



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.

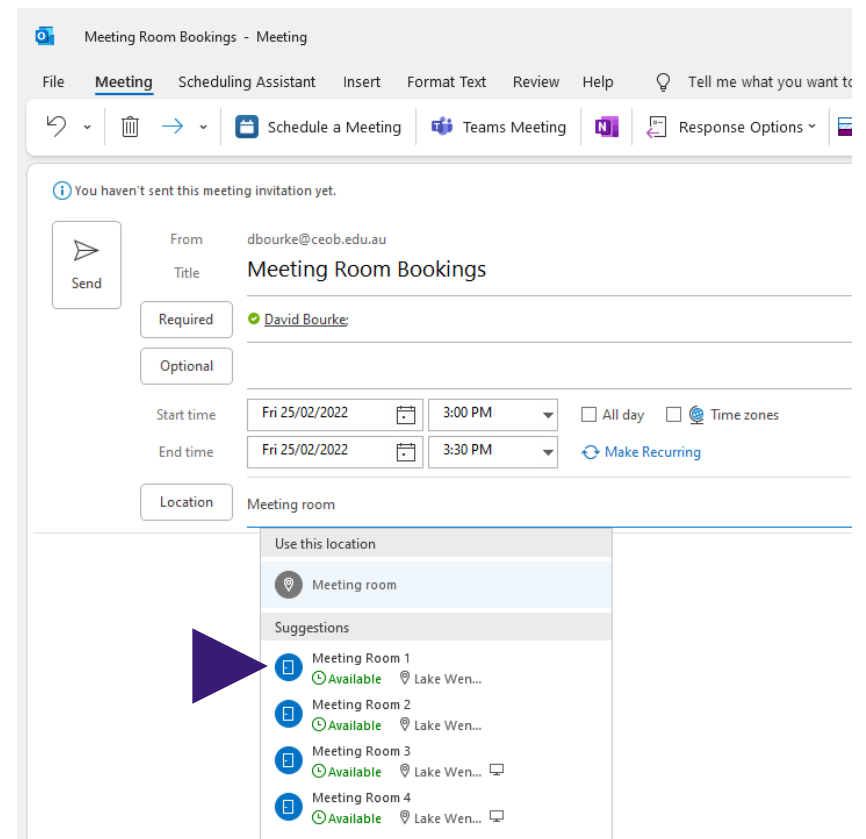
In the location field, begin typing the name of the meeting room you wish to use. You will see a list of meeting rooms which match your search.

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'.

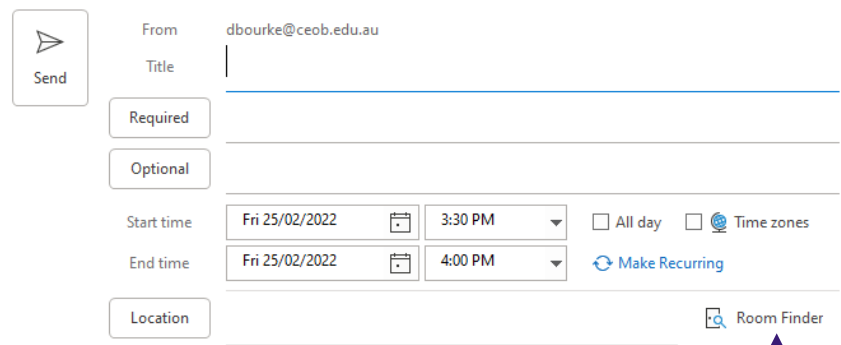
Suggestions

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



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).

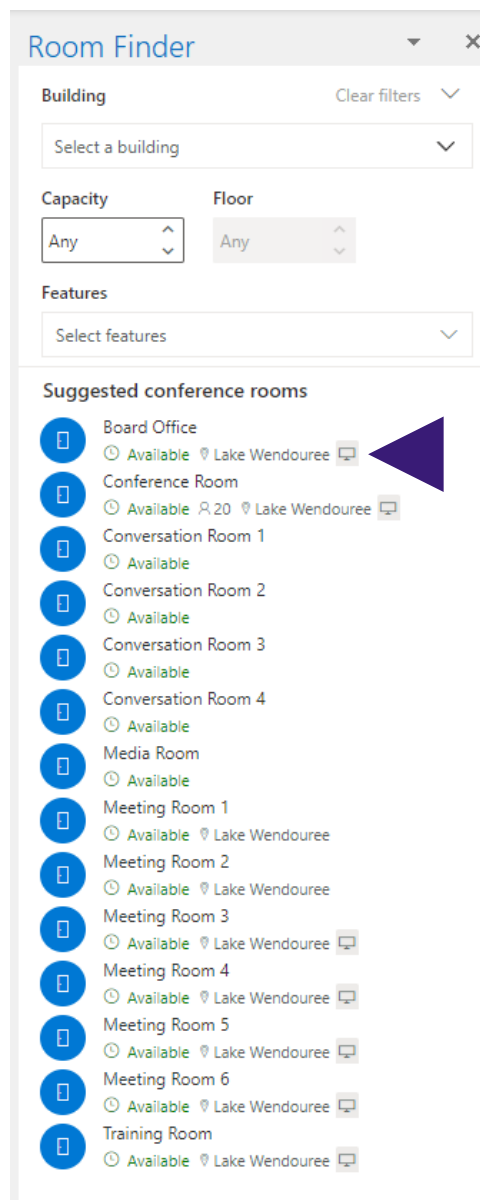


The form includes fields for 'From' (dbourke@ceob.edu.au), 'Title', 'Required' (checkbox), 'Optional' (checkbox), 'Start time' (Fri 25/02/2022, 3:30 PM), 'End time' (Fri 25/02/2022, 4:00 PM), 'All day' (checkbox), 'Time zones' (checkbox), 'Make Recurring' (button), and 'Location'. A 'Room Finder' button 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 filters for 'Building' (Select a building), 'Capacity' (Any), 'Floor' (Any), and 'Features' (Select features). Below these is a list of 'Suggested conference rooms' with their availability status and location. A purple triangle points to the first room, 'Board Office'.

Room Name	Availability	Location	TV Icon
Board Office	Available	Lake Wendouree	Yes
Conference Room	Available	Lake Wendouree	No
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 and DOBCEL Board office requires approval, so automated responses will come back as tentative until approved by the Administrative Team, (Cathy Dunbar, 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.