



BOOKING MEETING ROOMS WITH OUTLOOK



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by the **CEB ICT Team!**

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OUTLOOK CALENDER

Create a meeting in your Outlook calendar as per usual.















Complete the Meeting title, Date and Time, and invite any attendees you wish to be part of your meeting.

In the location field, begin typing the name of the meeting room you wish to use. You will see a list of meeting rooms which match your search.

If the room is available for the time you have specified, it will appear as 'Available' in green text.





If the meeting room is already booked for all or part of your scheduled meeting, it will appear in red as 'Busy'.


Suggestions


-  Meeting Room 1
 **Busy**  Lake Wen...
-  Meeting Room 2
 **Available**  Lake Wen...
-  Meeting Room 3
 **Available**  Lake Wen... 
-  Meeting Room 4
 **Available**  Lake Wen... 

Meeting Room Bookings - Meeting


File **Meeting** Scheduling Assistant Insert Format Text Review Help Tell me what you want to do




 Schedule a Meeting

 Teams Meeting


 Response Options

You haven't sent this meeting invitation yet.




 Send



From

Title **Meeting Room Bookings**

Required 


Optional

Start time **Fri 25/02/2022**  **3:00 PM**  ☐ All day ☐  Time zones




End time **Fri 25/02/2022**  **3:30 PM**  [Make Recurring](#)




Location **Meeting room**





Use this location





 Meeting room

Suggestions

 Meeting Room 1
 **Available**  Lake Wen...

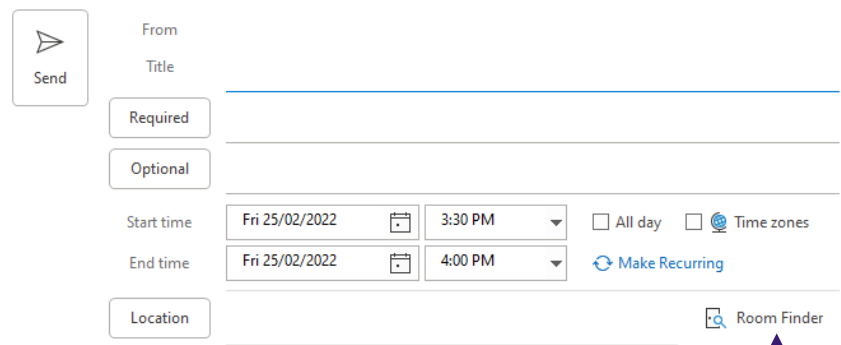
 Meeting Room 2
 **Available**  Lake Wen...

 Meeting Room 3
 **Available**  Lake Wen... 

 Meeting Room 4
 **Available**  Lake Wen... 

ROOM FINDER

Alternately, you may choose to use the room finder by clicking Room finder to the right of the location field (or the [Browse with Room Finder](#) link in the suggestions drop down).

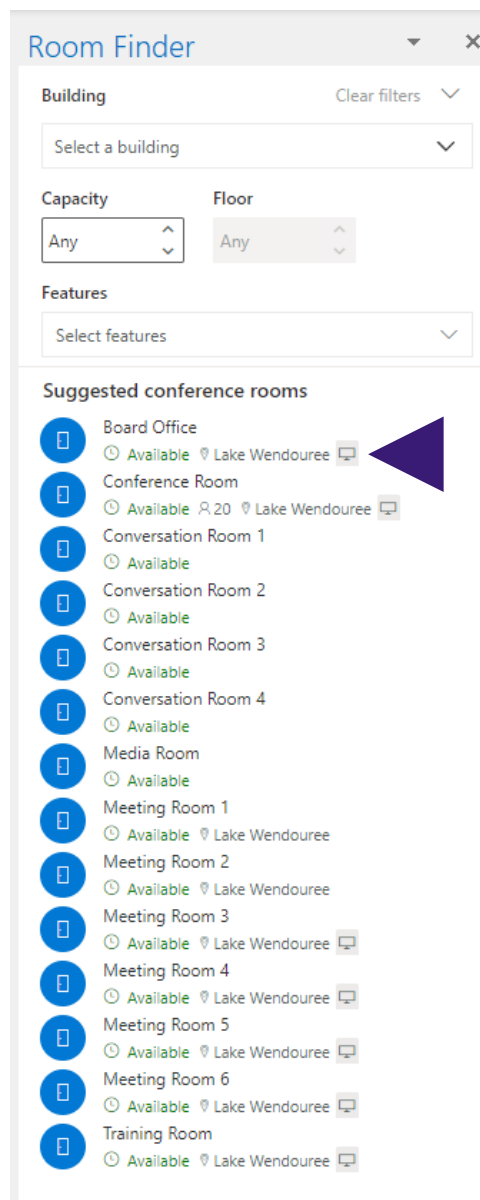


The form includes a 'Send' button, 'From' and 'Title' fields, 'Required' and 'Optional' checkboxes, 'Start time' and 'End time' fields with date and time pickers, 'All day' and 'Time zones' checkboxes, a 'Make Recurring' link, and a 'Location' field. A 'Room Finder' link with a magnifying glass icon is located to the right of the 'Location' field.



The Room Finder will give you a list of suggested conference rooms, again with their availability highlighted either in green or red.

You will notice meeting rooms with televisions in them have an icon of a 'TV' next to them. You can filter these by ticking the Display box in the features drop down.



The sidebar shows a 'Room Finder' header with a close button. Below it are filters for 'Building' (a dropdown menu), 'Capacity' (a dropdown menu set to 'Any'), and 'Floor' (a dropdown menu set to 'Any'). There is a 'Features' dropdown menu set to 'Select features'. A 'Suggested conference rooms' section lists various rooms with their availability status (green for available, red for unavailable) and location (Lake Wendouree). A purple triangle points to the first room, 'Board Office', which is available and has a TV icon.

| Room Name | Availability | Location | TV Icon |
|---------------------|--------------|-------------------|---------|
| Board Office | Available | Lake Wendouree | Yes |
| Conference Room | Available | 20 Lake Wendouree | Yes |
| Conversation Room 1 | Available | | No |
| Conversation Room 2 | Available | | No |
| Conversation Room 3 | Available | | No |
| Conversation Room 4 | Available | | No |
| Media Room | Available | | No |
| Meeting Room 1 | Available | Lake Wendouree | No |
| Meeting Room 2 | Available | Lake Wendouree | No |
| Meeting Room 3 | Available | Lake Wendouree | Yes |
| Meeting Room 4 | Available | Lake Wendouree | Yes |
| Meeting Room 5 | Available | Lake Wendouree | Yes |
| Meeting Room 6 | Available | Lake Wendouree | Yes |
| Training Room | Available | Lake Wendouree | Yes |

FINALISING

After selecting your meeting room, click the send button to save your meeting. If the meeting room is available for your scheduled meeting, you will receive an automated meeting acceptance from the meeting room itself.

If the meeting room is busy, you will receive a 'declined' automated response.

Bookings in both the Conference room requires approval, so automated responses will come back as tentative until approved by the Administrative Team, (Kerrie Zammit, Sarah Johnson, Susan Kern and Debbie Stabek).

Each meeting room which has a display will have the room's booking calendar on screen allowing staff to easily see if rooms are booked.