Rooms:

VR TT2002D  
VR TT3004A  
VR TT5004  
VR TT6006A  
VR TT9006C

- The room names are one “word”. Do not add a space between biotech and the room number when entering the information as outlined below.
1. In Outlook Calendar click on "New Meeting" in the Office ribbon.

2. Fill out the fields as you require and then click “Send”