

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

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| 1 | Good Fair Poor |
| | Suggested times: 100 PM - 300 PM - 200 PM - 20 |

- 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

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| File | Meeting | Insert | Format Text | Review | Help 🖓 | Tell me what | you want | to do | | |
| × | 🖸 Calendar | 8 | | | E | | 22 | | | |
| Delete | 🕒 Forward 🔹 | Schedule a Meeting | Appointment | Scheduling Assistant | Skype Meeting | Cancel Invitation | Address Book | Check Re Names Op | | |
| | Actions | Zoom | Sho | Show | | ng | Attendees | | | |
| 1 You This | You haven't sent this meeting invitation yet. This appointment is next to another one on your calendar. | | | | | | | | | |
| | To Jaime-Lee McIntosh; Jennifer Volpe; B204 (Study Room) | | | | | | | | | |
| = | Subject | Sample Meeting | | | | | | | | |
| Send | Location | B204 (Study Ro | oom) | | | | | | | |
| | Start time | Wed 11/3/202 | 1 | 3:00 PM | - | All day event | | | | |
| | End time | Wed 11/3/202 | 1 📰 | 3:30 PM | - | | | | | |
| | | | | | | | | | | |

- 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

| 8 | ن ۽ ج | | | | | | | Inbox - | jmcintos@stjosham | .on.ca - Outlook | |
|-----------------------|-------------------|--|--|------------------|------------------------------------|-----------------------------------|--|--|------------------------------|--|---------------|
| File | Home | Send / Receive | Folder View H | ielp Acrobat | V Tell me wł | nat you want to do | | | | | |
| New Email I Ner | New tems * Mee | dule a Start Instant ting * Meeting * Zoom | ick Ignore ick Clean Up + ick Junk + Delete | Archive Rep | ly Reply Forward All Respond | Meeting | October27 ∃ Team Email ≩ Reply & Delete Qui | G To Manager ✓ Done ⅔ Create New ck Steps | Move Rules | Unread/ Categorize Follow Read · Up · Tags | Search People |
| | | | | | | | Untitled - M | leeting | | | ~ (7 |
| | Meeting | Insert For | mat Text Review | Help 🛛 🖓 Tel | l me what you wan | t to do | | | | | |
| $\boldsymbol{\times}$ | 🗔 Calendar | | | E | 👿 斗 | ية 🍣 | Show As: | Busy - 🔿 | 🗟 🌆 | Private | nce 5 |
| Delete | 😋 Forward | a Meeting | ppointment Scheduling Assistant | Skype Meeting | Cancel Address Invitation Book | Check Response Names Options * | 🐥 Reminder: 1 | 5 minutes + Recurrent | ze Time Room Zones Finder | Categorize | Ce Add-ins |
| | Actions | Zoom | Show | Skype Meeting | Atter | ndees | | Options | 5 | Tags | Add-ins |
| 🚹 You | haven't sent ti | nis meeting invitati | on yet. | | | | | | | | |
| | То | | | | | | | | | | |
| 1-1 | Subject | | | | | | | | | | |
| Send | Location | | | | | | | | | | ▼ Rooms |
| | Start time | Wed 11/3/2021 | 4:00 PM | - AI | l day event | | | | | | |
| | End time | Wed 11/3/2021 | 4:30 PM | * | | | | | | | |
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4. Find the desired room within the pop-up, and Double-click to Select

| earch: Name only N | lore columns Address | s Book | | |
|------------------------------|----------------------|-------------------------|----------------|--------------|
| | Go SJHH - | All Rooms - jmcintos@st | josham.on. 🗸 🔺 | dvanced Find |
| Name | Location | Business Phon | e Capacity | Descrip |
| B204 (Study Room) | Test | | 2 | Roon 🔥 |
| B206 (Quiet Study Room) | | | | Room |
| C091 - Conference Room | 1 C091 | | | Room |
| C095 - Conference Room | 2 C095 | | | Room |
| 🖭 Cl Laptop | | | | Equip |
| Coast Boardroom | | | | Room |
| D142-1 Room | | | | Room |
| DS Conference Bridge | | | | Room |
| Executive Admin Boardroo | om B312 | | | Room |
| Executive Admin Small Co | nfere | | | Room |
| F137 Training Room (Dov | etale) | | | Room |
| F623 HIS Project Team Ro | om-SM | | | Room |
| F634-1 HIS Project Team R | | | | Room |
| F640 HIS Project Team Ro | om-Lrg | | | Room |
| F702 Conference Room D | igital F702 | 33875 | 15 | Room |
| G505 WR | | | | Room |
| 1121202223 ALC: 4211. A //TT | | | | n * |
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5. The room will now populate the Location portion of the meeting invitation

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| File | Meeting | Insert | Format Text | Review | Help | Q Te | ll me what | you wa | | | |
| \mathbf{X} | 🔄 Calendar | 8 | | | e | | | 22 | | | |
| Delete | 🕒 Forward 🔹 | , Schedule a Meeting | Appointment | Scheduling Assistant | Skyp | e ng | Cancel Invitation | Addre Boo | | | |
| | Actions | Zoom | Sho | w | Skype Me | eting | | Att | | | |
| 1 You | You haven't sent this meeting invitation yet. | | | | | | | | | | |
| | То | B204 (Study R | <u>oom)</u> | | | | | | | | |
| ₹ | Subject | | | | | | | | | | |
| Send | Location | B204 (Study R | oom) | | | | | | | | |
| | Start time | Wed 11/3/202 | 21 | 4:00 PM | - | | l day event | | | | |
| | End time | Wed 11/3/202 | 21 | 4:30 PM | - | | | | | | |
| | | | | | | | | | | | |





- 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

<u>Catering</u>

 If catering for your meeting is a requirement please visit the <u>Cafeteria Catering</u> <u>Services Page</u>

