

# DBMR-IT Instructions – Room reservation via Outlook calendar

The DBMR now offers reservations for meeting rooms via Outlook calendar. The following rooms have this function enabled:

- Murtenstrasse 24 – 406
- Murtenstrasse 24 – 508
- Murtenstrasse 24 – 509
- Murtenstrasse 35 – H811
- Murtenstrasse 35 – H812
- Murtenstrasse 35 – F823
- Murtenstrasse 40 – U1 133A
- Murtenstrasse 40 – U1 133B

On the following pages, you will find instructions on how to book the meeting and seminar rooms via Outlook calendar easily.

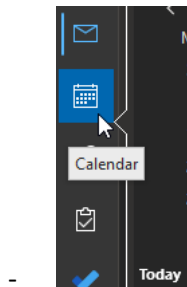
If you have any questions or problems with booking, please get in touch with the DBMR secretariat or, if you have problems setting up, contact DBMR-IT.

DBMR-Sekretariat – [sekretariat.dbmr@unibe.ch](mailto:sekretariat.dbmr@unibe.ch)

DBMR-IT – [it.dbmr@unibe.ch](mailto:it.dbmr@unibe.ch)

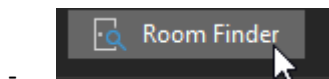
## Booking via Outlook on Windows

Open Outlook and navigate to your calendar tab:

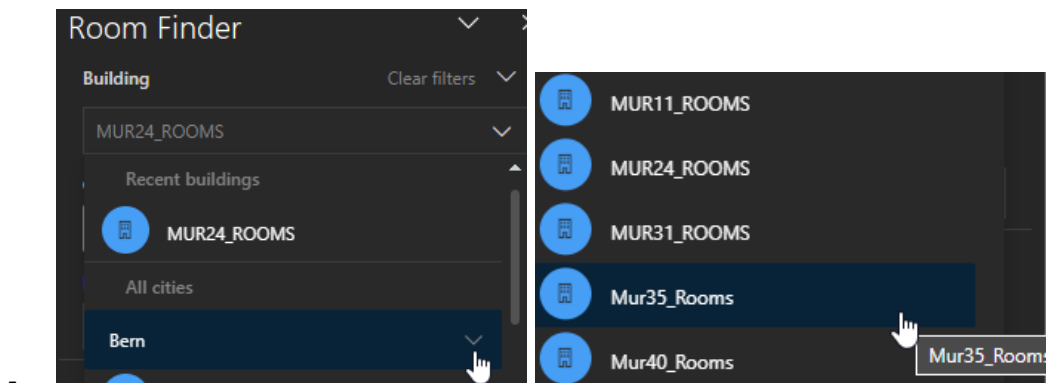


Create a new appointment and fill in the necessary information for your booking.

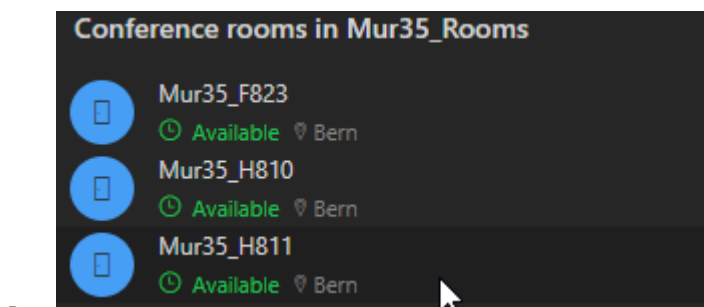
Select the 'Room Finder'



In the 'Room Finder' select the building you wish to reserve a meeting/seminar room in:

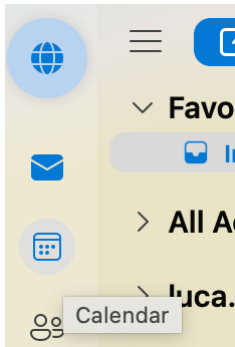


Select the room and select 'Send'. You should receive a confirmation that your reservation was successful.



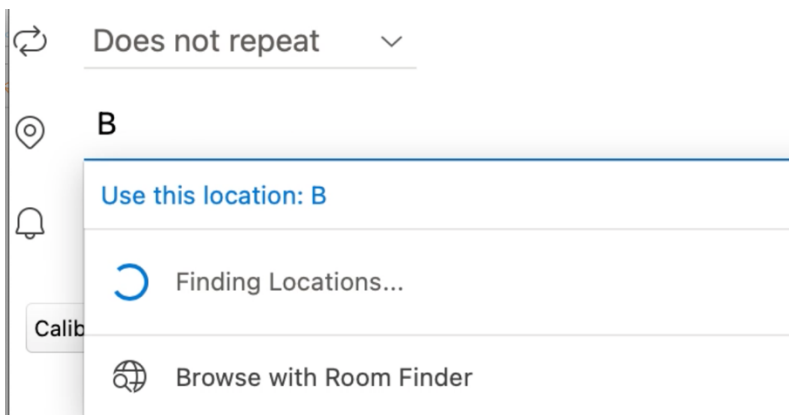
## Booking via Outlook on MacOS

Open Outlook and navigate to the 'Calendar' tab.

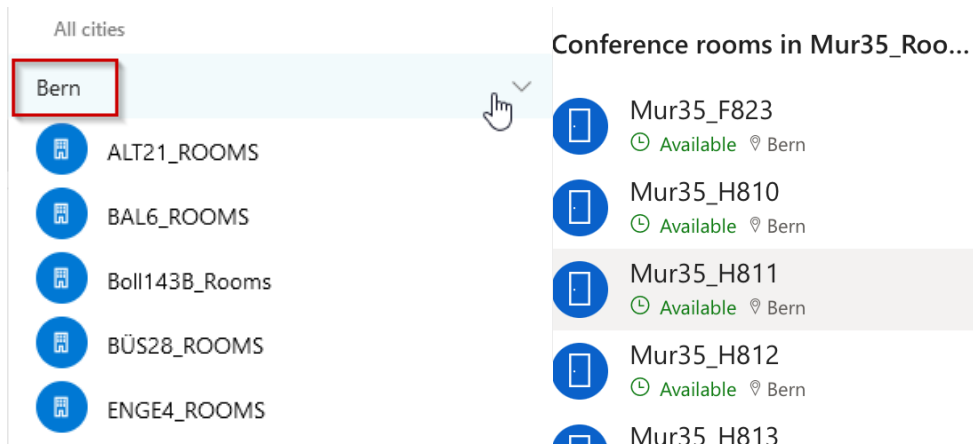


Create a new appointment and fill in the necessary information for your booking.

Enter a location for Outlook to show the 'Room Finder'. Select the Room Finder:



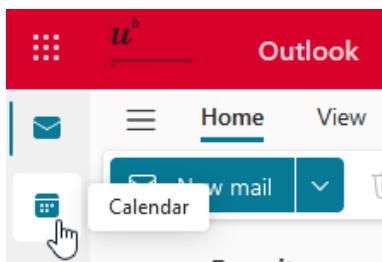
Select the preferred location and hit 'Send'. You should receive a confirmation that your reservation was successful.



## Booking via Outlook Online

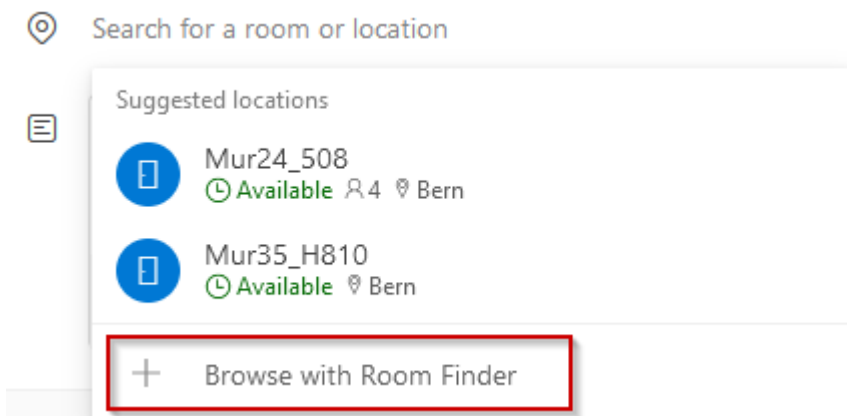
Open a new browser window and navigate to '[outlook.office.com](https://outlook.office.com).' Enter your Campus E-Mail and password to log into your Outlook Online.

Navigate to the 'Calendar' tab:



Create a new event and fill in the necessary information for your booking.

Select the line on 'Location' to open the 'Room Finder':



Select your preferred location and hit 'Send'. You should receive a confirmation that your reservation was successful.

The screenshot displays a reservation interface with two main sections. The left section, titled "All cities", lists several locations: Bern, ALT21\_ROOMS, BAL6\_ROOMS, Boll143B\_Rooms, BÜS28\_ROOMS, and ENGE4\_ROOMS. The "Bern" option is highlighted with a red box and a mouse cursor. The right section, titled "Conference rooms in Mur35\_Rooms", lists several room options: Mur35\_F823, Mur35\_H810, Mur35\_H811, Mur35\_H812, and Mur35\_H813. The "Mur35\_H811" option is highlighted with a red box and a mouse cursor. Each room option includes a status indicator (a green circle with a white checkmark) and the word "Available" followed by a location pin icon and the text "Bern".

City	Room Name	Status	Location
Bern	Mur35_F823	Available	Bern
Bern	Mur35_H810	Available	Bern
Bern	Mur35_H811	Available	Bern
Bern	Mur35_H812	Available	Bern
Bern	Mur35_H813	Available	Bern