Reserving a Virtual Meeting Room

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

   - Visit https://outlook.office365.com

   - Log in with your credentials.
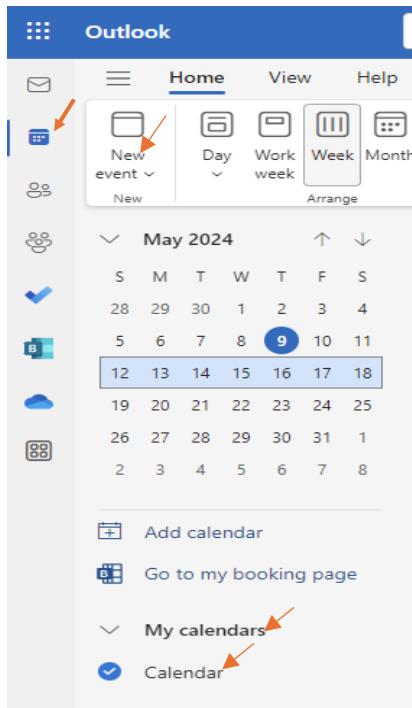
2. **Access the Calendar**

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

3. **Select Your Calendar**

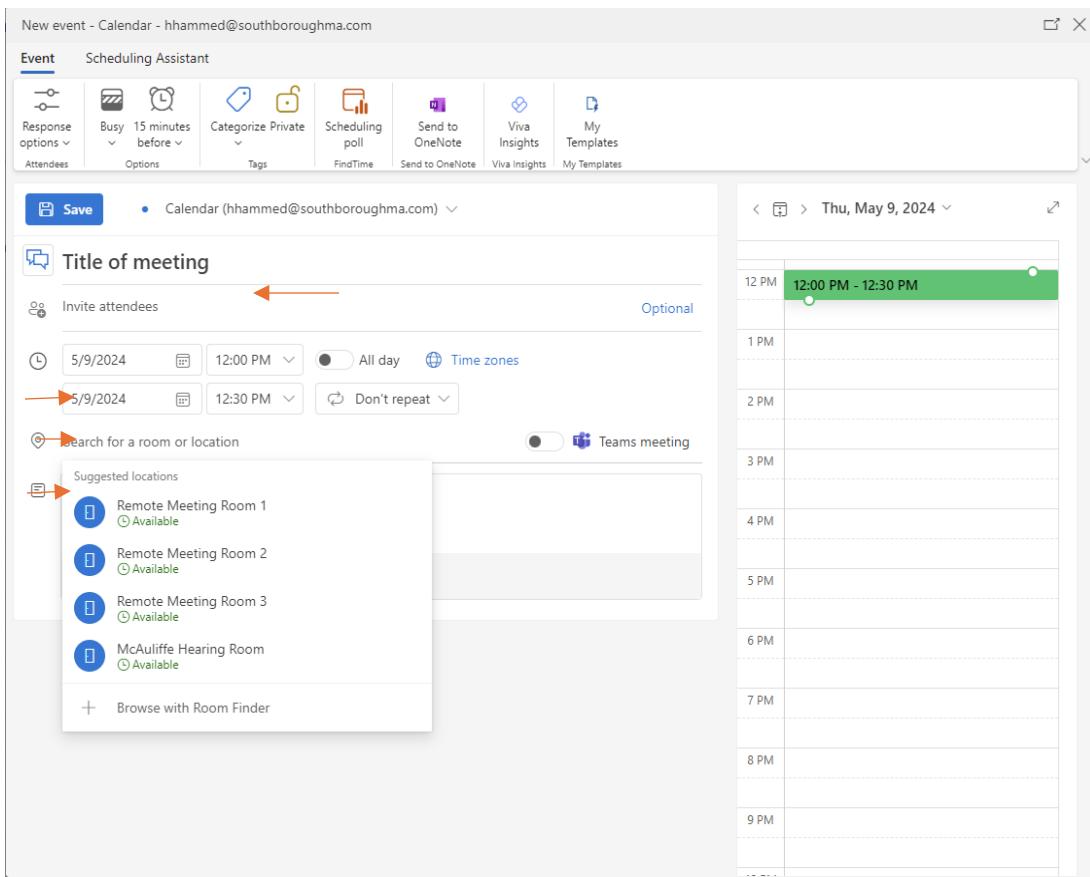   - Choose "My calendar" and then select "Calendar."

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, "Add 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.

- In the event a room that has been requested for a time and it is different on Town website meeting can still be started.