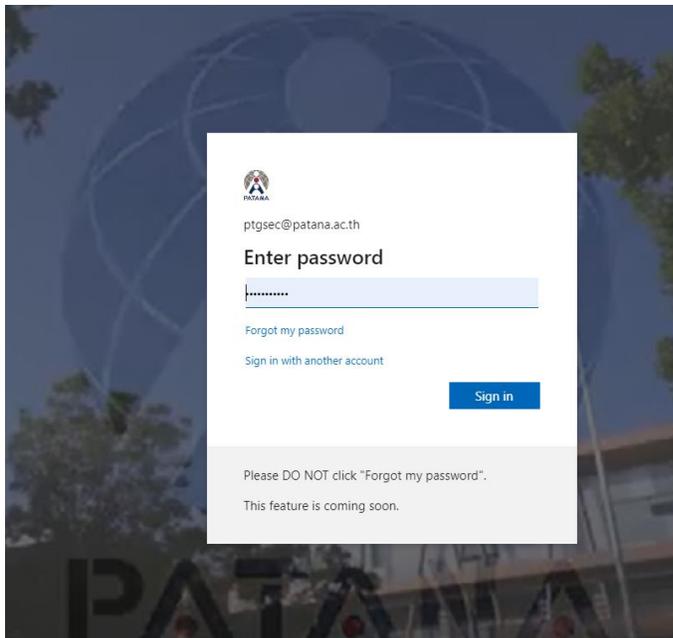
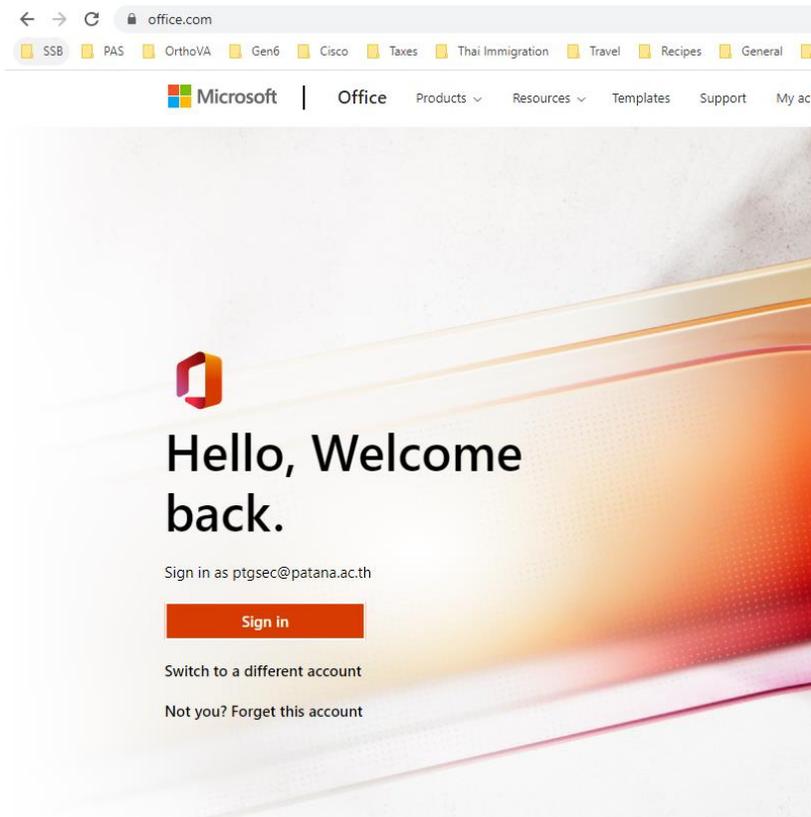
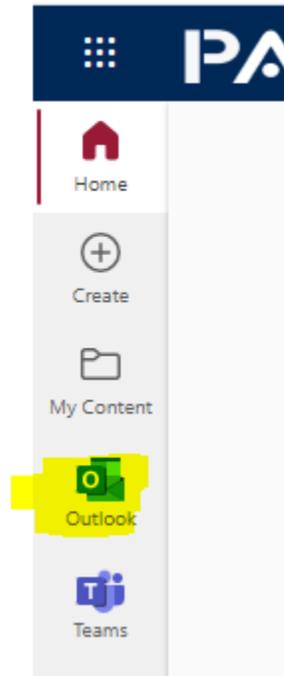


You will need to log into Outlook Web Mail (OWA) using your PTG account. Go to [www.office.com](http://www.office.com), and sign in using your credentials:

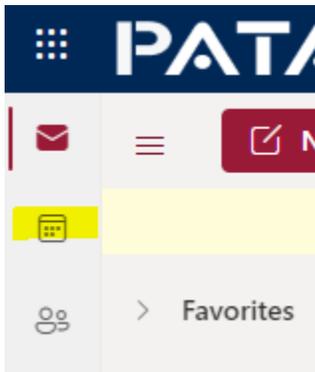


Then click the Outlook Icon on the left to access OWA

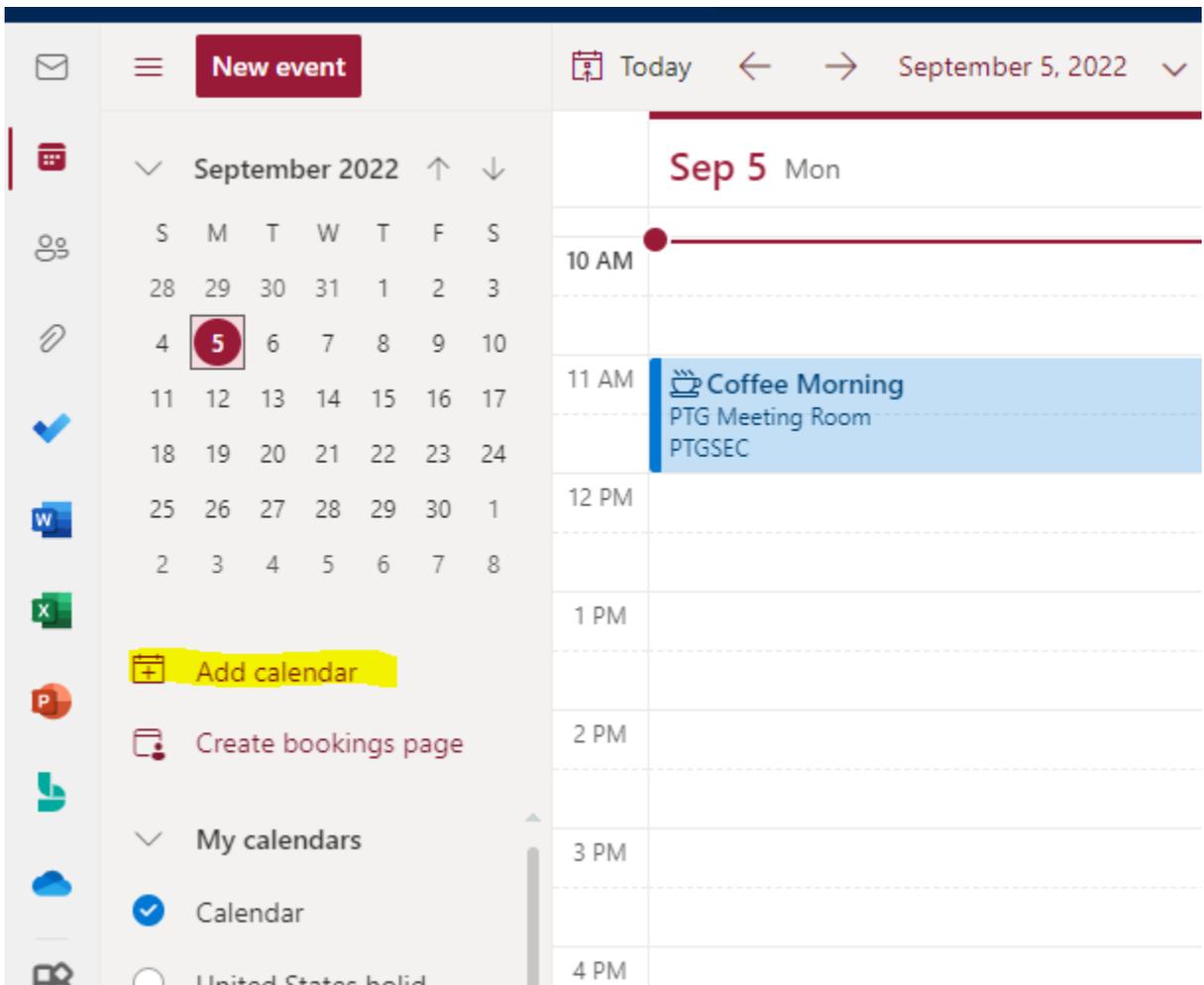


## To view the calendar for the PTG Meeting Room

1. Go to your calendar



2. Click Add Calendar



3. Click Add from directory, and in the field on the left type [ptgmeetingroom@patana.ac.th](mailto:ptgmeetingroom@patana.ac.th). Then click add

### Add calendar

- Recommended
- Add personal calendars
- Edit my calendars
- Create blank calendar
- Add from directory**
- Subscribe from web
- Upload from file
- Holidays
- TeamSnap
- Sports
- TV
- Looking for additional calendars?  
Yes No

### Add from directory

Select a person, group, or resource from your organization's di

**PR** PTG Meeting Room X

Add to

Other calendars

**Add**

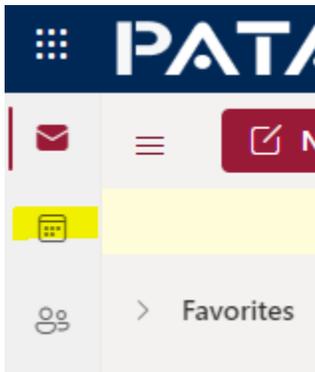
4. On the left side, click PTG Meeting Room and you'll see availability information for the room.

The screenshot displays the Outlook calendar interface for the PATANA organization. The top navigation bar includes the PATANA logo, the word "Outlook", and a search bar. Below this, a "New event" button is visible. The main calendar area shows a weekly view for September 11-17, 2022. The left sidebar contains navigation icons for mail, calendar, and various applications, along with a "My calendars" section where "PTG Meeting Room" is selected. The calendar grid shows two meetings on Monday, September 12th: "PTGNewcomers" (8 AM - 9 AM) and "PTGSEC" (9 AM - 10 AM). The PTGSEC meeting is a Microsoft Teams Meeting. The PTG Meeting Room availability is indicated by blue bars in the calendar grid.

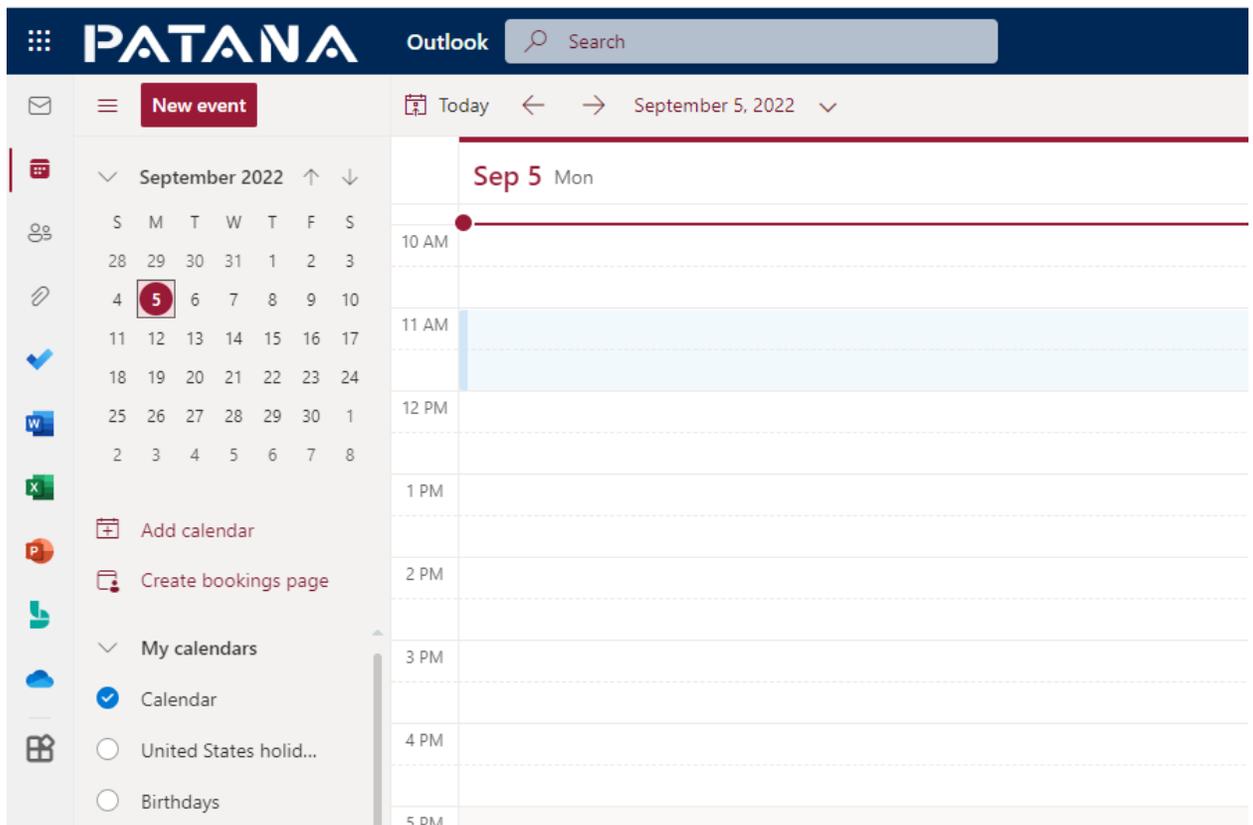
Time	11 Sun	12 Mon	13 Tue	14
2 AM				
3 AM				
4 AM				
5 AM				
6 AM				
7 AM				
8 AM		PTGNewcomers Ptmmeetingroom PTGNewcomers	PTGSEC Microsoft Teams Meeting: PTG Meetir PTGSEC	
9 AM				
10 AM				
11 AM				

## Booking the PTG Meeting room by creating a meeting in OWA

1. Click Calendar



2. Highlight a time on the calendar



3. A pop-up will appear, and fill out the meeting information

Calendar

Coffee Morning All day

PTGSEC PTGChair

Suggested times

Mon 9/5  
11:00 AM - 12:00 PM  
Available: Everyone

Mon 9/5  
12:00 PM - 1:00 PM  
Available: Everyone

9/5/2022 11:00 AM to 12:00 PM

Search for a room or location

4. Under search for a room, enter **PTG Meeting Room**

Available: Everyone Available: Everyone

9/5/2022 11:00 AM to 12:00 PM

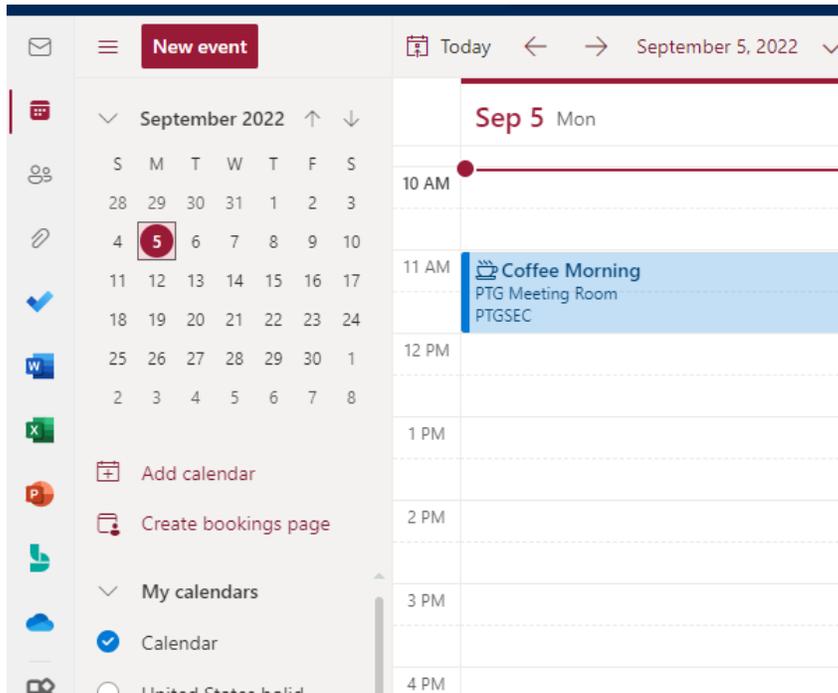
PTG Meeting Room

Use this location: PTG Meeting Room

PTG Meeting Room  
Available 10

Send Discard More options

5. Click Send. It will now appear on your calendar



6. You can check the PTG Meeting Room Calendar that you added earlier. You may need to refresh your browser for the new appointment to show

