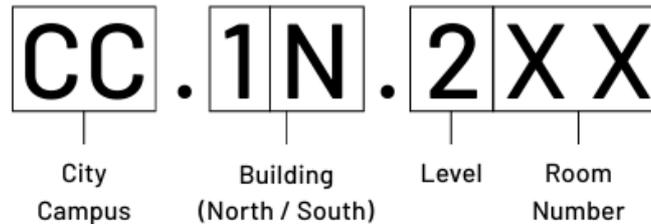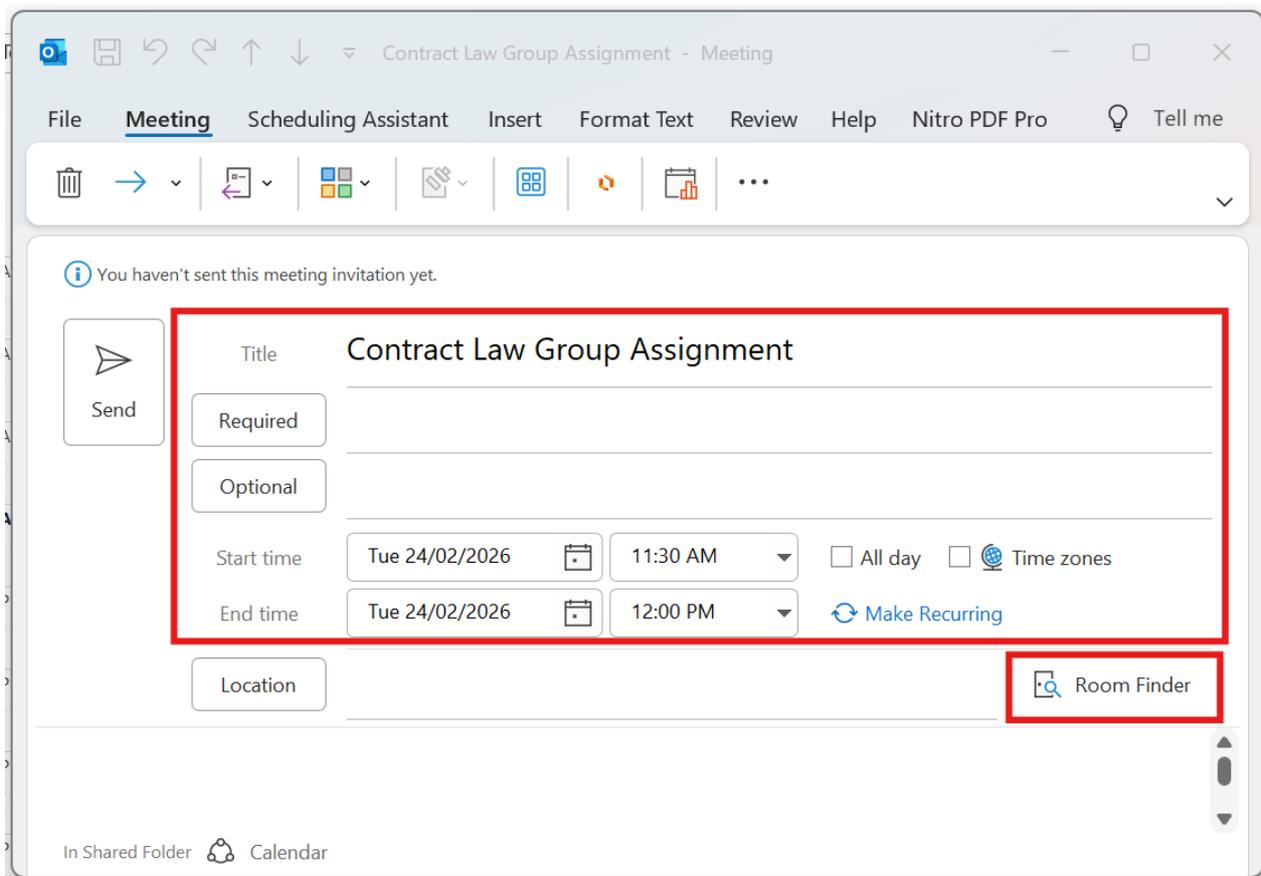# Book an ECU City Project Room

Meeting rooms at ECU City can be booked through Microsoft Outlook using Room Finder.

Meeting rooms names follow the below convention:

To book a room, follow the below instructions.

1. In a new meeting, add the **Title** of the booking, **Required** attendees (if any), the **Start time** and the **End time**. Click the **Room Finder** button at the end of the **Location** field.

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2. Under **Building** select City Campus Building 1, and select the **Floor** (Kaarlak is floors 4 & 5).
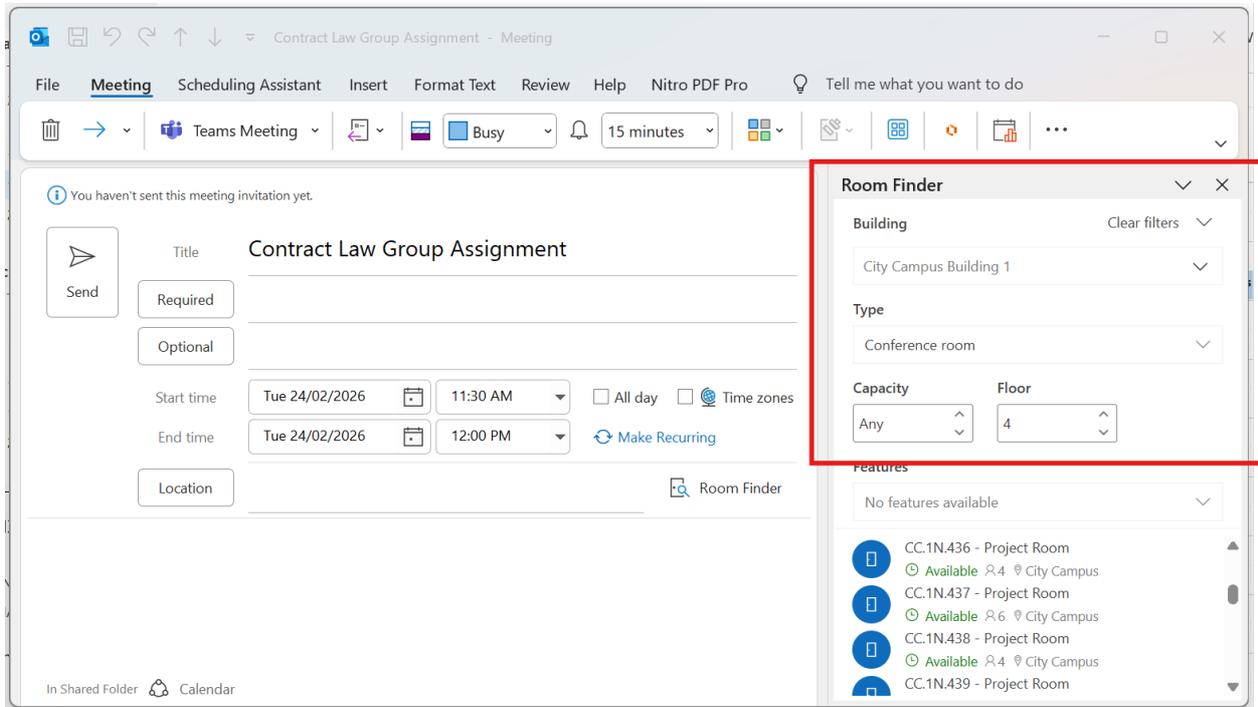
3. Once you've selected an available room, it will appear in the **Location** field. When you're done setting up your meeting, select **Send**. You will receive an email from the room, confirming your booking.

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