screen to confirm the reservation.

## 8. Review and Setup

- A request will be sent to the Technology Department for review and meeting setup.

## 9. Confirmation

- All pertinent invitation information will be sent back to the requestor.

**Note:**

- Due to resource limitations, bookings are limited to a maximum of 2 future meetings on the calendar at any given time.