

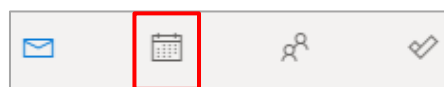
# Outlook Web Calendar - Meetings and room bookings

By using OWA's **Scheduling Assistant** you can create a meeting, book a meeting room, *and* invite attendees all at the same time. The Scheduling Assistant allows you to find a time when both a suitable meeting room *and* all, or most, attendees are free.

**Note:** Icons in different versions of OWA may look slightly different but the process is the same.

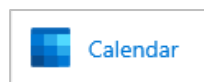
## Create a new meeting

1. Go to [www.abdn.ac.uk/staffnet](http://www.abdn.ac.uk/staffnet) and from the **Quick Links** choose **Staff Email** (alternatively go straight to <http://outlook.com/abdn.ac.uk> ).
2. Log in with your University username (in the form `s01js7@abdn.ac.uk`) and password.
3. You can view your email in the OWA window that opens.



4. Click the **Calendar** icon at the bottom left of the OWA window.

Alternatively, click the **App Launcher** button (the grid icon at the top left of screen), click **All apps** and choose the **Calendar** icon.



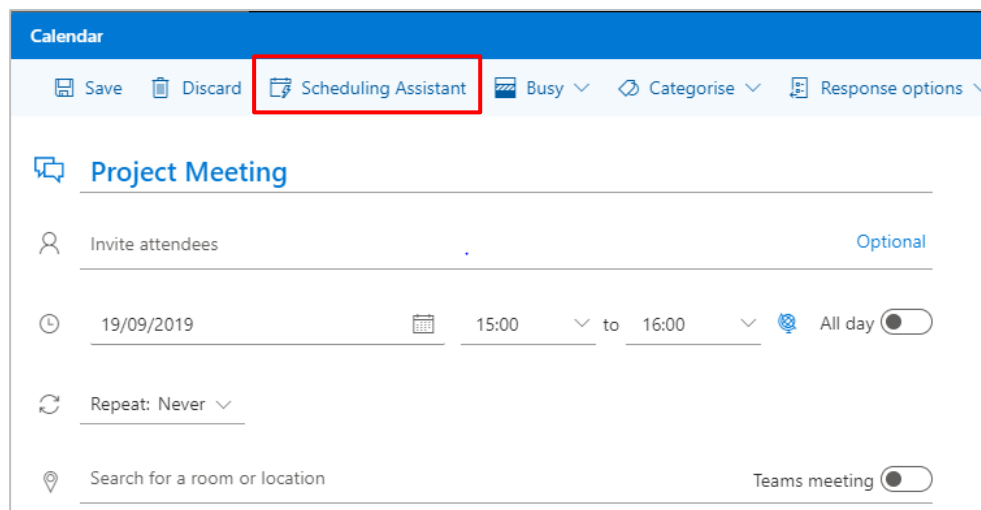
5. Click on **+New event** at the top of your calendar to open a new meeting window.
6. In the event form, add a **Title**; enter your preferred **Start** date/time and the **End** date/time.

**New event**

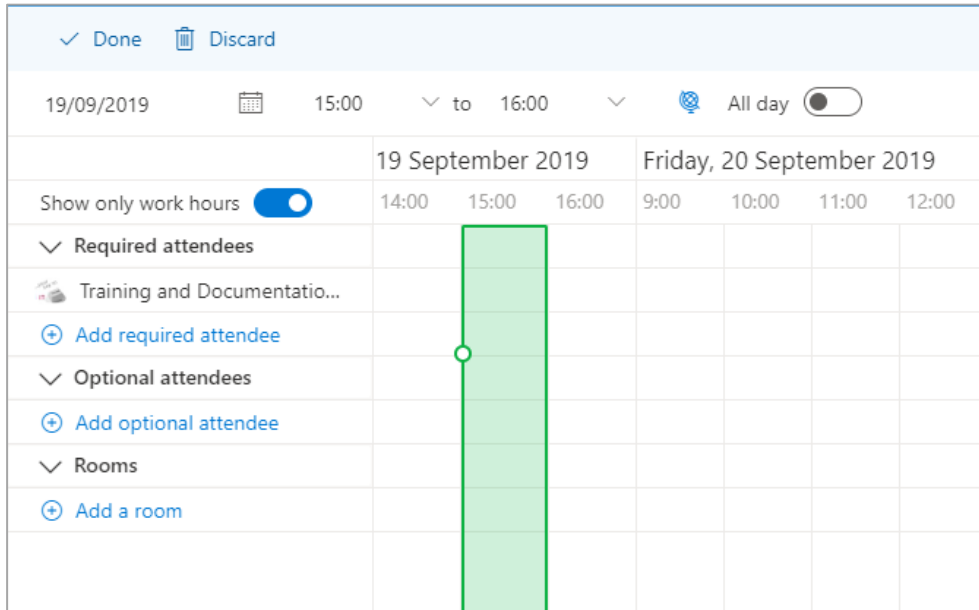
## Access the Scheduling Assistant

To check availability of attendees and the room for your meeting, use the **Scheduling Assistant**.

1. From the top of the meeting window, select **Scheduling Assistant** icon.



2. The Scheduling Assistant view appears:



## Add a room and check its availability

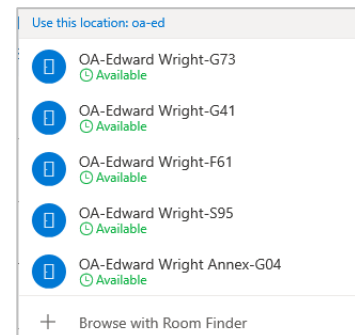
It is important to check a meeting room's availability *before* completing your meeting request.

You'll find information on meeting room names and locations at: [www.abdn.ac.uk/staffnet/working-here/room-booking-708.php](http://www.abdn.ac.uk/staffnet/working-here/room-booking-708.php)

If you know the name format of the room you want, click on the **Add a Room** button and type it into the box. Otherwise:

1. To search for rooms in Old Aberdeen, enter **OA-** followed by the first letter of the building – for example **OA-E** if you are looking for a meeting room in the Edward Wright building.

- A pop-up list of rooms matching these criteria will appear with information as to whether each room is available or busy.
- Select the room you want to book from the pop-up list or choose to browse with room finder.



To search for rooms at Foresterhill, enter **FH-** followed by the first letter of the building – for example **FH-I** if you are looking for a meeting room in IMS.

- Similar to above, select the room you want to book from the pop-up list or choose to browse with room finder.

2. The **Room Name** will be listed under Rooms

The **Room calendar** will appear in a line below your calendar and those of any attendees.

3. Check the Room calendar to make sure the room is available on the day and time you have selected.

**Note:** Availability is indicated by coloured blocks on the calendar, opposite the room's name. **If the room is free, there will be no colour block.**

If the room is not free:

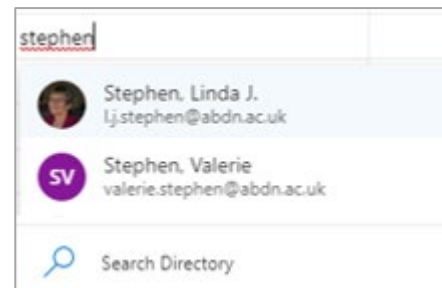
- Try a different time slot or day.
- Try alternative meeting rooms until you find one that works best for your timings and attendees.

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## Add attendees

To add an attendee:

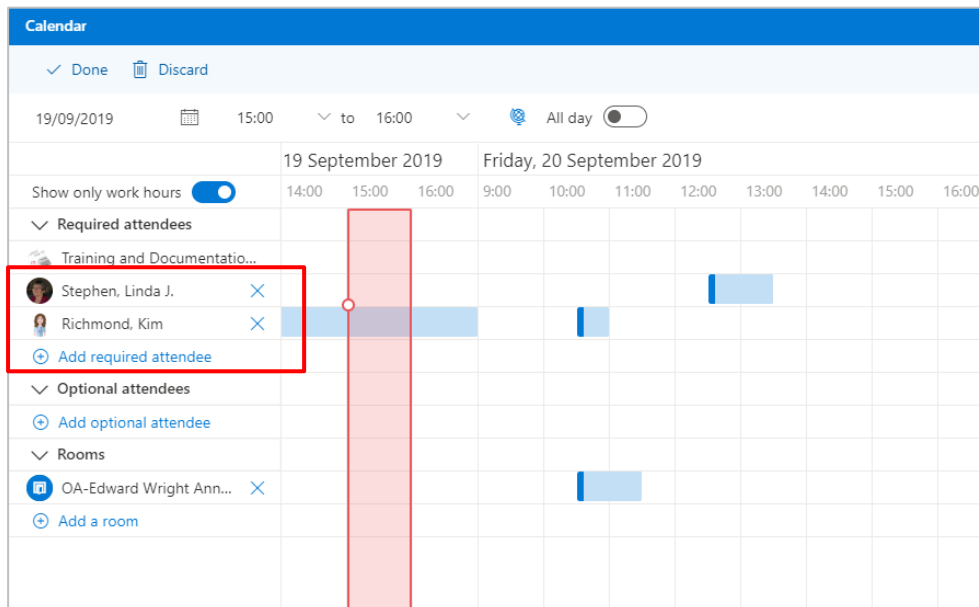
1. Click on **Add required attendee**.
2. Type the person's last name in the box
3. A pop-up list of names will appear. If the name you want is not there click **Search Directory** to find more options.
4. Select the person you want to invite from the list.



Once you have selected an **attendee** their name will be listed under **Required Attendees**.

The attendee's **calendar** will appear in a line below your calendar.

5. Continue to add further attendees, as required. Similarly add any optional attendees.



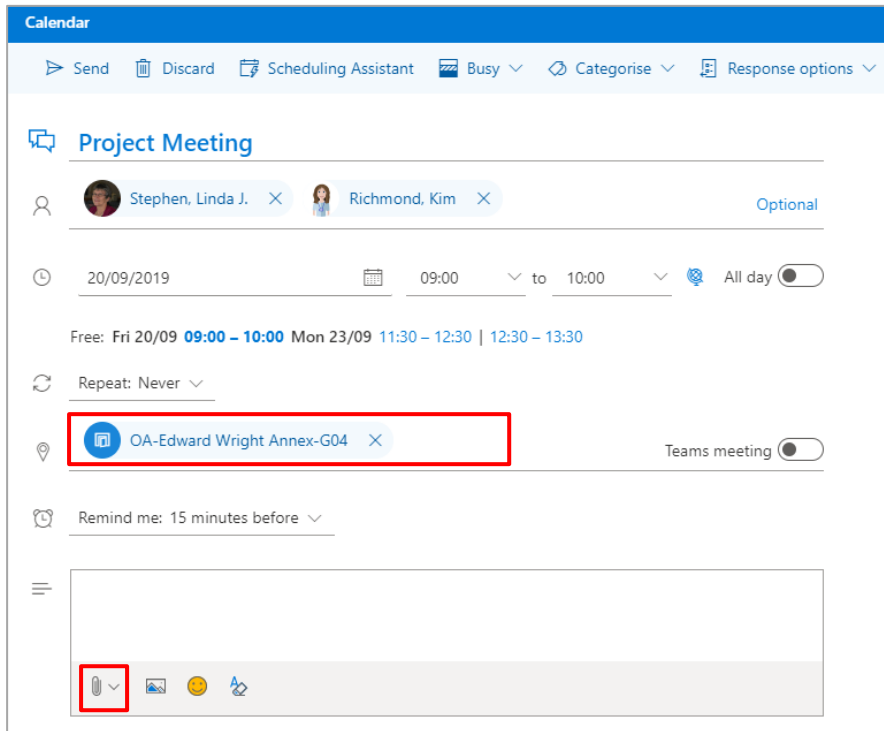
6. As you did with the room, check the attendees' calendars to make sure they are all available on the day and time you have selected.

**Note:** As with rooms, a person's availability is indicated by coloured blocks in the calendar, opposite the person's name. If a person is free, there will be no colour block.

- If necessary, you can adjust the date and time of the meeting to suit all the attendees and availability of the room.
7. When you are happy with the time, duration, attendees and room for the meeting, click **Done** at the top left of the Scheduling Assistant view to return to the meeting window.

## Check meeting details

1. Check all the details in the meeting window.
2. The name of the room you have chosen should be in the **location** line.



3. You may want to type notes in the main text box at the bottom of the window, for example a short list of agenda items. You can also add attachment (s) using the paper clip icon.
4. If you want to categorise or set the status of the meeting you will find these options at the top of the window.

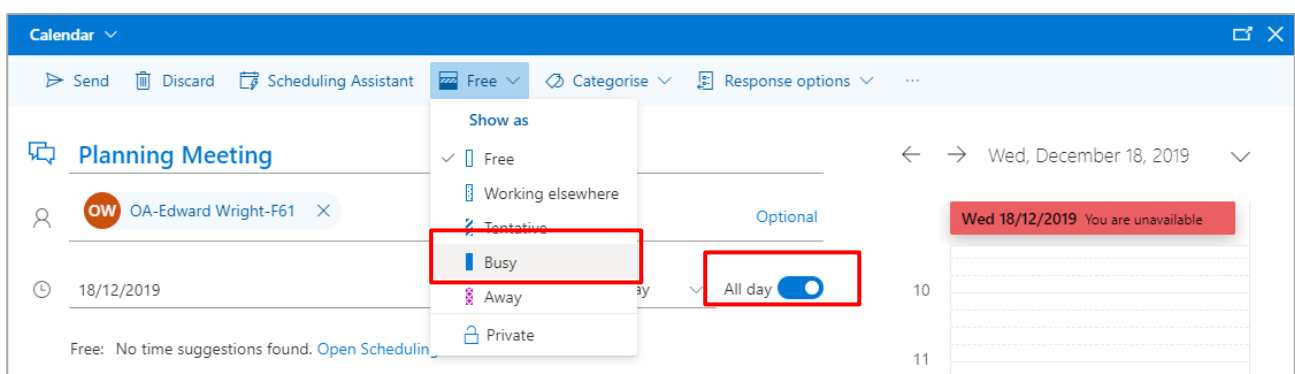
## IMPORTANT: Check before you send your meeting invite

### Is the room free for you to book?

You must check a meeting room's availability (using the OWA Scheduling Assistant as above) before submitting your meeting request. Availability is indicated by coloured blocks on the calendar; if the room is 'Free', there will be no colour block. Some room requests can only be actioned during working hours.

### Is your meeting an 'All day event'?

When you make a meeting an 'All day event', OWA's default behaviour is to automatically change the status of the meeting from 'Busy' to 'Free'. In order to prevent other meeting organisers booking the room, you must *manually change* the status to **'Busy'**.



## Send the Meeting Invitation

To invite the attendees, and book the room:

1. Click **Send** at the top left of the meeting window.
2. The meeting will appear in your calendar.

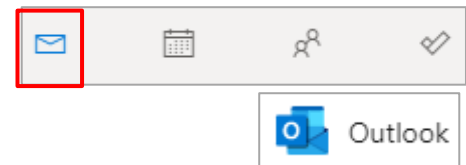
|    |   |
|----|---|
| 14 | Project Meeting<br>OA-Edward Wright-G73 Stephen, Linda J. |
| 15 |   |



You must consider the room booking 'Tentative' until you receive an email response from the room owner accepting your booking.

## Check the Booking Response

To find the room owner's response, return to your Email view by clicking the **Email icon** at the bottom left of the calendar page or clicking the **App Launcher** button (top left of screen) and choosing **Outlook**.



1. If the room has sent a **Tentative** email response, your request will show as **pending approval**.
2. If the room has sent an **Accepted** email response, your room booking has been **confirmed**.
3. If the room has sent a **Declined** email response, the room booking has been **rejected**.
  - If the booking is rejected, you must either reschedule your meeting, or remove it from your calendar by deleting it and sending your attendees a cancellation.

**1**

Tentative: Test Room Booking

OW OA-Edward Wright-G41  
Thu 19/09/2019 10:52  
Stephen, Linda J. ✓

**Tentative: Test Room Booking**

Thu 19/09/2019 15:00-16:00  
OA-Edward Wright-G41

OA-Edward Wright-G41 has tentatively accepted this event

Your request was received and is pending approval.

**2**

Gray, Nicola on behalf of OA-Edward Wright-G41

OW Thu 19/09/2019 10:53  
Stephen, Linda J. ✓

**Accepted: Stephen, Linda J.**

Thu 19/09/2019 15:00-16:00  
OA-Edward Wright-G41

Gray, Nicola has accepted this event

**3**

Declined: Stephen, Linda J.

OW Gray, Nicola on behalf of OA-Edward Wright-G41  
Thu 19/09/2019 11:29  
Stephen, Linda J. ✓

**Declined: Stephen, Linda J.**

Thu 19/09/2019 16:00-16:30  
OA-Edward Wright-G41

Gray, Nicola has declined this event

## Further information and help

Use MyIT to log calls with the IT Service Desk: <https://myit.abdn.ac.uk>