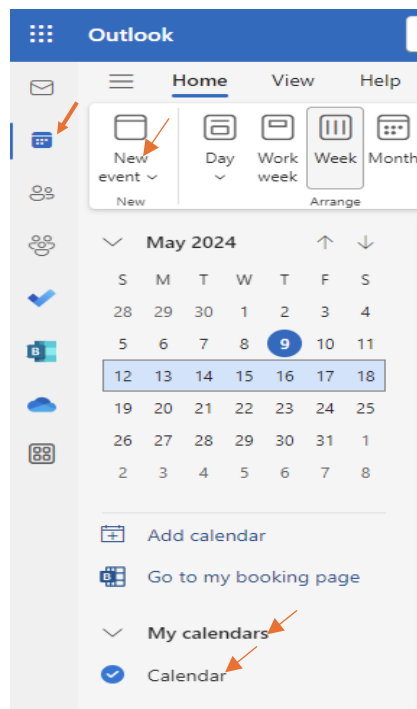




Town of Southborough
Technology Department
17 Common Street
Southborough, Massachusetts 01772

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**

New event - Calendar - hhammed@southboroughma.com

Event Scheduling Assistant

Response options Attendees Busy 15 minutes before Options Categorize Private Tags Scheduling poll FindTime Send to OneNote Send to OneNote Viva Insights My Templates

Save Calendar (hhammed@southboroughma.com)

Title of meeting

Invite attendees Optional

5/9/2024 12:00 PM All day Time zones

5/9/2024 12:30 PM Don't repeat

Search for a room or location Teams meeting

Suggested locations

- Remote Meeting Room 1 Available
- Remote Meeting Room 2 Available
- Remote Meeting Room 3 Available
- McAuliffe Hearing Room Available

Browse with Room Finder

Thu, May 9, 2024

12 PM 12:00 PM - 12:30 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

- 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.