How to ... CHANGE the numbers attending your meeting.



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Website	Book New Meeting	y Meetings	Z Calendar	Relp	X Exit					
	: : Booking Det	tails following a	are the book	ing details:						
	Host Name Meeting Title Matter No.	:	Monaghan, Booking fo	Catherine, r Catherine		<mark>Bkg</mark> Type Db.Co	Ref	:	32861 Internal 	
	Bkg. Ref		Property		Room Name	No. people	From Date T	ime	To Date Time	
	32861	Main Buil	lding, Blackh	all	Room 7	8	30/07/2011 09:00		30/07/2011 13:00	
								4. (Click on Resch o	edule/Modify
	ſ	CCReg	Facil	ities Sr	necial Request	eschedule/Modify	Print	Cancel	Close	
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sbsite Book New My Meetings Calendar He	Exit
: Booking Details	
Damien Carr , the Covers have been changed	
Host Name : Monaghan, Catherine, Meeting Title 🕼 : Booking for Catherine	BKg Ret : 32861 Type : Internal
Matter No.	Db.Code
Bkg. Ref Property	Room Name No. people From Date Time To Date Time
☑ 32861 Main Building, Blackhall	Room 7 8 30/07/2011 09:00 30
	people for selected functions?
What would you like to do? O Reschedule nctions? O Move Room Other option	the whole booking? • Reschedule just of e date? • Change p., people for selected
ew No. People For Selected Room(s) 6	
	Apply Close
	6. Enter the amended number and click the Apply button and click Close to finish