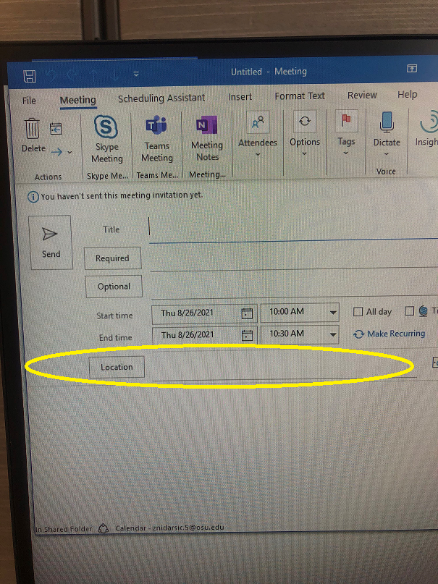
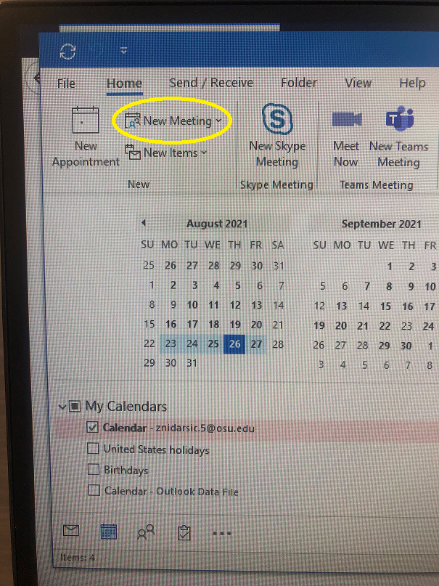
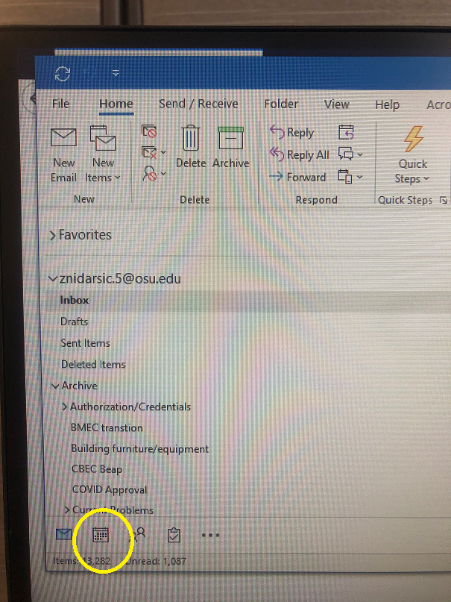
Fontana Conference Room Booking

In the Outlook App



1. Open Create a Meeting
2. Under ‘room or location’ search for BMEC Conference rooms
3. Click location button

Available room addresses:

+ENG BMEC-Rm-2000

+ENG BMEC-3021-Conf-Room

+ENG BMEC-4021-Conf-Room

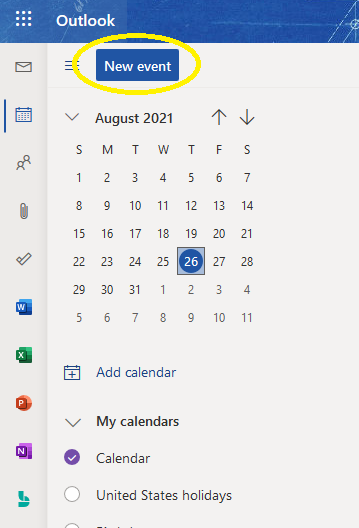
+ENG BMEC-2126-Conf-Room

+ENG BMEC-2118-Conf-Room

+ENG BMEC-2130-Conf-Room

In the Outlook Website

Graphical user interface, text, application

Description automatically generatedGraphical user interface, text, application, email

Description automatically generated

1. Select Calendar icon
2. Click on New Event
3. Search or type room address in the Location field