# Booking Conference Rooms While Part of the Office 365 Pilot

During the Office 365 pilot phase, when mail resources exist both On-Premises and in the cloud, there will be some differences in the manner certain collaborative actions are performed. Booking conference rooms is one of those scenarios.

Below are instructions for making a booking request to a conference room that leverages automated booking. The Office 365 Web Client as an example
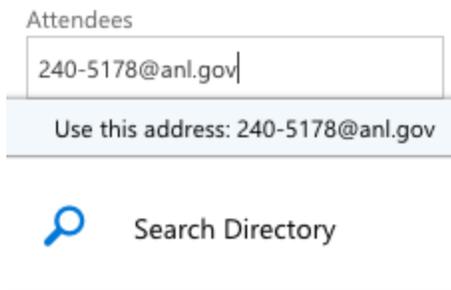
1.  Open the Calendar and create a new calendar event
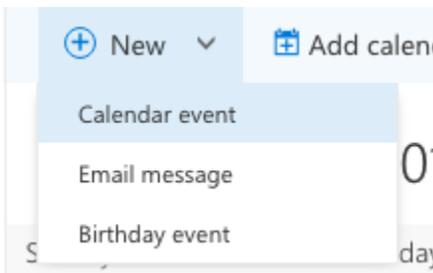
    

2.  Click the "Scheduling Assistant" link
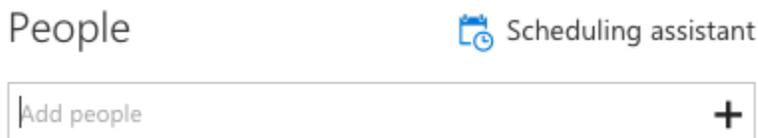
    

3.  Directory Search for conference rooms will be made available in the very near future. For now, In the "Attendees" Field, add the email address of the room you would like to book
    a.  For most rooms, the email address will be in the format building#-room#@anl.gov (i.e. 240-5188@anl.gov

    

4.  Fill in the appropriate meeting date and time and send the request
5.  If you receive an automated response from the room in question, you have submitted the request properly