



User Guide

Bookings Application – Book an Office in ETSI Premises

To use a room in ETSI premises (Einstein building), an office must be booked using the following Microsoft application: [“Bookings”](#)

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Introduction

“Bookings” is a planning application available with Outlook Office365.

This “Bookings” application will be used by Project Experts in order to book an office (either for a day or a week) in ETSI premises (Einstein Building).

Book an office in ETSI premises (Einstein building)

Open “**Bookings**” application.



Select a service: 1 day or 5 days (in a row)

Select service

Book 1 day
1 day
Free



Book 5 days in a row
5 working days
Free





Booking for 1 day:

Choose and select a date in the calendar.
Select in “**staff (optional)**” an available office (if you don’t select a room the application will choose an office randomly).

25 March

< > March 2021

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select staff (optional)

Anyone	▼
Office EB008	Available
Office EA015	Available
Office EB005	Available
Office EB007	Available
Office EB009	Available

① All times are in (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Booking for 5 days in a row:

Choose and select only the first date of your arrival and the application will count the remaining 4 days (week-ends not included)

< > March 2021

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Enter your Firstname Lastname and email address (to get a booking confirmation)

Add your details

Firstname Lastname

email.address@xxx.xxx

Enter your Project number

Provide additional information

Your Project number (STF or TTF number)

STFXXX

Book

Click on the “**Book**” button

A new window opens.

Thank you for booking with us!

You will get a confirmation message in
email shortly



OK

Click on the “OK” button

An automatic email from Expertsofficesbooking@etsi.org will be sent to confirm the booking.

At this stage, the booking can be modified and/or added in your Outlook calendar.