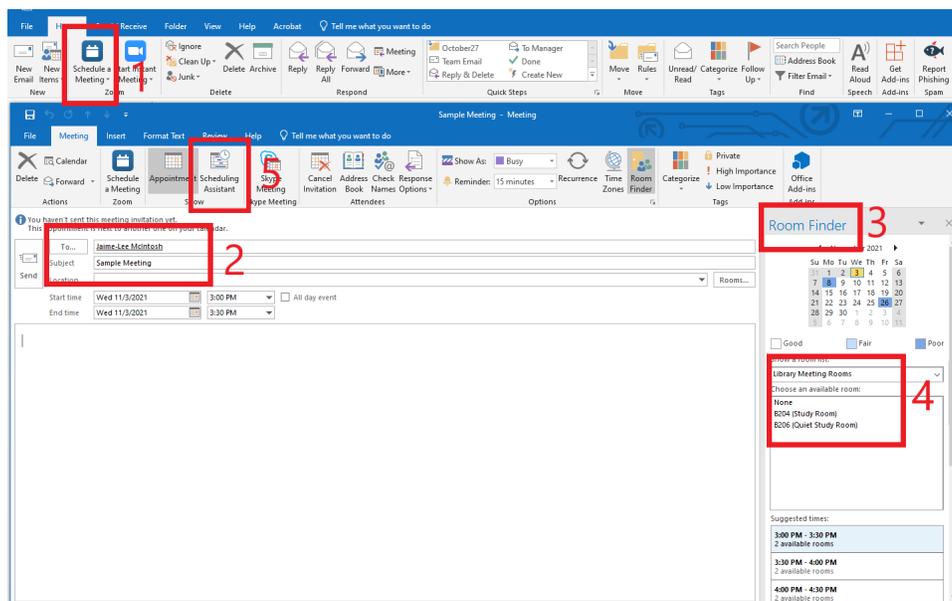


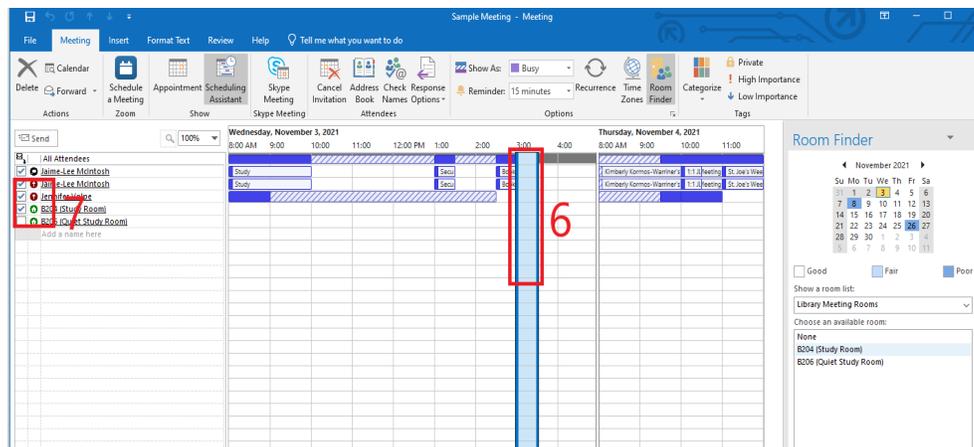
Room Booking Using Microsoft Outlook

Booking a Room with Room Finder

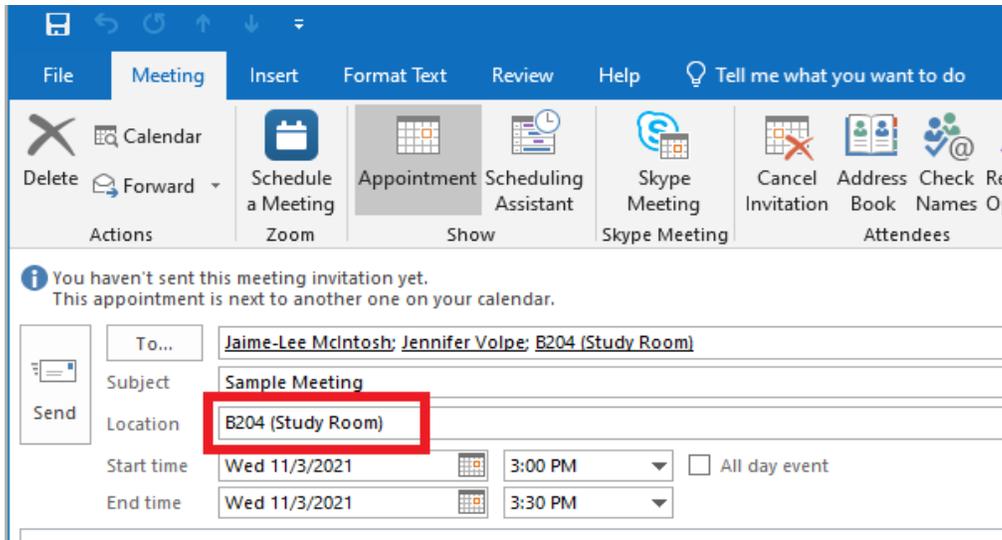
1. To schedule a meeting invite with a room, click **New Meeting**
2. Complete the **To** and **Subject** fields
3. Navigate to the **Room Finder** panel on the right-hand side of the window
4. Select the desired **Room Type** from the drop-down **Room List** menu
5. Click on **Scheduling Assistant** to view room and participant calendars showing availability



6. Find an interval in which all attendees and a room are available
7. Tick off the desired room



8. The meeting invitation will now show the selected attendees and room

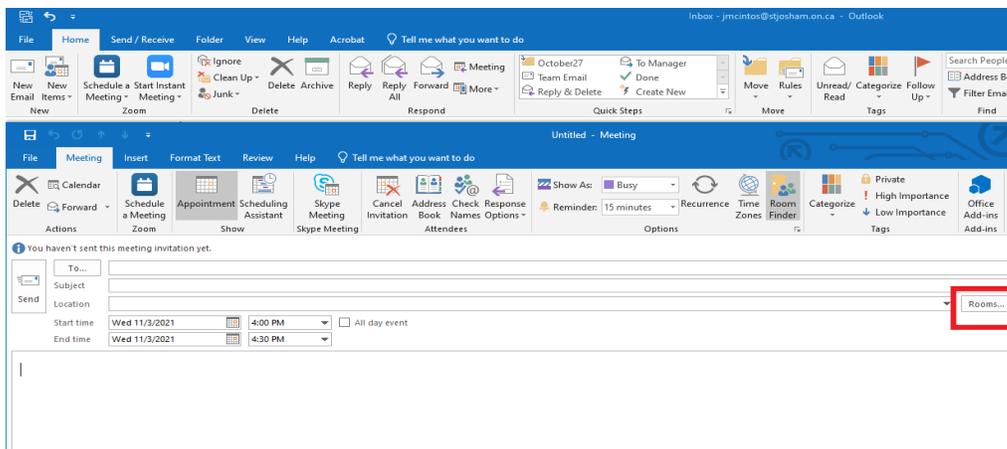


9. Once the invite is sent, an automated response will be sent indicating the request for the specific room was accepted.

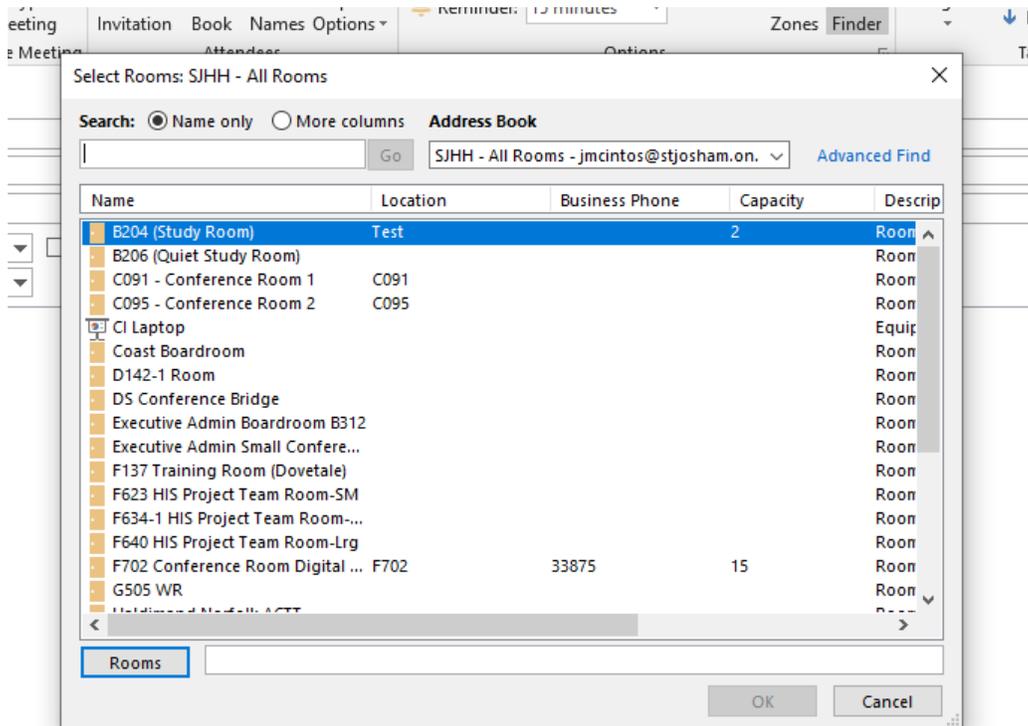
10. If the room is not available and an invite is sent, an automated response will be sent in indicating the request for the specific room was declined and the time of the conflicting meeting.

Booking a Room Directly

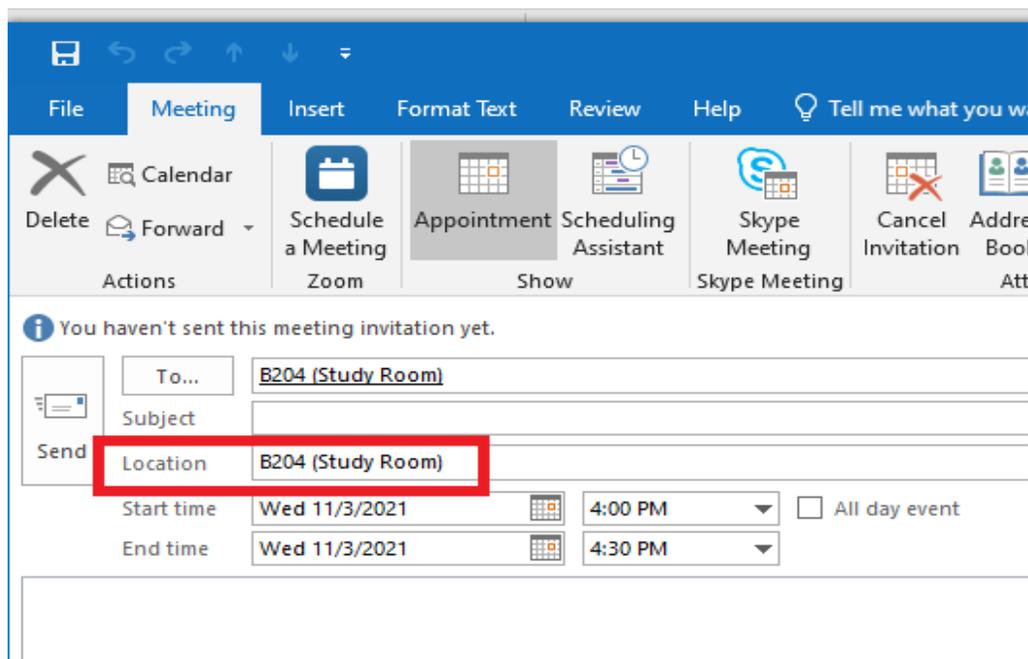
1. If you do not wish to use the Room Finder, you are able to use the Rooms function.
2. Complete the **To** and **Subject** fields
3. **Click Rooms**



- Find the desired room within the pop-up, and Double-click to Select



- The room will now populate the Location portion of the meeting invitation



6. Click on [Scheduling Assistant](#) to view room and participant calendars showing availability
7. Find an interval in which all attendees and the room are available
8. Once the invite is sent, an automated response will be sent indicating the request for the specific room was accepted.
9. If the room is not available and an invite is sent, an automated response will be sent in indicating the request for the specific room was declined and the time of the conflicting meeting.

Additional Notes

- Recurring meetings can be booked with a room but the recurring meeting can only last for 1 year.
- When booking a recurring meeting the room must be available for all meetings in order to successfully book the room. Otherwise book a shorter recurrence range or individual dates.
- If an invite with a room booking is cancelled, the room will become available for others to book. A meeting organizer can cancel a room by either:
 - Cancelling the meeting altogether
 - Removing just the room from the Scheduling Assistant tab in the Calendar entry

Catering

- If catering for your meeting is a requirement please visit the [Cafeteria Catering Services Page](#)