

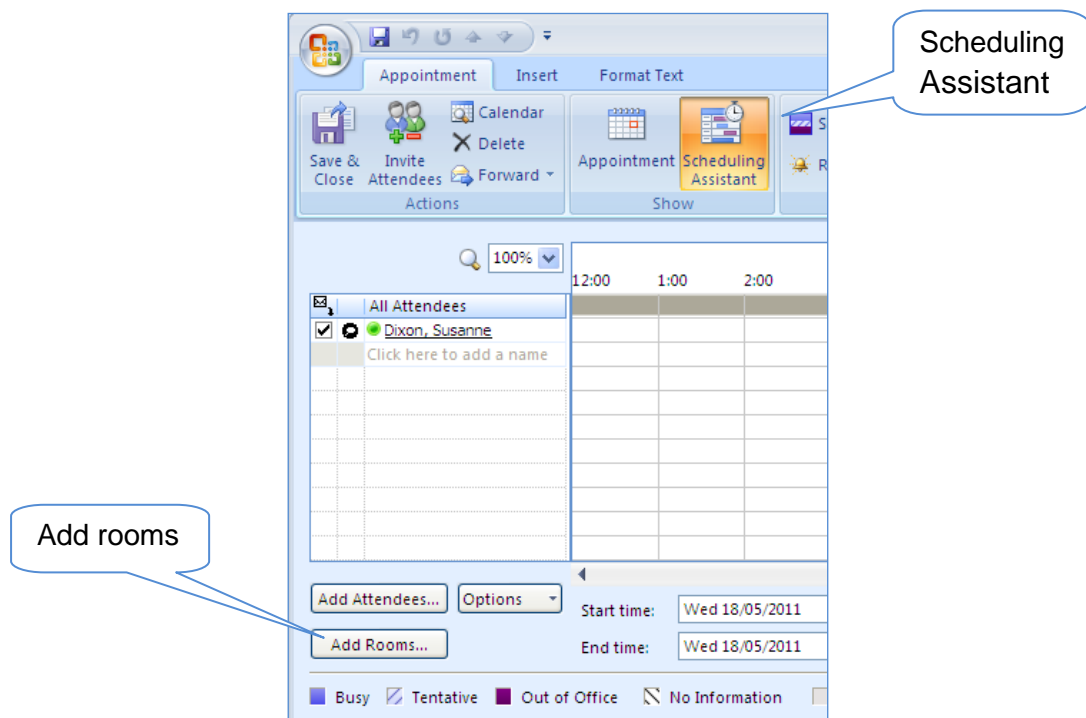
## How can we make changes to our VC Booking, such as adding or removing rooms?

You can make changes to your booking by adding and removing rooms, and adding and removing participants.

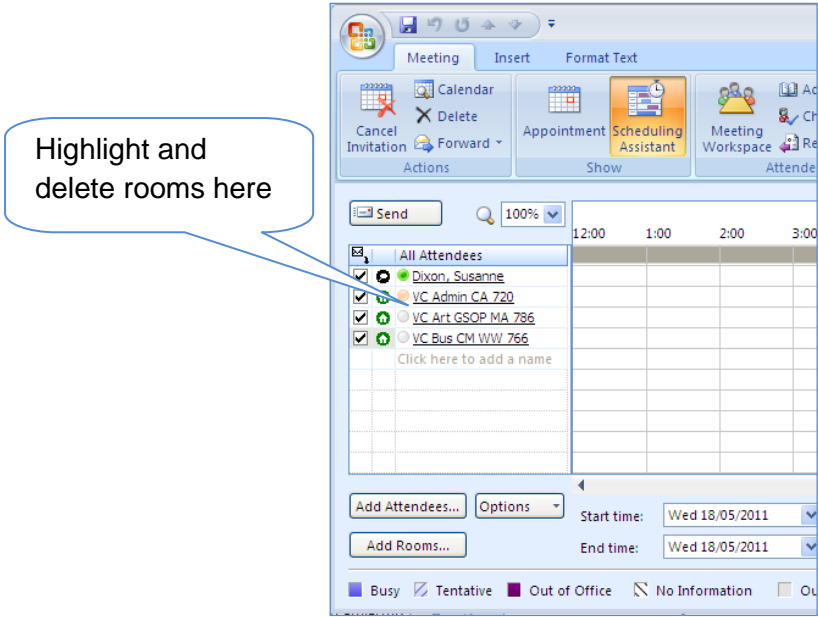
You just do this by opening the original appointment and making the changes.

### To add a room

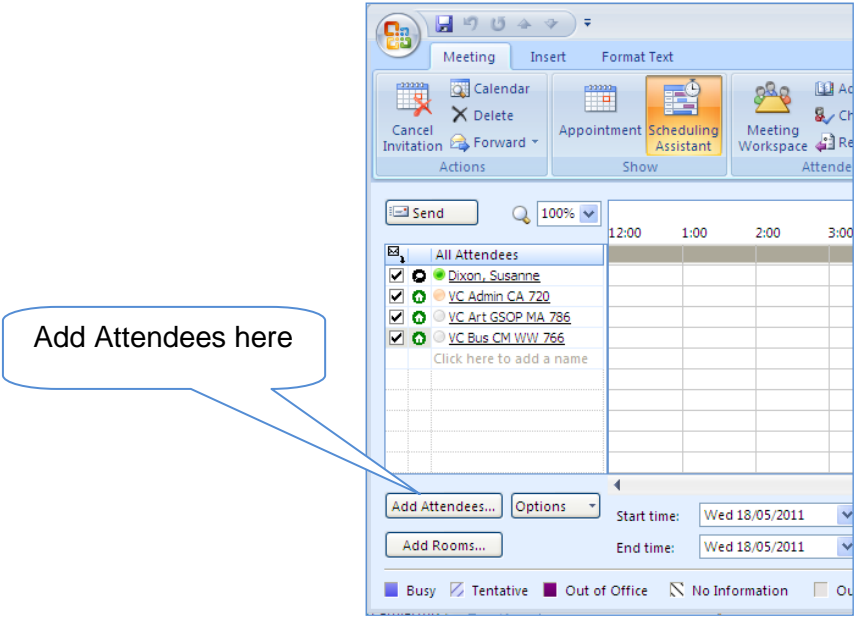
If you are the meeting organiser you can open the appointment in Microsoft Outlook and add a room using the 'Add Rooms' button, on the Scheduling tab



You can remove a room by highlighting it and deleting it from the 'Scheduling' window by pressing the 'delete' key on your keyboard.



You can also add participants using the original Microsoft Outlook booking. You do this by going to the 'Scheduling' window, and choosing 'Add Attendees'.

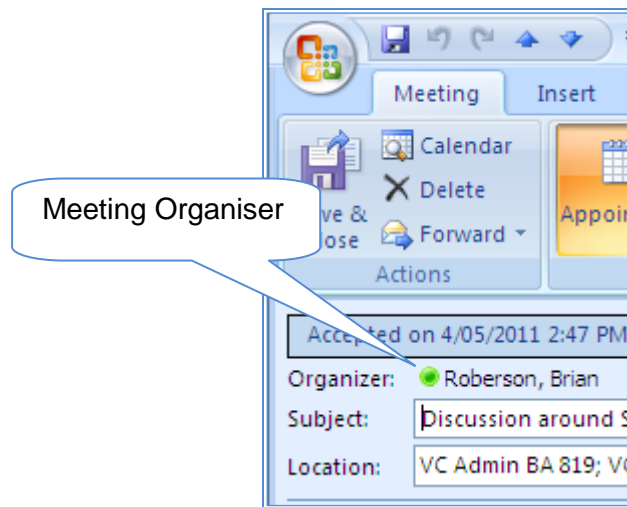


You will then need to choose the 'Send Update' option.

If you are **not the meeting organiser** you should contact whoever is the organiser and ask them to make any required changes. If you don't know who the meeting organiser is you can go to the 'Videoconference Bookings' page [here](#) and find your conference. The organiser will be listed next to the conference details.

You will also find your 'Conference ID' on this page. You will need this ID if you wish to add external participants to the conference.

You can also see who the organiser is in the Microsoft Outlook Meeting Request. The organiser will be shown at the top of the Appointment window.



If your conference is already running and you need to add another room you can do so using the 'Add Rooms' function. The additional room will appear within one minute of adding it.