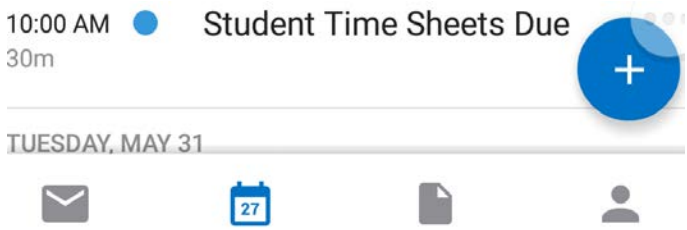
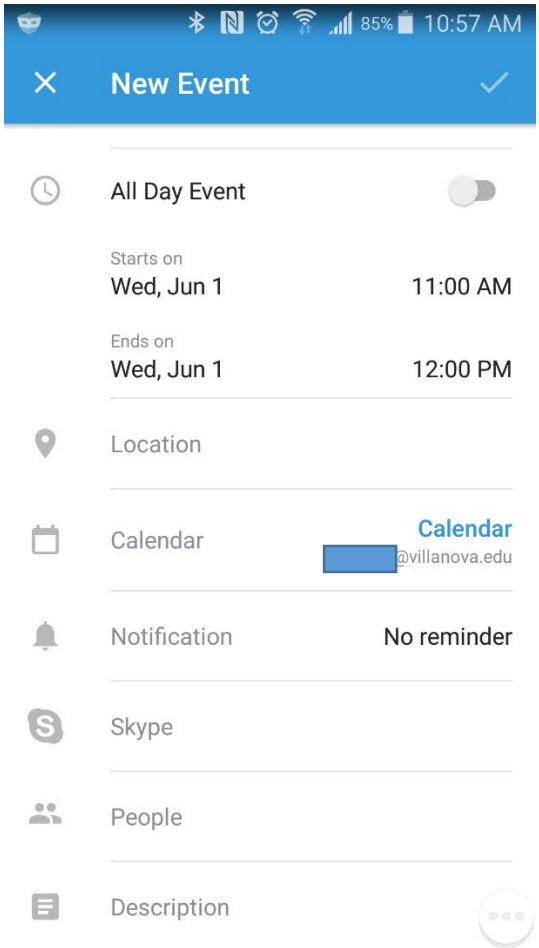
To add an event from your Outlook app on your Android device, you want to choose the calendar icon from your inbox view.

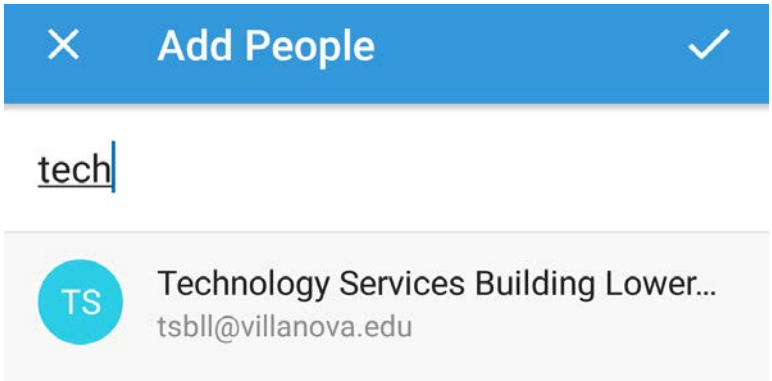
From there, tap the plus sign to create a new event.



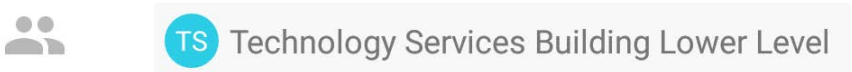
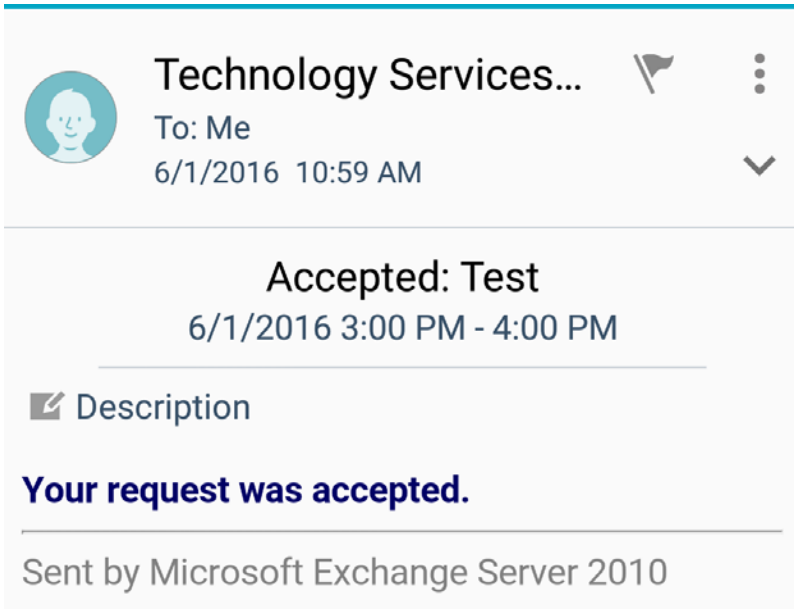
From there, a New Event form will display.



Fill in the details of the event. When trying to book a room, it is important to note to add the room in the People field. The room should auto populate. Confirm by tapping the check mark on the right.



You will see the following at the bottom when you have confirmed the room.



Once the event is set, you will receive a confirmation email that your request for the room has been successfully set.