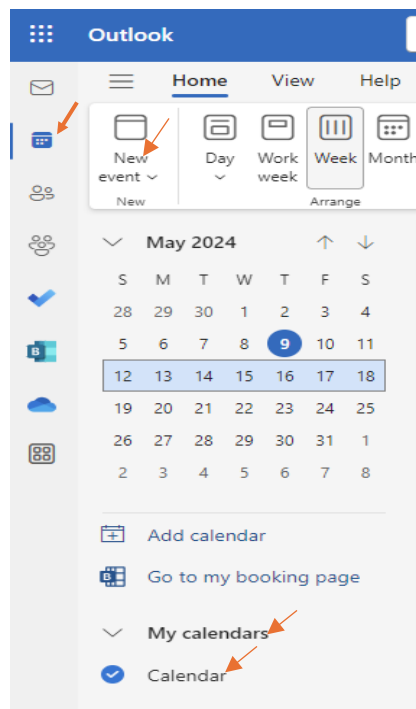




Town of Southborough
Technology Department
17 Common Street
Southborough, Massachusetts 01772

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 Busy 15 minutes before Categorize Private Scheduling poll Send to OneNote Viva Insights My Templates

Save Calendar (hhammed@southboroughma.com)

Title of meeting

Invite attendees

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

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, "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.