

## **Meeting Bookings Process**



07:45

To ensure another meeting is not requested at the same time – mark this meeting time as 'unavailable' by selecting the time. This will then grey out this time in your meeting availability.

08:00	08:15	08:30	08:45
09:00	09:15	09:30	09:45
10:00	10:15	10:30	10:45
11:00	11:15	11:30	11:45
12:00	12:15	12:30	12:45
13:00	13:15	13:30	13:45
14:00	14:15	14:30	14:45
15:00	15:15	15:30	15:45
16:00	16:15	16:30	16:45
17:00	17:15	17:30	17:45
18:00	18:15	18:30	18:45
19:00	19:15	19:30	19:45
20:00	20:15	20:30	20:45
21:00			

07:15

07.50



Once selected, meeting time is greyed out.