**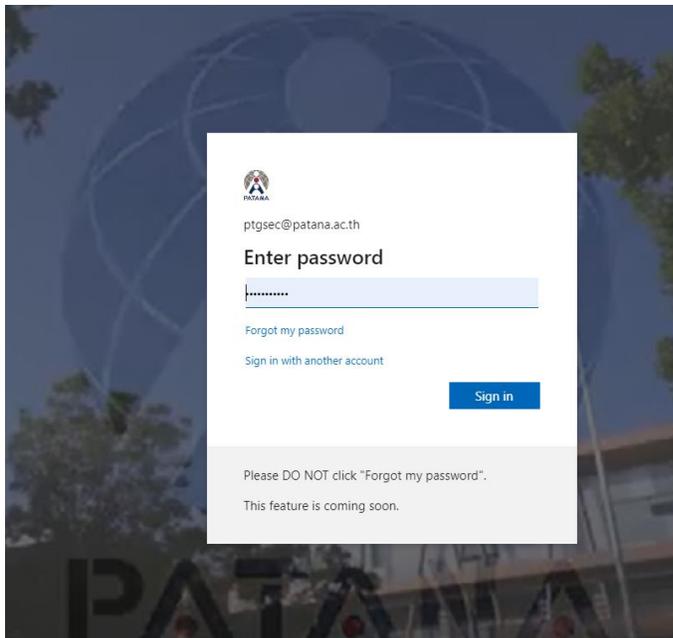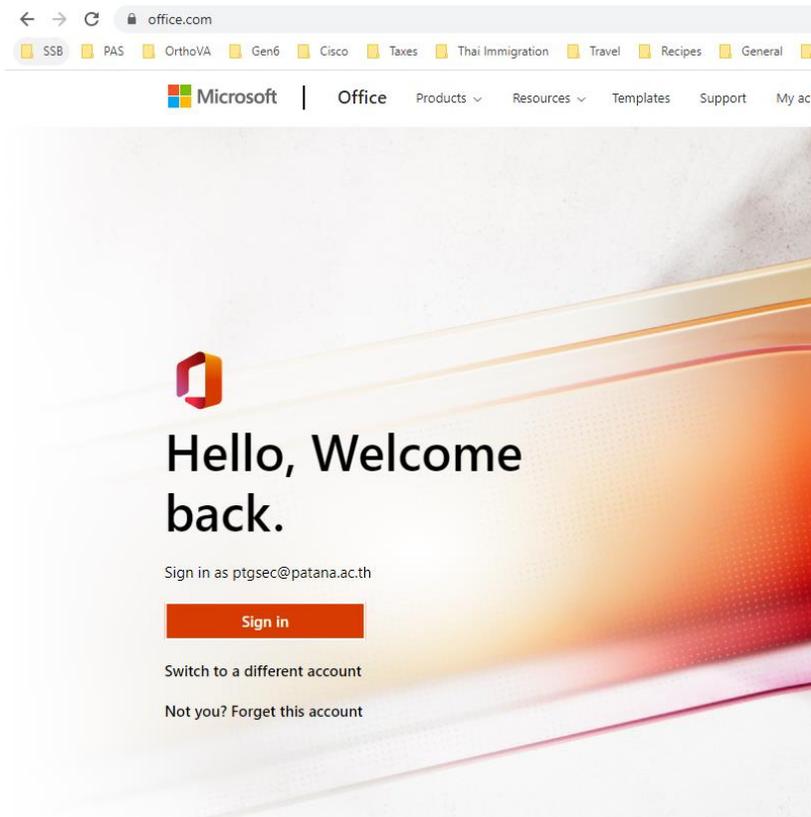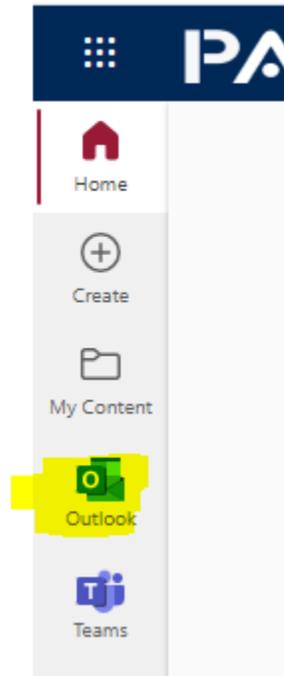You will need to log into Outlook Web Mail (OWA) using your PTG account.  Go to [www.office.com](www.office.com), and sign in using your credentials:**
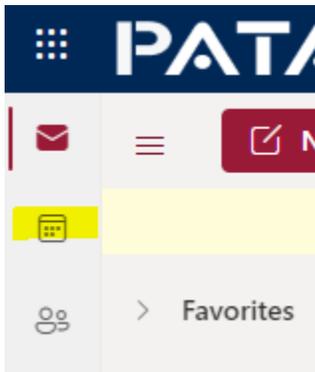
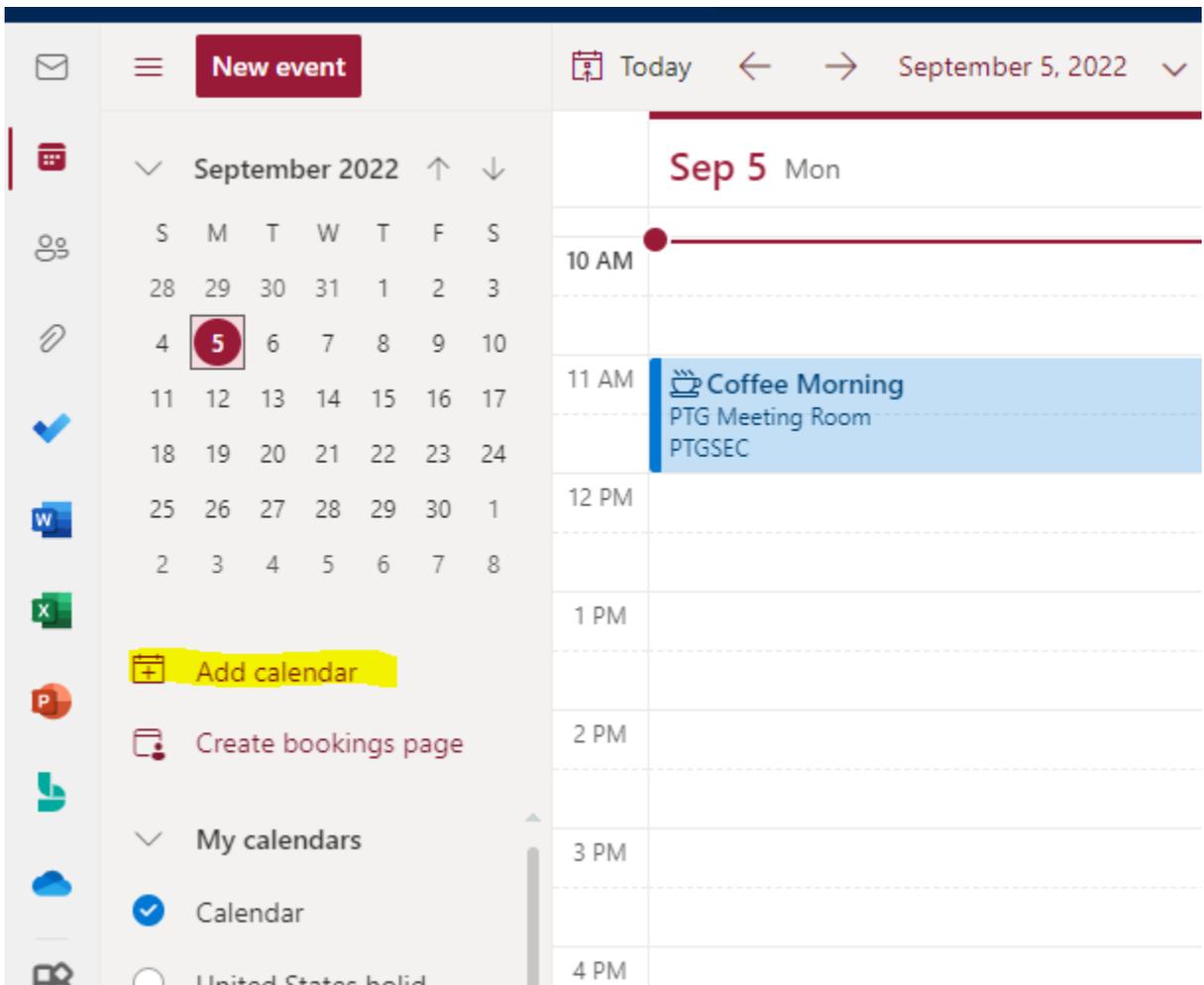**Then click the Outlook Icon on the left to access OWA**

# 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.  Then click add

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

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

1. Click Calendar
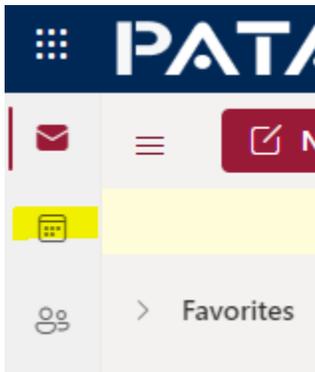


2. Highlight a time on the calendar
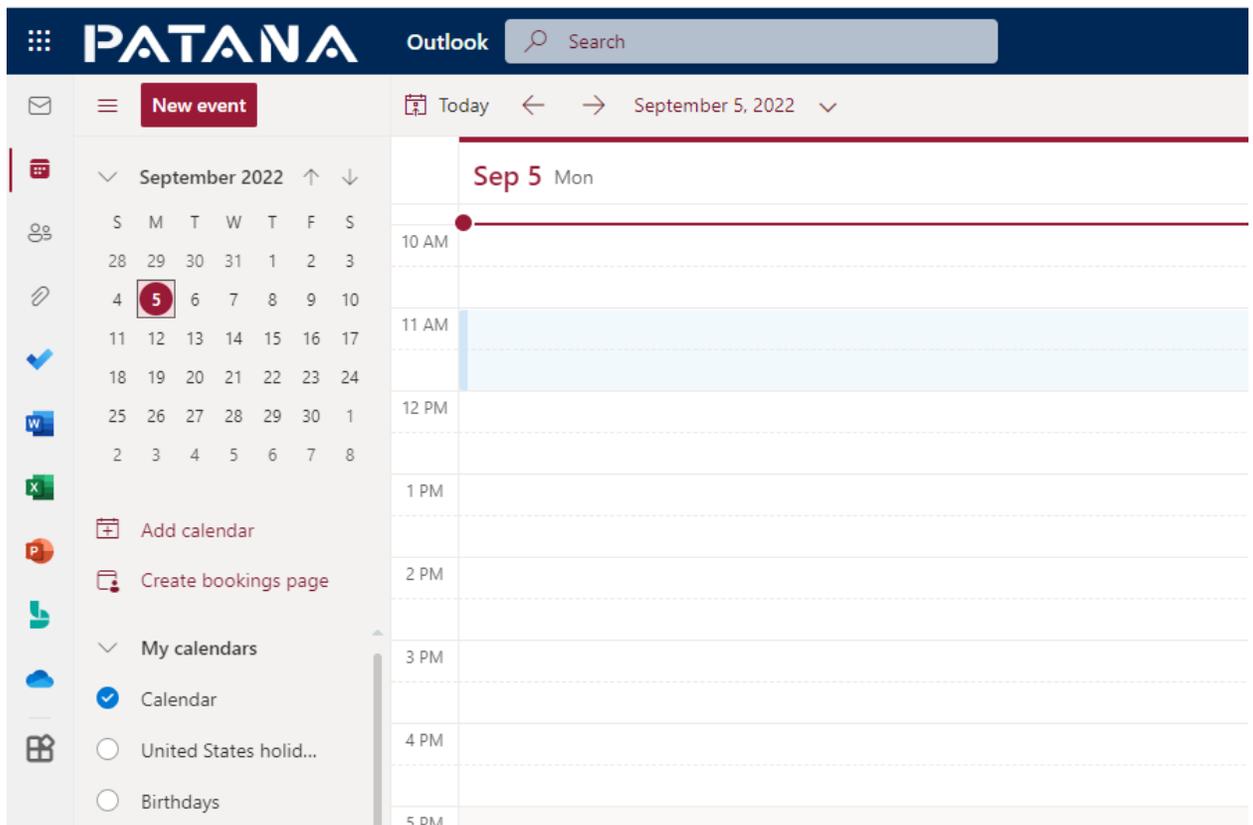
**3.** A pop-up will appear, and fill out the meeting information



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

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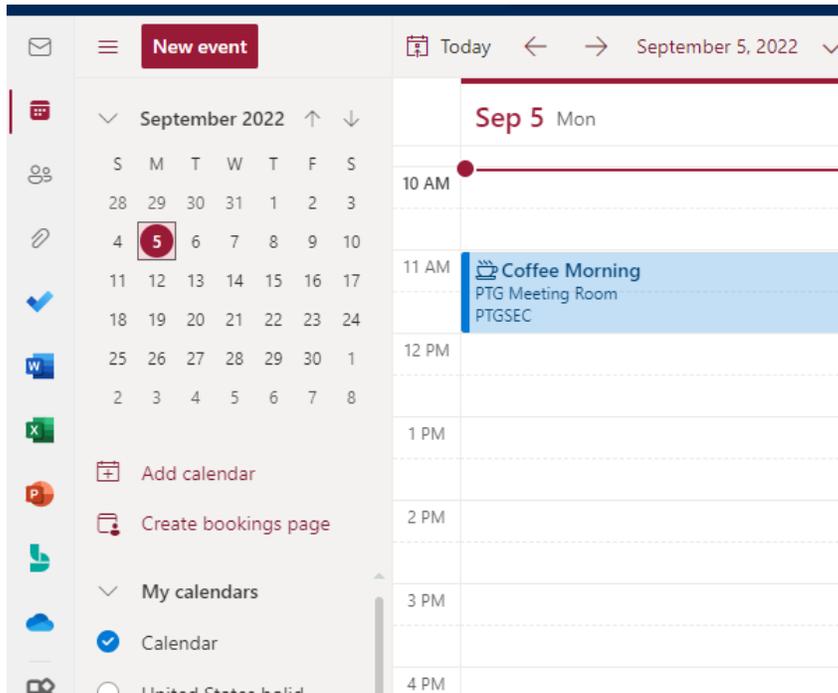


6. You can check the PTG Meeting Room Calendar that you added earlier.  You may need to refresh your browser for the new appointment to show