Hello,

The Atlanta office's meeting and conference rooms are available to be booked via Outlook Calendar!

- The Nest (nest@krispykrunchy.com)
    - First meeting room on the right after entering main entrance
    - 3 occupants.
- The Roost (roost@krispykrunchy.com)
    - Second meeting room on the right after entering main entrance
    - 4 occupants.
- The Barn (barn@krispykrunchy.com)
    - Phone room past the cloud wall (across from Training Room)
    - 2 occupants.
- The Crib (crib@krispykrunchy.com)
    - Behind The Barn, beyond the office behind it, toward the back exit
    - 6 occupants.
- Training Room (trainingroom@krispykrunchy.com)
    - Largest room in back right corner of office
    - 21 occupants.
- Conference Room (conferenceroom@krispykrunchy.com)
    - Larger room that is directly in front of you after entering the building
    - 11 occupants.

To book time:

When you are creating a new event, start by making sure the times are correct and then click in the location field on the invite and you should see a dropdown for "Browse with Room Finder", click that and the sidebar will open with some options. Then simply click the name of the room you'd like to book, and it will be added to the location field.

- If the room is available during the times you've set, then it will say "Available" in green text and you'll also get an email upon sending that says, "Your request was accepted".
- If the room is already booked, you will see "Unavailable" in red text and if you try to send the invite you will get a "Your request was denied because there are conflicts" email in return.

Alternatively, once you know the name of the room you can type it directly in the Room Finder field (or choose from drop-down list). However, I find the scheduling assistant to be

the best method for booking rooms with multiple participants as you can look at everyone's calendars at once.

The official instructions on using the Room Finder and the Scheduling Assistant to help find an available room or time slot can be found below:

https://support.microsoft.com/en-us/office/use-the-scheduling-assistant-and-room-finder-for-meetings-in-outlook-2e00ac07-cef1-47c8-9b99-77372434d3fa

To add room calendars to your calendar:

If you want to add the calendars to your own, then click the "Add calendar" button in your Calendar view. In the Add Calendar settings window, go to "Add from Directory" and select your account from the drop-down menu. In the "Enter a name or email address" field you can type in the room name or direct email address, and they'll show up and can then be added one-by-one so it's easier to check them in the future.

Let us know if you have any questions or issues by reaching out to support@krispykrunchy.com. Thanks!!