

Multiple meeting rooms booking

Last Modified on 06/12/2017 11:36 am CET

For information, this feature is available if you have subscribed to our Solo Executive or Entrepriase plan.

Do you wish to organize a teleconference with users in one or multiple buildings? Or need multiple rooms reserved? Julie is able to reserve multiple rooms in different buildings to allow your colleagues to reach you simply and easily.

If you want Julie to reserve a meeting in rooms different from those you've indicated as your principal meeting rooms, indicate how many guests you have and where your guests will be so that she can reserve the right room.

Please note if your settings include automatic room reservations for specific kinds of meetings (teleconferences, video conferences, etc.), Julie will reserve a room in your building. However, if you don't have a preferred room setting, be sure to tell Julie where you'd like the meeting to be held.

To learn more about reserving meeting rooms, you can consult our article [reserving meeting rooms](#). If you wish to learn more about setting a default room for meetings, ask us for a recap of your current settings.

Also, don't forget: Julie must have access to the agendas of the rooms you wish to reserve meetings in so she can reserve them for you directly. Contact our support service to learn more about this function of the Julie Desk solution.
