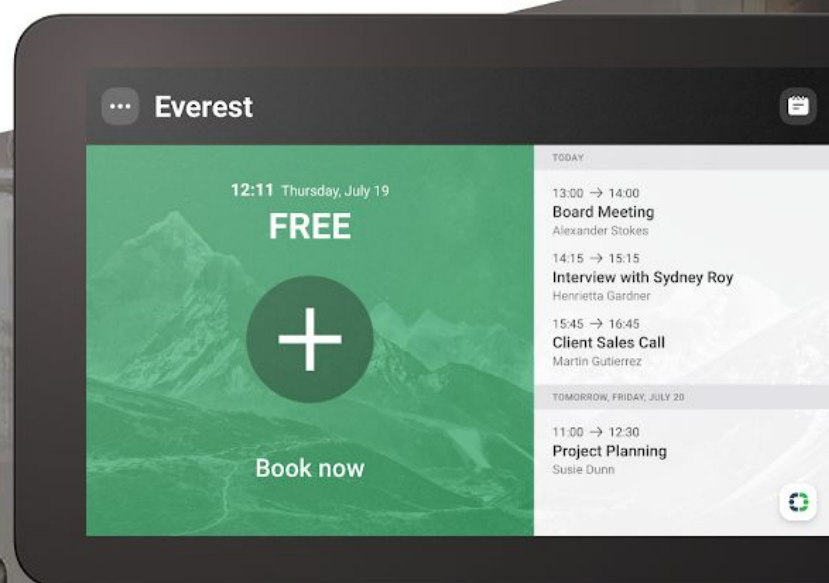




Scheduling Rooms in Microsoft Outlook



Make Your Workplace Better



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Introduction

MeetingRoomApp is a modern meeting and conference room booking system. Its smart technology allows for effective business meeting management and efficient room navigation, makes company processes easier and helps to use company space in a better way.

MeetingRoomApp is **implemented all around the world**. It is used by a number of high-profile institutions such as banks, insurance companies, universities, technology companies and other multinational corporations.

Its unique features along with user-friendly interface **allow for easy application control** and make MeetingRoomApp one of the market leaders and trend setters for Smart Office in Digital Signage.

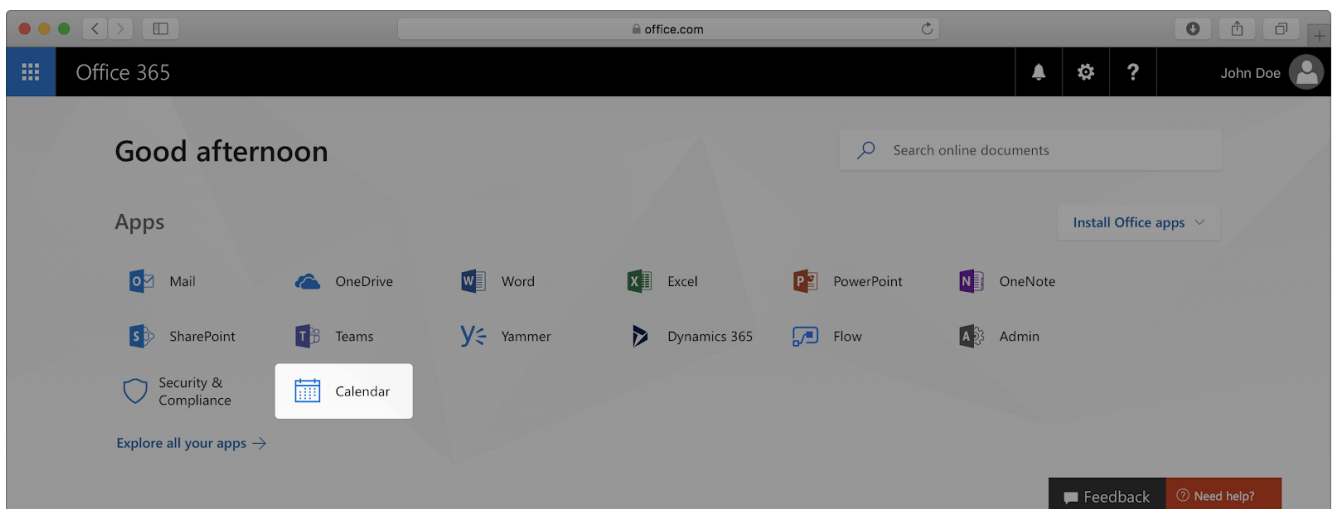
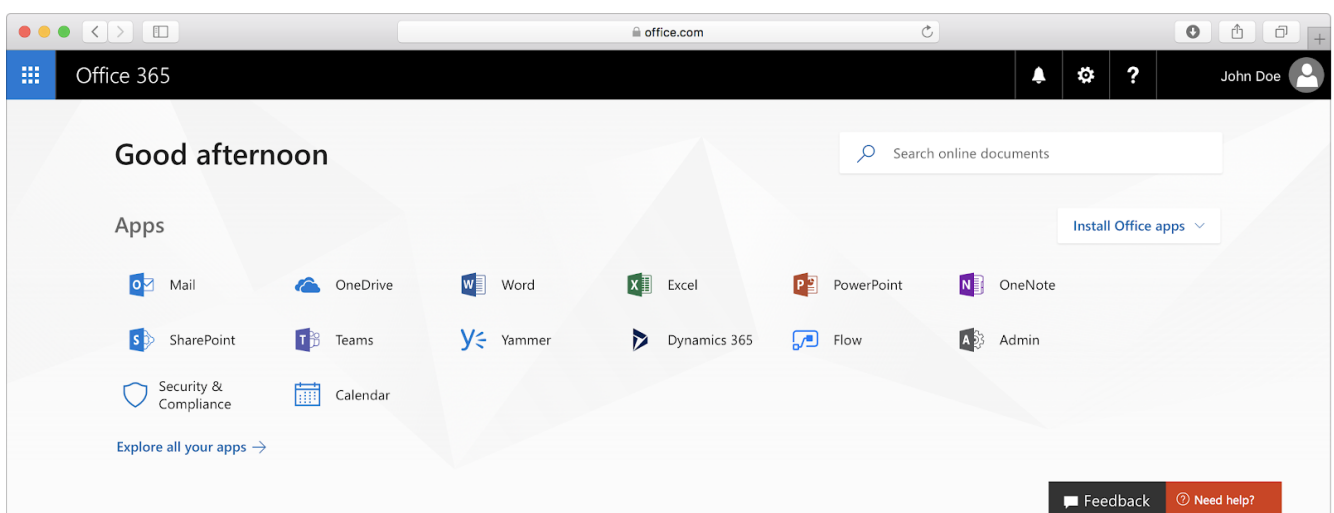




Scheduling a Room in Office 365 (Outlook Web App)

1. Calendar App

Log in to your account at <https://portal.office.com> and in the Office 365 main menu open the **Calendar** app (the last icon on the app list).

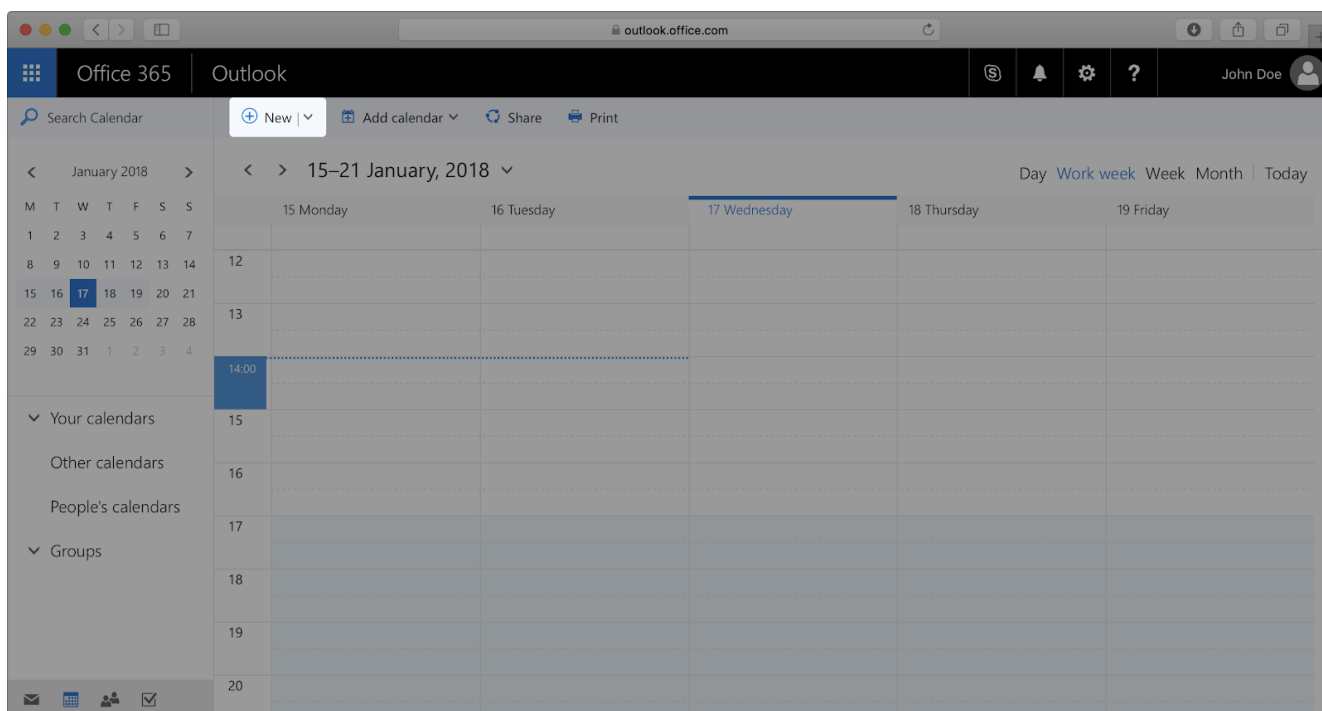




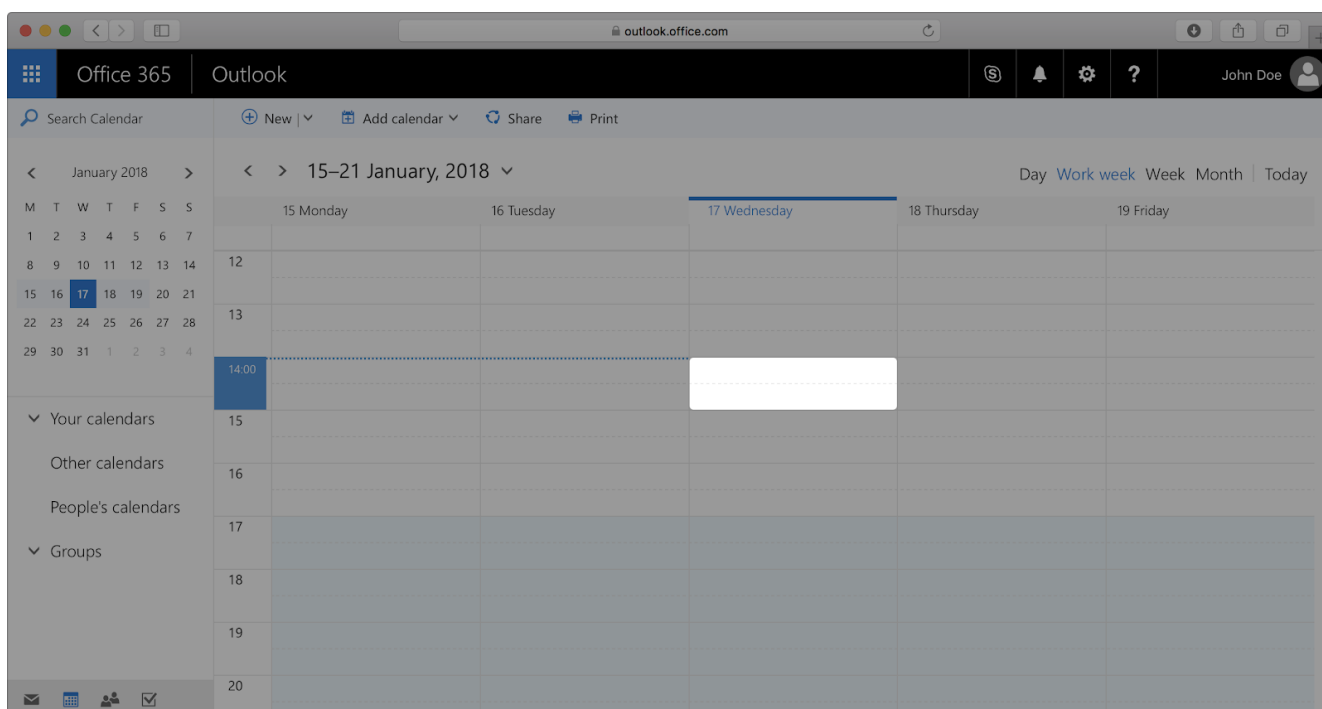
2. Scheduling a Meeting (an Event)

To create a new item in the **Calendar** app, tap the **New** button or double tap an open time slot in the agenda.

1. Tapping the **New** button



2. Double tapping an open time slot in the agenda





3. Booking a Meeting Room

In Details, select the date and time of your meeting first.
Just fill in the **Start** and **End** fields highlighted below.

1. Start of event

The screenshot shows the Outlook 'Details' pane for a new meeting. The 'Start' field is highlighted with a white border and contains 'Wed 17/01/2018' and '14:00'. The 'End' field contains '15:00 (1 hour)'. The 'People' section shows 'John Doe' with a green status indicator. The 'Schedule' section shows a calendar view for Wednesday, 17/01, with a blue bar indicating the meeting time from 14:00 to 15:00.

2. End of event

The screenshot shows the Outlook 'Details' pane for a new meeting. The 'End' field is highlighted with a white border and contains '15:00 (1 hour)'. The 'Start' field contains 'Wed 17/01/2018' and '14:00'. The 'People' section shows 'John Doe' with a green status indicator. The 'Schedule' section shows a calendar view for Wednesday, 17/01, with a blue bar indicating the meeting time from 14:00 to 15:00.



Then enter the title of the event (the first field – **Add a title for the event**), and select a meeting room in the field below (**Add a location or a room**).

3. Add a title for the event field

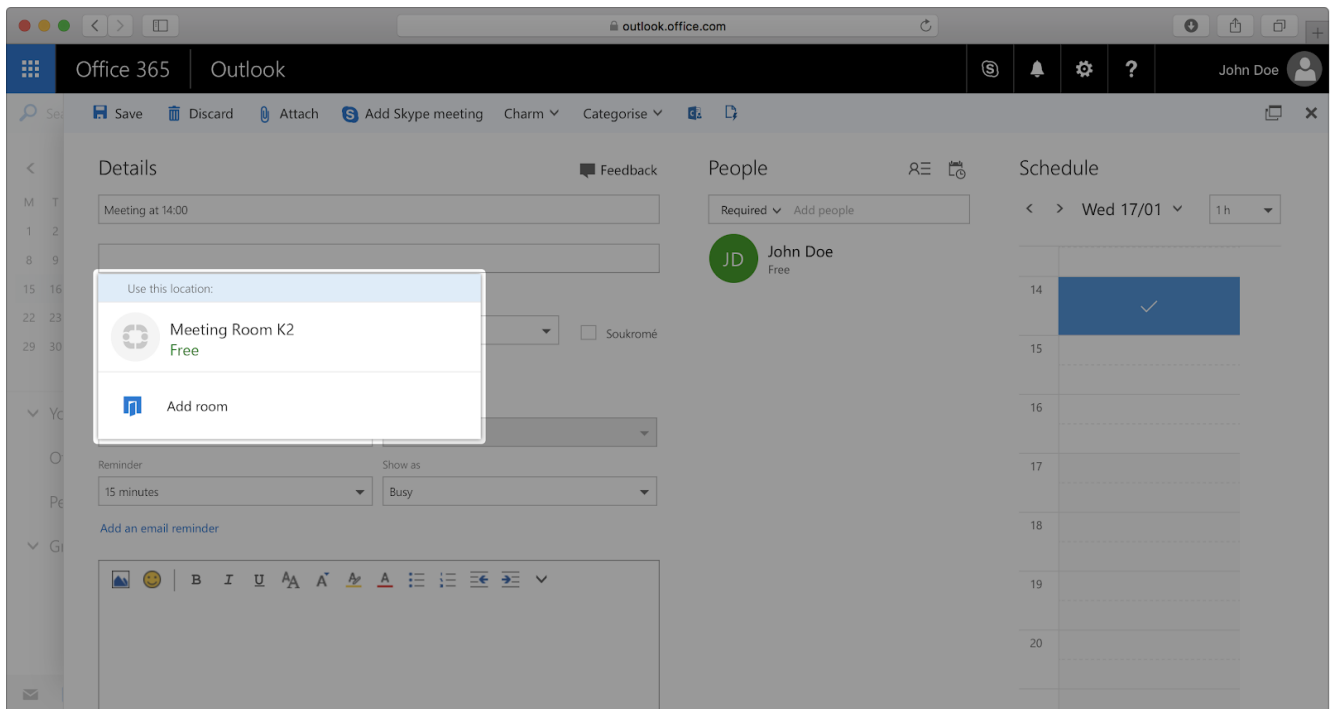
This screenshot shows the Microsoft Outlook interface for creating a new meeting. The 'Details' pane on the left contains several input fields. The first field, 'Add a title for the event', is highlighted with a white border and a cursor. Below it is the 'Add a location or a room' field. The 'Start' and 'End' time fields are set to 'Wed 17/01/2018' at '14:00' and '15:00 (1 hour)' respectively. The 'Repeat' dropdown is set to 'Never', and the 'Reminder' is set to '15 minutes'. The 'People' pane on the right shows 'John Doe' as the organizer. The 'Schedule' pane on the right shows a calendar view for Wednesday, 17/01, with a blue bar indicating the meeting time slot from 14:00 to 15:00.

4. Add a location or a room field

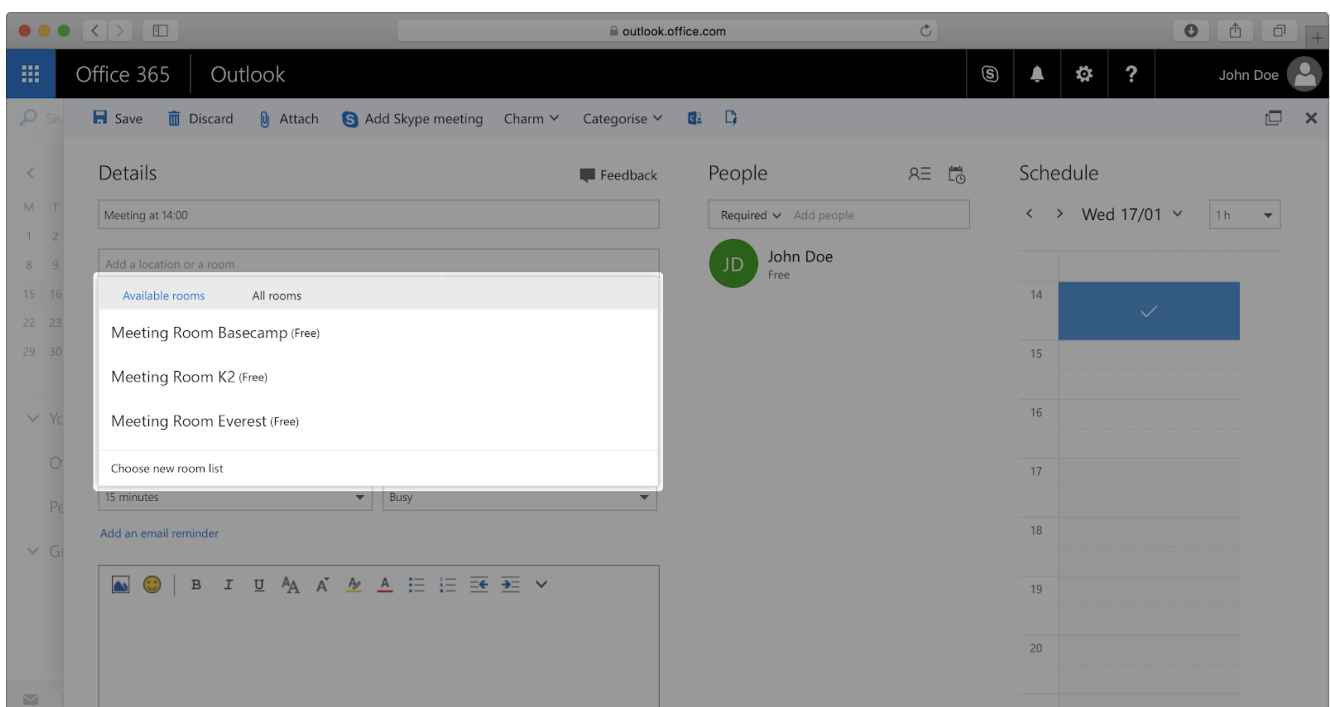
This screenshot shows the Microsoft Outlook interface for creating a new meeting. The 'Details' pane on the left contains several input fields. The 'Add a location or a room' field is highlighted with a white border and a cursor. The 'Title' field above it now contains the text 'Meeting at 14:00'. The 'Start' and 'End' time fields are set to 'Wed 17/01/2018' at '14:00' and '15:00 (1 hour)' respectively. The 'Repeat' dropdown is set to 'Never', and the 'Reminder' is set to '15 minutes'. The 'People' pane on the right shows 'John Doe' as the organizer. The 'Schedule' pane on the right shows a calendar view for Wednesday, 17/01, with a blue bar indicating the meeting time slot from 14:00 to 15:00.



When you tap the **Add a location or a room** field, a pop-up window will appear.
To see all available rooms, tap the **Add room** item.

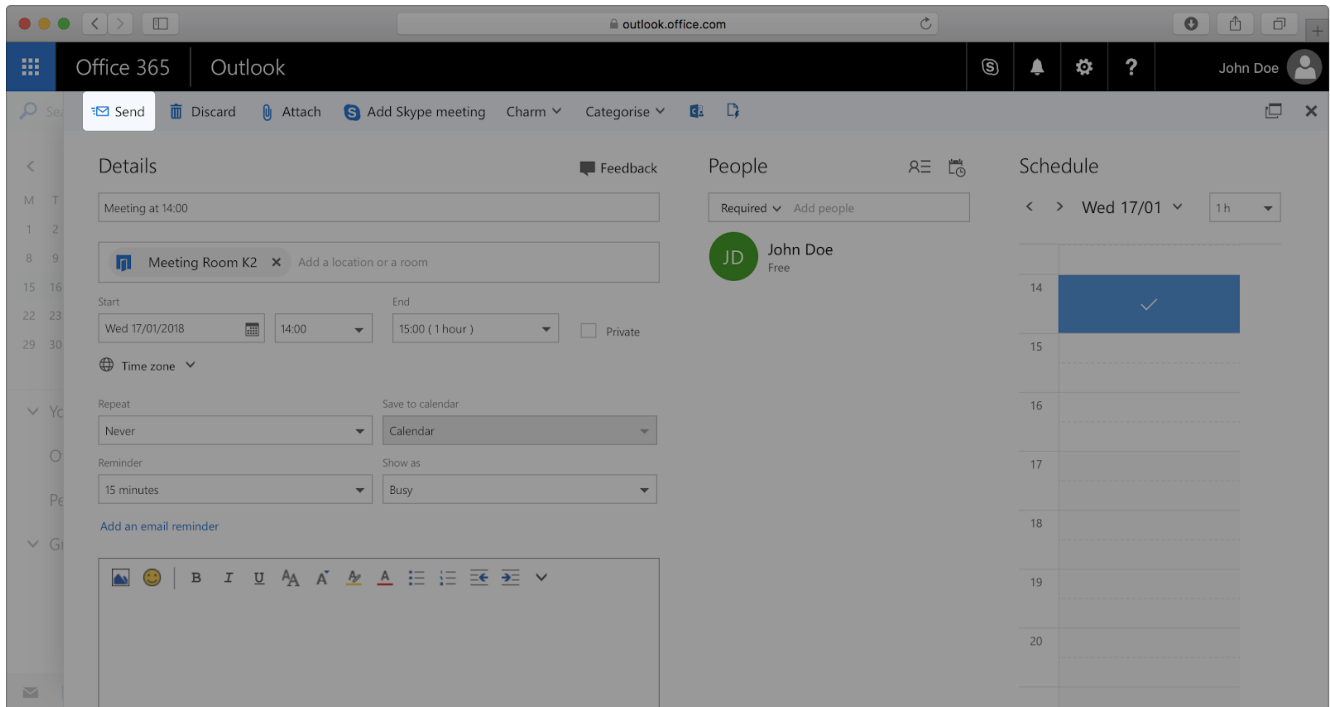


A list of available rooms will appear. Make sure the **Available rooms** tab is active to see only rooms which are not booked at the time of your meeting.
Then select any suitable room.

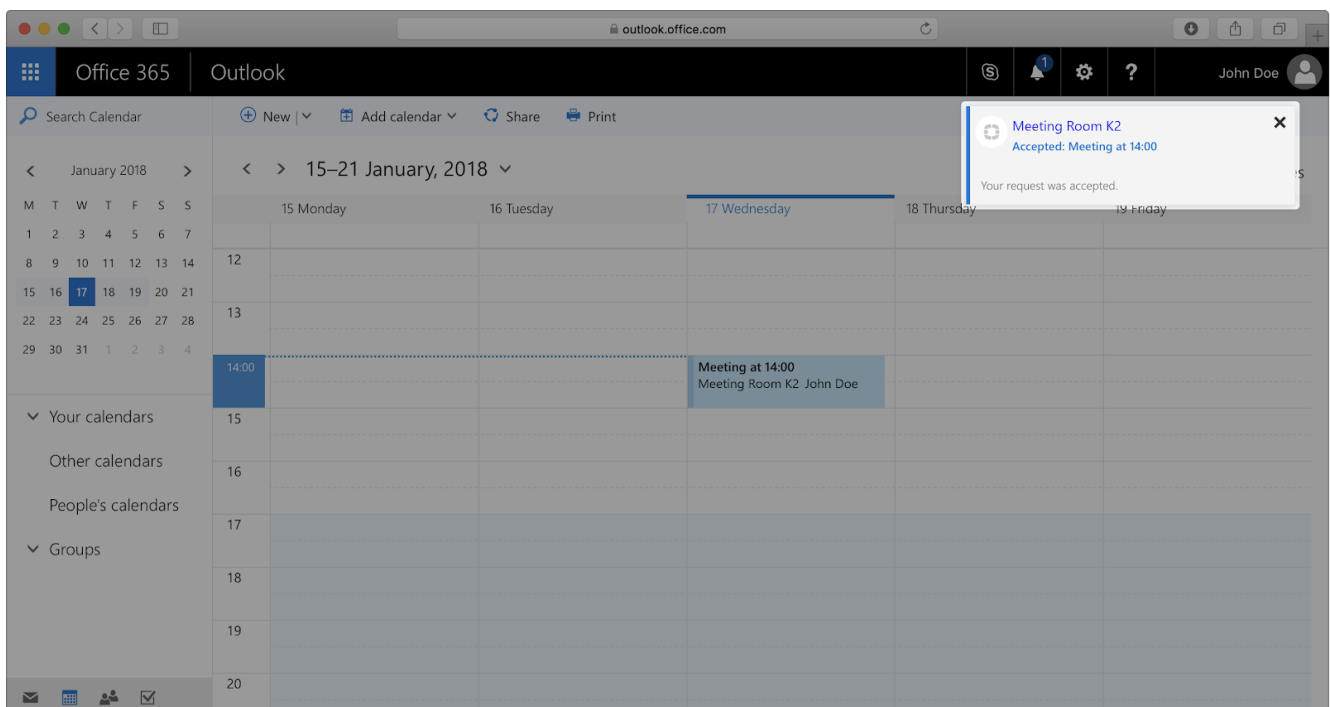




Once a room is selected, the **Save** button in the top left corner of the event details changes into **Send**. Sending your event will confirm the meeting and the booking.



Short after you send your request you will receive a confirmation message. If your booking is declined (e.g. because a colleague has just booked the room), edit your event and select another available room.



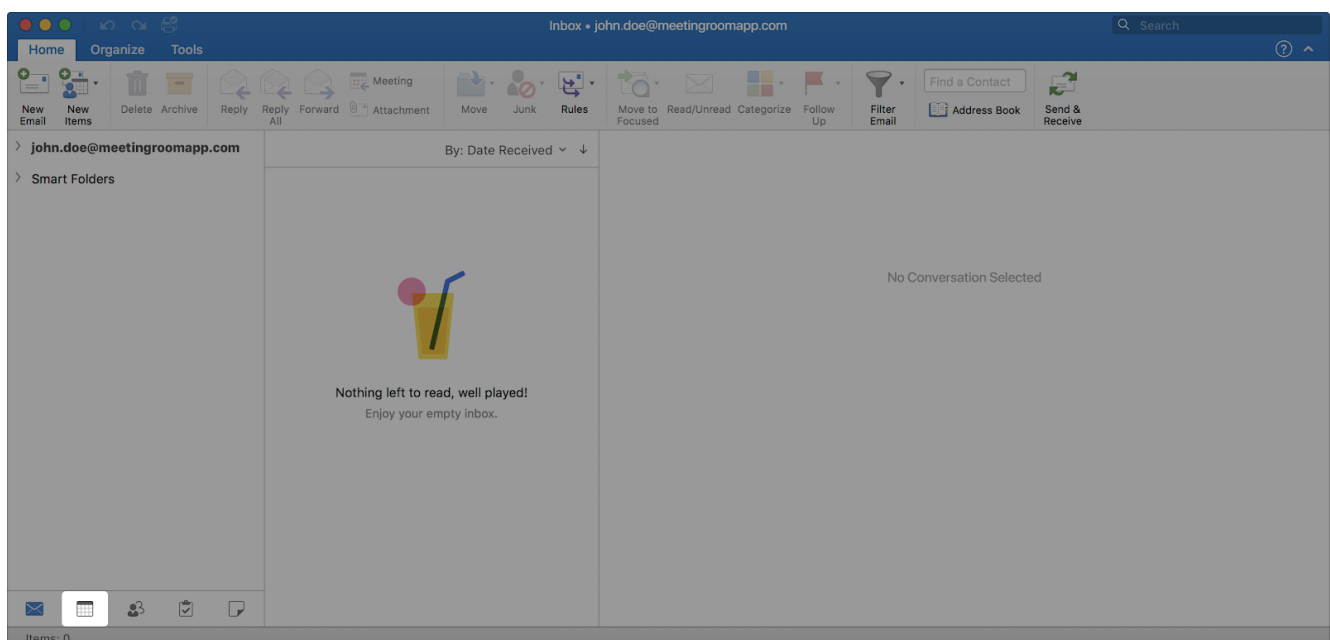
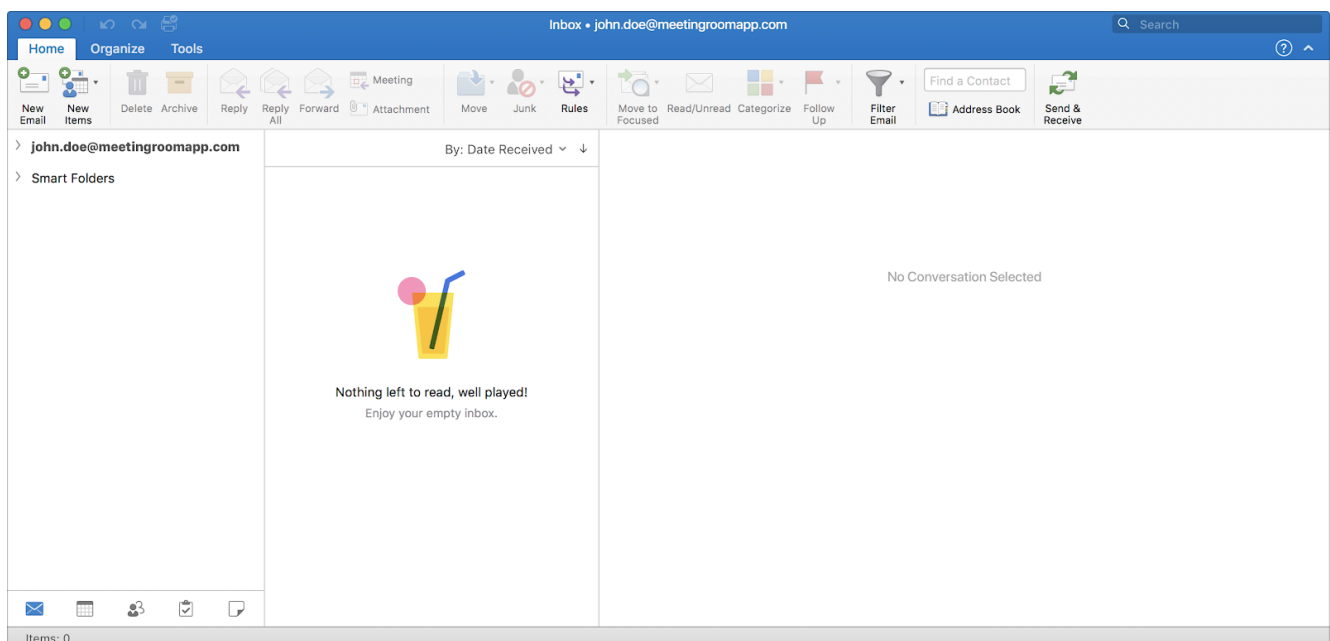


Scheduling a Room in Microsoft Outlook for Mac

1. Opening Calendar in Outlook

Start **Microsoft Outlook** and open **Calendar**

(by tapping the calendar icon in the left bottom corner or using the **⌘+2** shortcut).

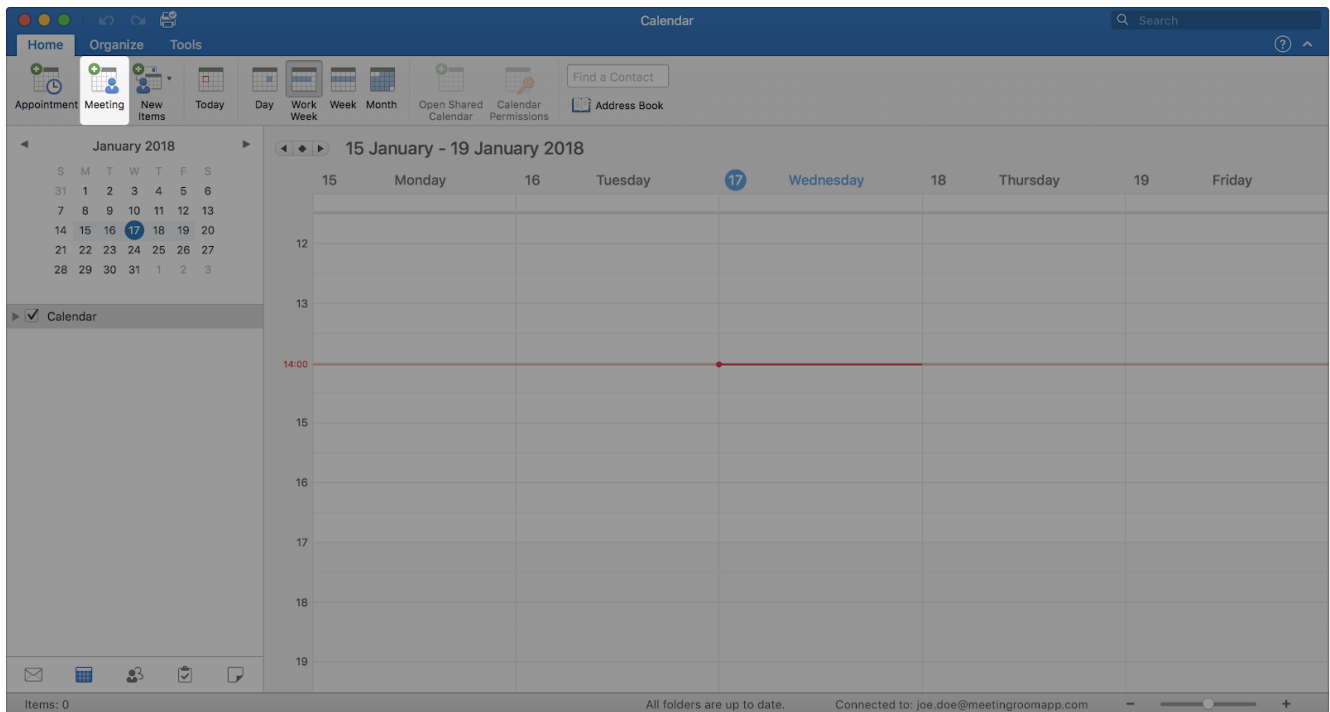




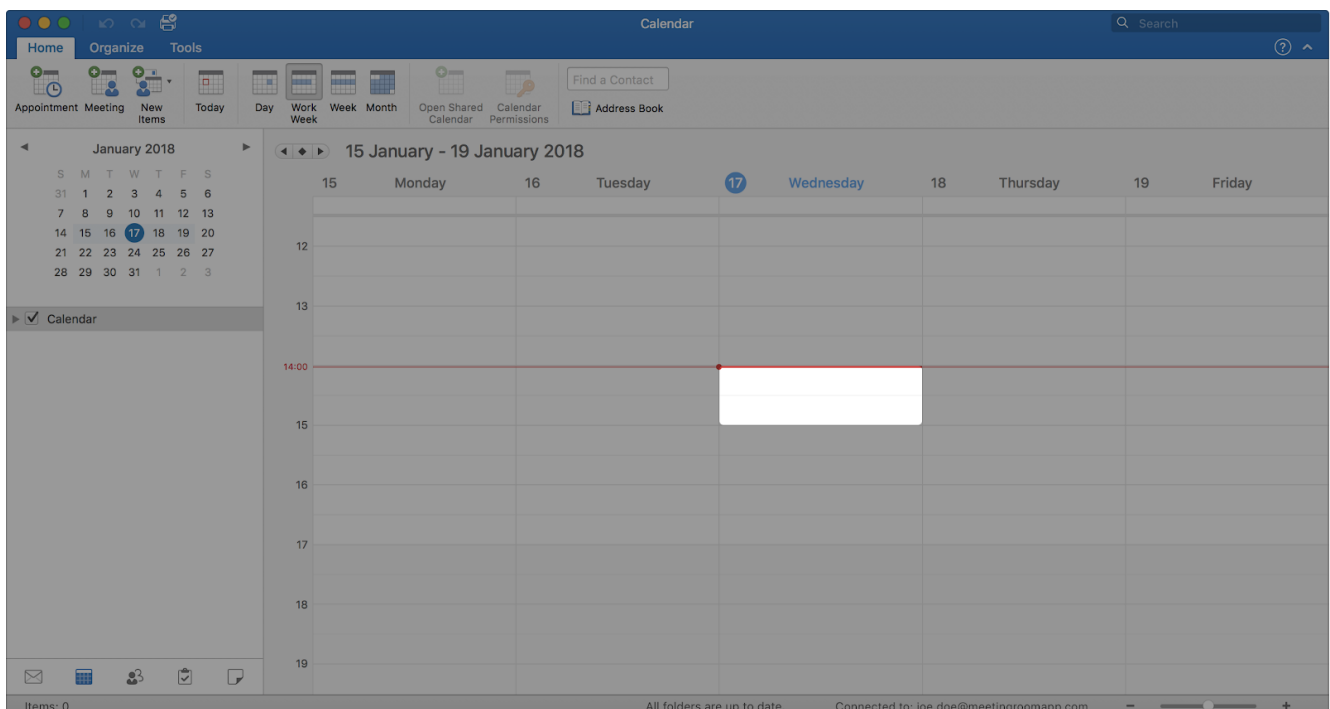
2. Scheduling a Meeting

In the calendar, tap the **Meeting** button, or right-click on an open time slot in the agenda to display a context menu and select **New Meeting**.

1. Tapping the **Meeting** button

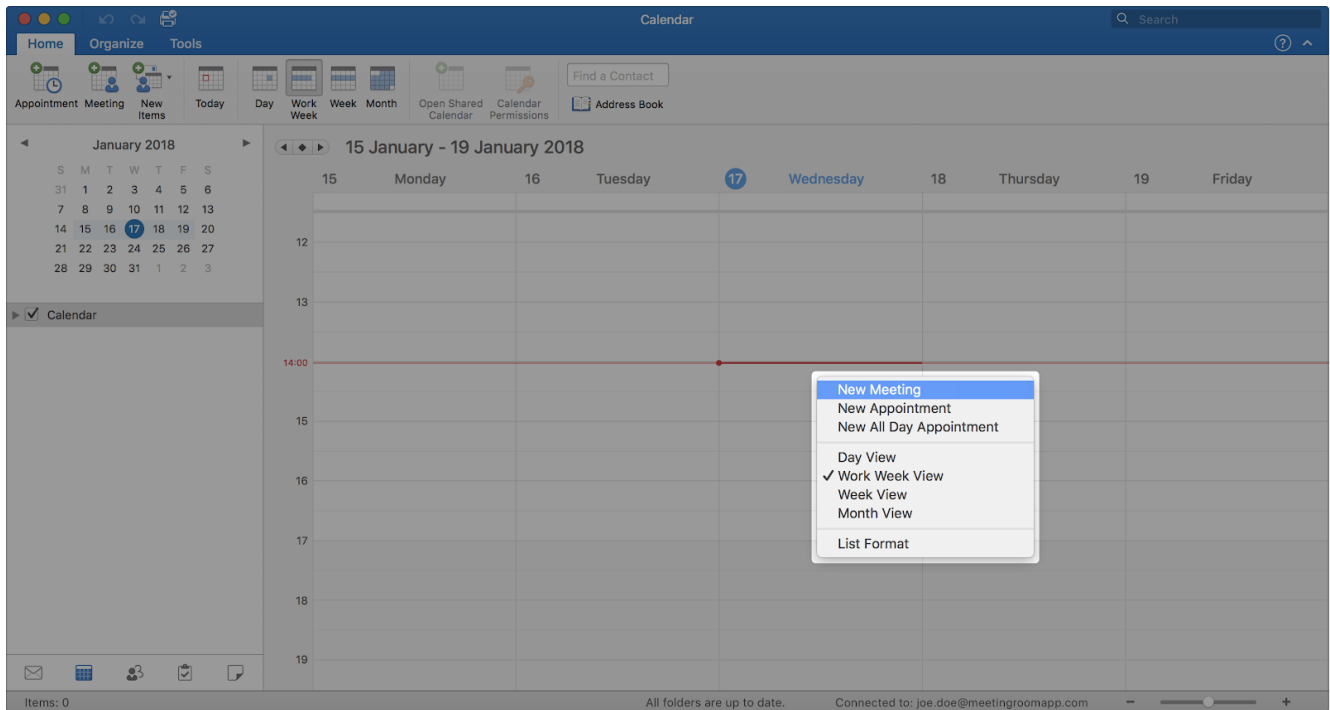


2. Right-clicking on an open time slot in the agenda

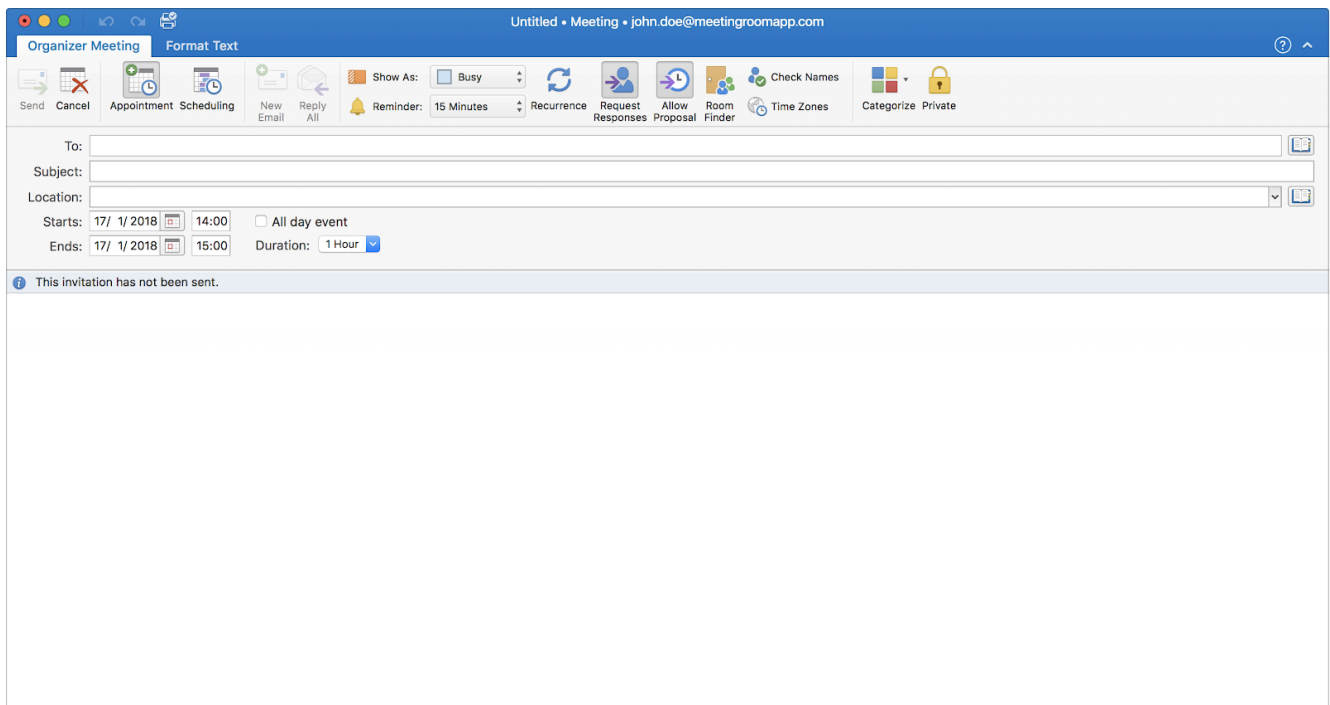




3. New Meeting item in the context menu



4. Create a meeting dialog box





3. Booking a Meeting Room

In meeting details, enter the title of the event (the **Subject** field).
Then tap the **Room Finder** button.

1. **Subject** – name of event

The screenshot shows the MeetingRoomApp interface for creating a meeting. The 'Subject' field is filled with 'Meeting at 14:00'. The 'Location' field is empty. The 'Starts' field is set to '17/ 1/ 2018' at '14:00', and the 'Ends' field is set to '17/ 1/ 2018' at '15:00'. The 'Duration' is set to '1 Hour'. The 'All day event' checkbox is unchecked. The 'Room Finder' button is visible in the toolbar. A message at the bottom states 'This invitation has not been sent.'

2. **Room Finder** button

The screenshot shows the MeetingRoomApp interface for creating a meeting. The 'Subject' field is filled with 'Meeting at 14:00'. The 'Location' field is empty. The 'Starts' field is set to '17/ 1/ 2018' at '14:00', and the 'Ends' field is set to '17/ 1/ 2018' at '15:00'. The 'Duration' is set to '1 Hour'. The 'All day event' checkbox is unchecked. The 'Room Finder' button is highlighted in the toolbar. A message at the bottom states 'This invitation has not been sent.'



Fill in the **Starts** and **Ends** fields to book a time for your meeting.

3. Meeting date and time – **Starts** and **Ends** fields

Meeting at 14:00 • Meeting • john.doe@meetingroomapp.com

Organizer Meeting | Format Text

Send Cancel Appointment Scheduling New Email Reply All

Show As: Busy | Reminder: 15 Minutes | Recurrence | Request Responses | Allow Proposal | Room Finder | Check Names | Categorize Private

Starts: 17/ 1/ 2018 14:00 | Ends: 17/ 1/ 2018 15:00 | Duration: 1 Hour

☐ All day event

This invitation has not been sent.

☒ Show work hours only

Wednesday, 17 January

All Attendees: John Doe (organizer) | Add New

Rooms: Add Room

Room Finder

Choose a room list: Recent Rooms

Choose an available room: None

Select a suitable available room list from the **Choose a room list** field.

4. Room lists in the **Room Finder** panel

Meeting at 14:00 • Meeting • john.doe@meetingroomapp.com

Organizer Meeting | Format Text

Send Cancel Appointment Scheduling New Email Reply All

Show As: Busy | Reminder: 15 Minutes | Recurrence | Request Responses | Allow Proposal | Room Finder | Check Names | Categorize Private

Starts: 17/ 1/ 2018 14:00 | Ends: 17/ 1/ 2018 15:00 | Duration: 1 Hour

☐ All day event

This invitation has not been sent.

☒ Show work hours only

Wednesday, 17 January

All Attendees: John Doe (organizer) | Add New

Rooms: Add Room

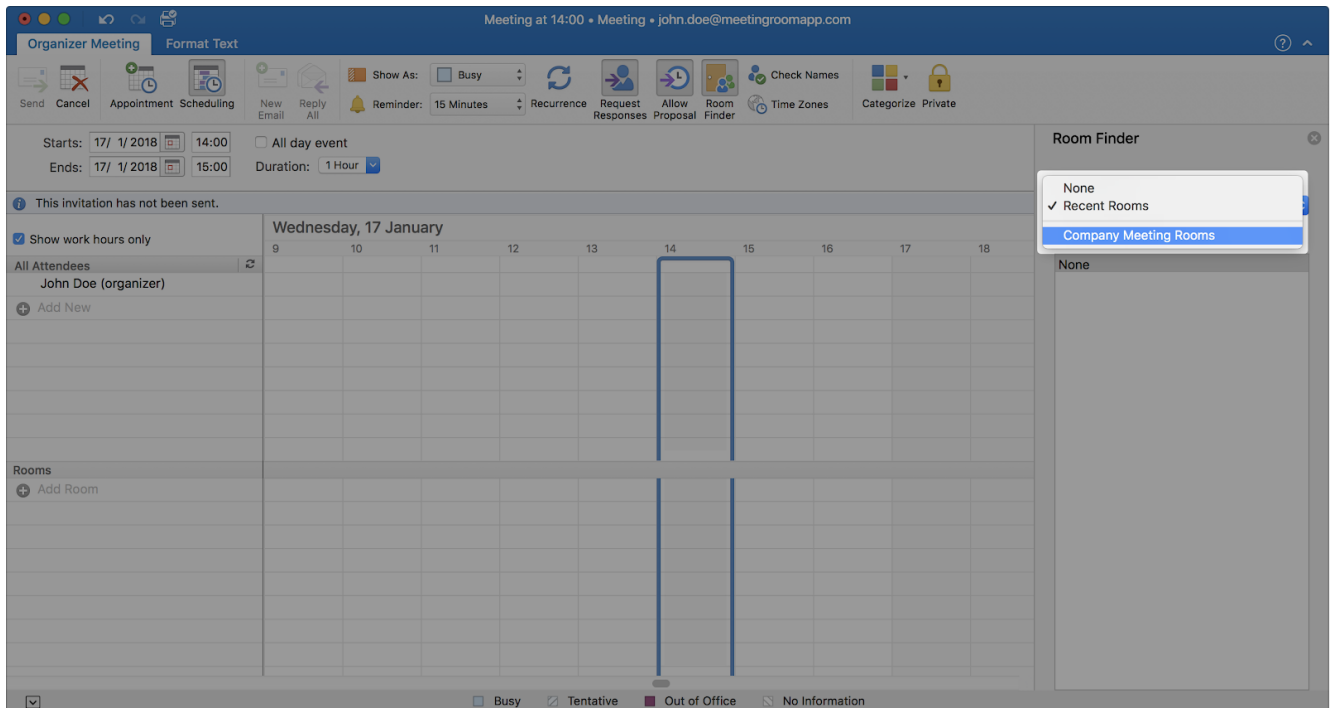
Room Finder

Choose a room list: Recent Rooms

Choose an available room: None

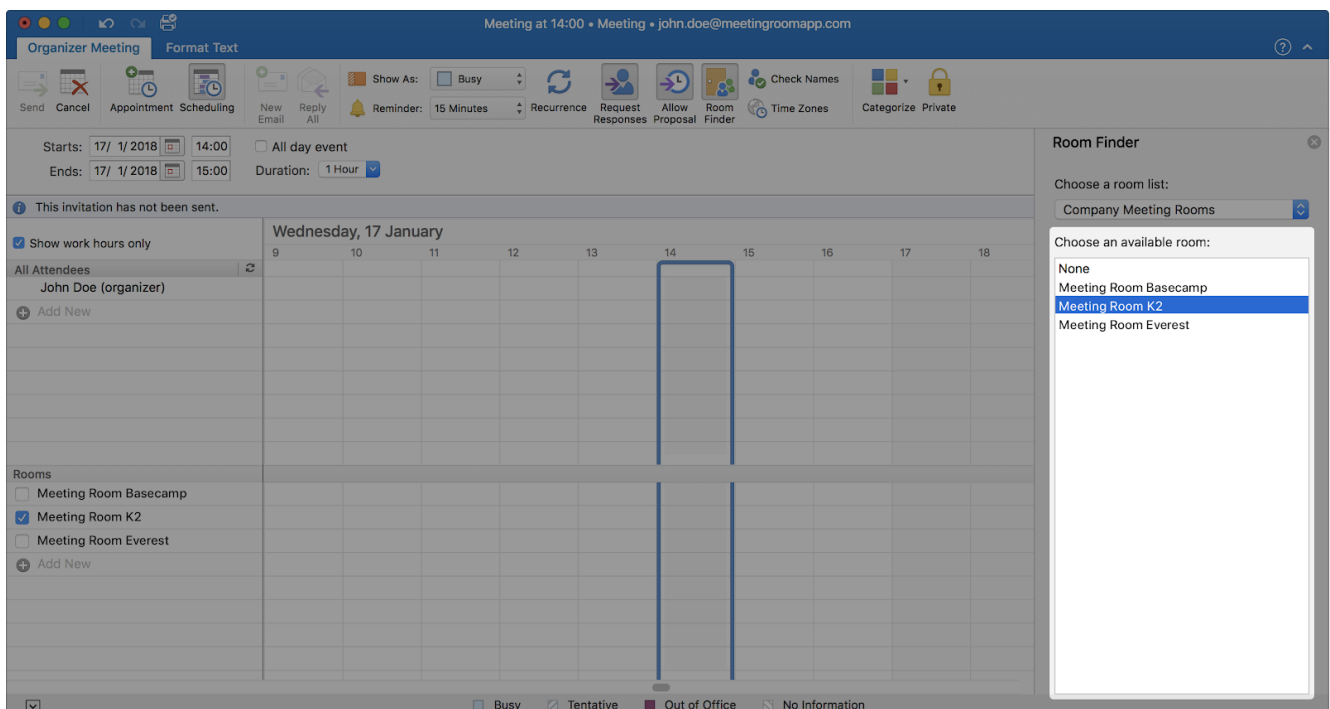


5. Selecting a room list



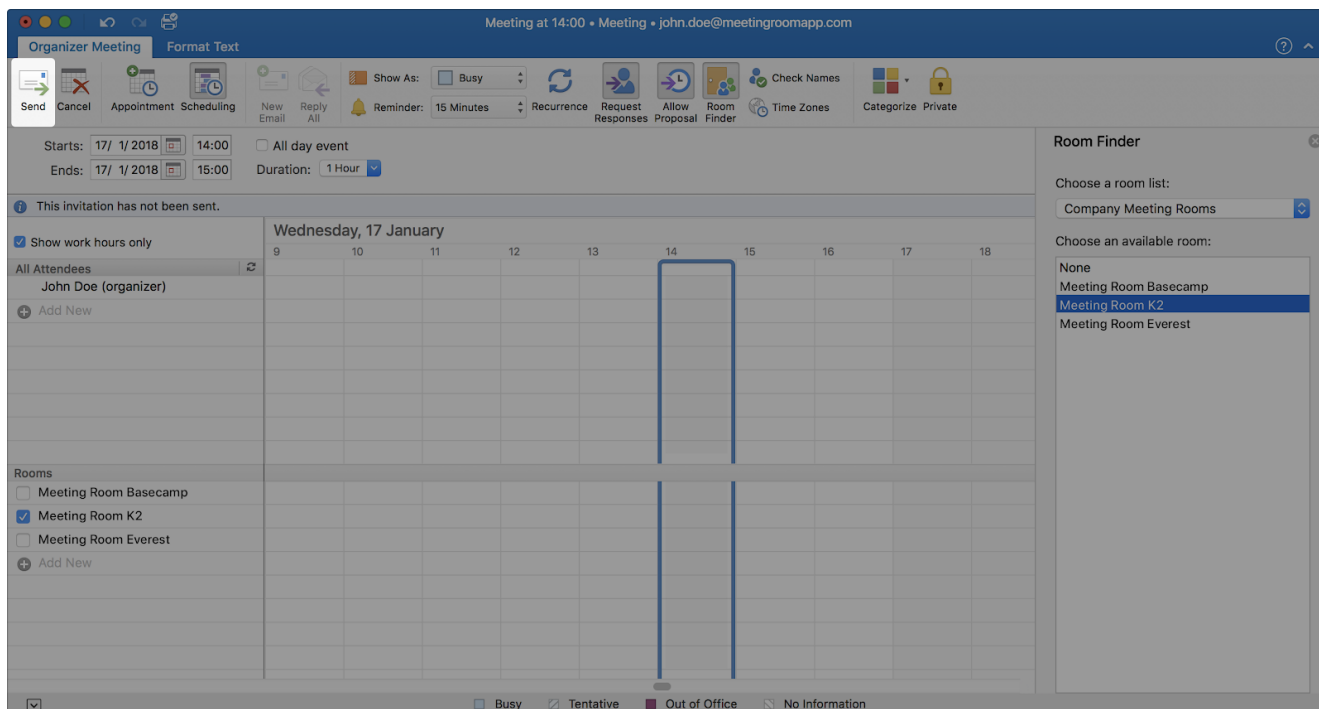
A list of rooms available at the time of your meeting will appear. Then select any suitable room.

6. Room lists in the **Room Finder** panel

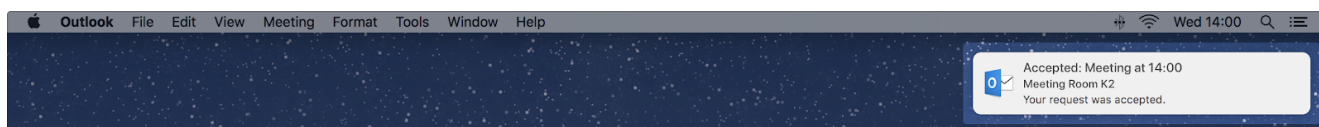




Once you select a room, tap the **Send** button in the top left corner of the event details. Sending your event will confirm the meeting and the booking.



Short after you send your request you will receive a confirmation message in a Mac OS notification (information in the top right corner of the screen).



If your booking is declined (e.g. because a colleague has just booked the room), edit your event (double tap the calendar event or right-click to open a context menu and then select **Open**) and choose another available room in the **Room Finder**.

