

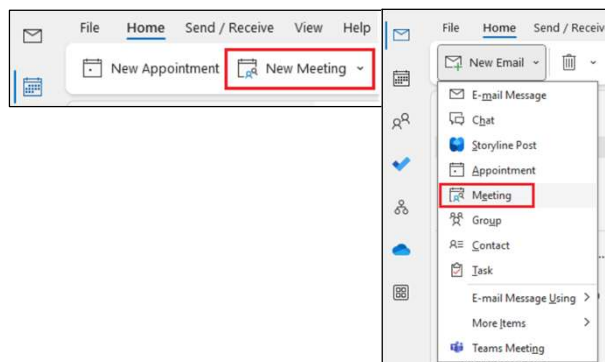
How to Book a Computer Training Room

Computer Training Rooms, Workstations & Classrooms

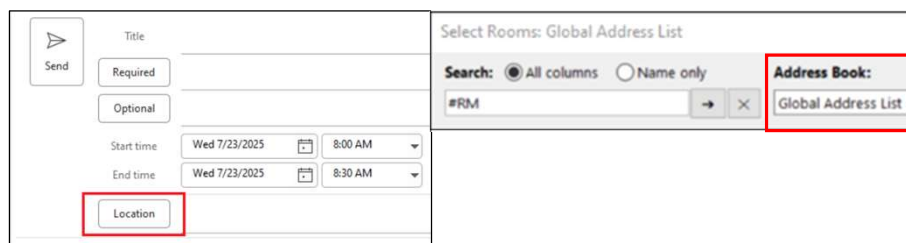
Zone	Location	Outlook-Bookable Computer Training Rooms	Room #
CZ	NSH Hugh Bell Service Centre	#RM-DART-NSH-HBSC-02FL-200A-Computer Training Room	200A
CZ	QEII Bethune Building	#RM-HLFX-QEII-BETH-07FL-736-Computer Training Room	736
CZ	QEII Bethune Building	#RM-HLFX-QEII-BETH-07FL-768-Computer Training Room	768
EZ	Cape Breton Regional Hospital	#RM-SYDN-CBRH-01FL-1079-Computer Training Room	1079
EZ	Strait Richmond Hospital	#RM-EVAN-SRH-01FL-121A-Computer Training Room-VC	121A
EZ	St. Martha's Regional Hospital	#RM-ANTI-SMRH-Computer Training Laptops	12 laptops
NZ	Aberdeen Regional Hospital	#RM-NGLA-ARH-BFL-B500H-Computer Training Room	B500H
NZ	All Saints Springhill Hospital	#RM-SPRH-ASSH-03FL-327A-Computer Training Room	327A
WZ	Chipman Building	#RM-KENT-CHIP-02FL-224-Computer Training Room	224
WZ	South Shore Regional Hospital	#RM-BRWT-SSRH-01FL-1022-Computer Training Room	1022
WZ	Valley Regional Hospital	#RM-KENT-VRH-01FL-1632-Computer Training Room	1632
WZ	Yarmouth Regional Hospital	#RM-YARM-YRH-02FL-C2016.1-Computer Training Room	C2016.1
Zone	Location	Outlook-Bookable Training Classrooms	Room #
CZ	QEII Bethune Building	#RM-HLFX-QEII-BETH-06FL-607-Training Classroom	607
CZ	QEII Bethune Building	#RM-HLFX-QEII-BETH-06FL-643-Training Classroom	643
Zone	Location	Outlook-Bookable Computer Workstations	Room #
WZ	Fisherman's Memorial Hospital	#RM-LUN-FMH-01FL-142A-Computer Workspace	142A
WZ	Soldier's Memorial Hospital	#RM-MDLT-SMH-01FL-1035-Computer Workspace	1035
WZ	Roseway Hospital	#RM-SHEL-RH-02FL-253-Computer Workspace-VC	253

To book a room or workstation, follow these easy steps:

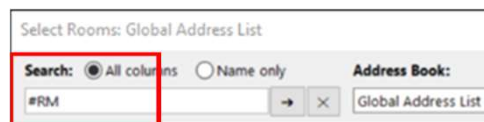
1. From your Outlook inbox, select the drop-down arrow beside **New Email** or **New Items** and select **New Meeting** or open your Outlook calendar and select **New Meeting**.



2. Select **Location** to open a list of rooms in the **Global Address Book** (see the **Address Book** dropdown list).



3. Search for the room or workstation you wish to book by typing **#RM** and pressing **Enter**. Double-click the room to select and add it to the meeting details. Select **OK**. On the top ribbon, select **Don't Host Online** to remove the automatically generated Teams link.

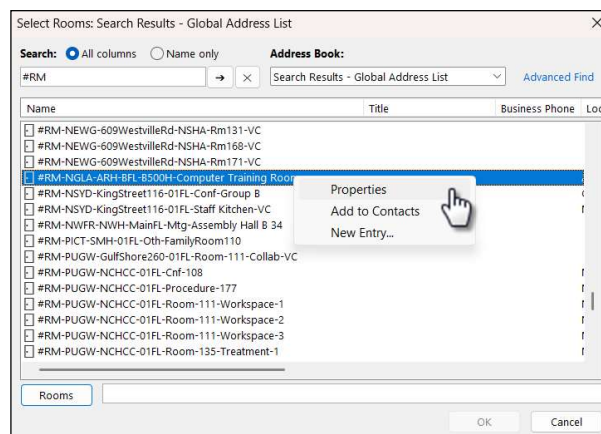


4. Choose the date and time you wish to book, add any invitees, and then select **Send**.

Confirm room resources before you book!

Do you need a projector for your class? Would you like to know room capacity? Where to print? Check in Outlook to find out what each room provides:

1. In the **Select Rooms** pop-up window, right-click on the room you have selected.
2. Select **Properties**.



3. Select the **Phone/Notes** tab to see information such as room capacity and available equipment.

