


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.

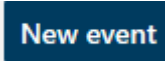
Create a new meeting

1. Go to www.abdn.ac.uk/staffnet and from the **Quick Links** choose **Staff Email** (alternatively go straight to <https://outlook.com/abdn.ac.uk>).
2. Log in with your University username (in the form *s01js7@abdn.ac.uk*) and password. If prompted, provide your second factor of authentication.
3. You can view your email in the OWA window that opens.

4. Click the **Calendar** icon which you will see either on the toolbar at the left or at foot of 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. 

Calendar

Save Discard Scheduling Assistant Busy Categorise Response options

Calendar

• Add a title

Invite attendees Optional

15/06/2021 15:00 to 15:30 All day

Repeat: Never

Search for a room or location Teams meeting

Remind me: 15 minutes before

Add a description or attach documents

15:00 - 15:30

Tue, June 15, 2021

6. In the event form, add a **Title**; enter your preferred **Start** date/time and the **End** date/time.

Add a room and check its availability

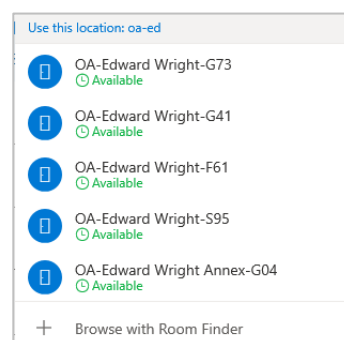
It is important to check a meeting room's availability *before* completing your meeting request.

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

If you know the name format of the room you want, click in the **Search for a room or location** field 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.

Note: The Room Finder offers limited options.

2. The **Room Name** will be listed as the location.
3. Check that the room is available on the day and time you have selected.

Note: Availability is indicated on the room icon at the foot of calendar block at the right of the event form with a green tick if it is available and a red cross if not.



If the room is not free:

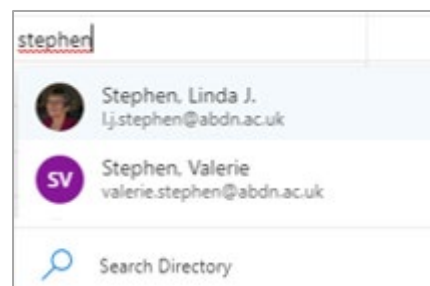
- Try a different time slot or day (times will be suggested as described below).
- Try alternative meeting rooms until you find one that works best for your timings and attendees.

Add attendees

To add an attendee:

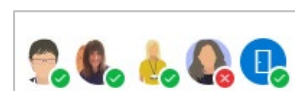
1. Click in the **Invite attendees** field.
2. Type the person's last name in the box
3. A pop-up list of names will appear. If the name you want is not there click **Search Directory** to find more options.
4. Select the person you want to invite from the list.

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



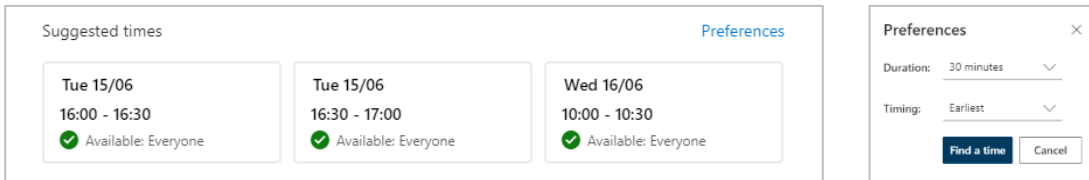
The attendee's icon will appear at the foot of calendar block at the right of the event form with an indication of availability, with a green tick if available and red cross if not.

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



Suggested Times

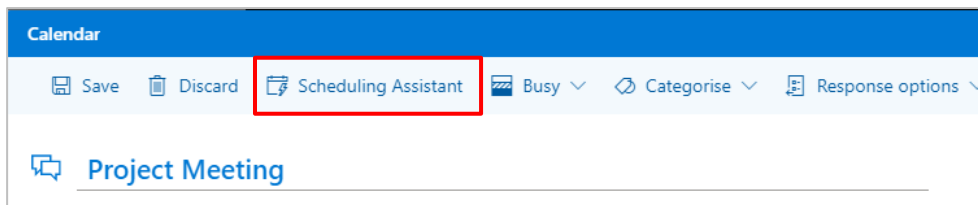
Outlook web calendar helpfully offers a list of suggested times indicating when everyone (including the room) is available. This is useful if the original time you chose did not suit everyone and you want to look for alternatives. Click Preferences to be more specific and Find a Time.



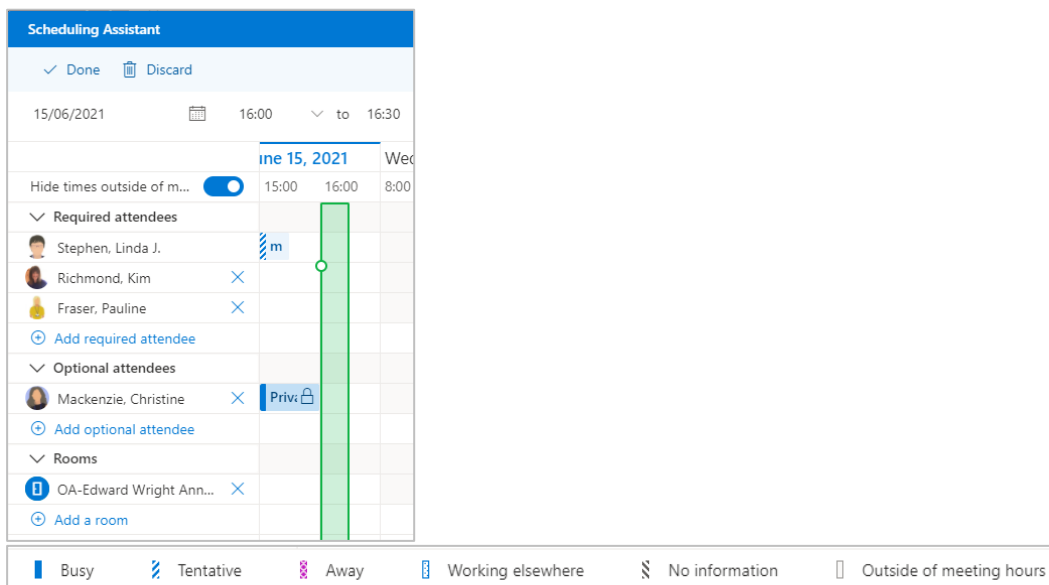
Access the Scheduling Assistant

Another way to check the availability of attendees and the room for your meeting and to view alternative options is to use the **Scheduling Assistant**.

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



2. The Scheduling Assistant view appears listing the calendars or all attendees and the room, along with a legend indicating the meanings of shaded and solid blocks:



3. Check the attendees' calendars and the room calendar to make sure they are all available on the day and time you have selected.

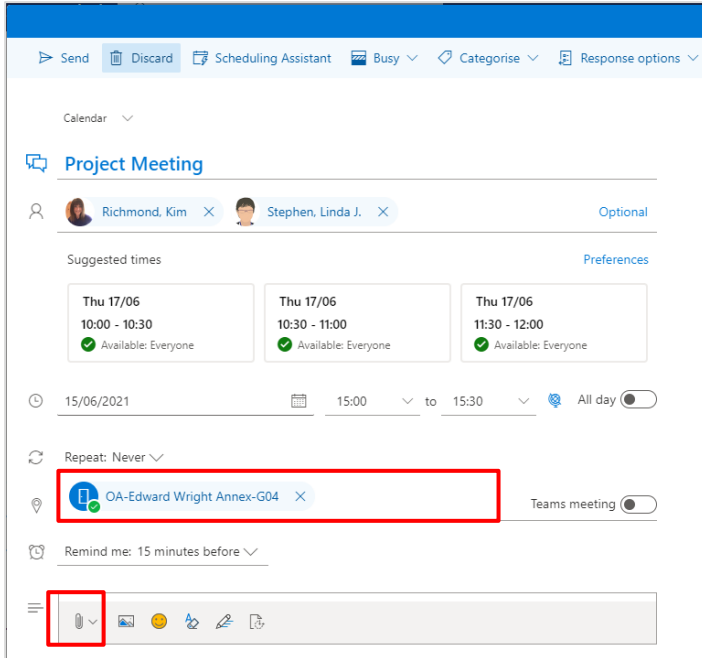
Note: A room or a person's availability is indicated by coloured blocks in the calendar, opposite the person's name. If a room or person is free, there will be no colour block.

If necessary, you can adjust the date and time of the meeting to suit all the attendees and the availability of the room.

4. 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.

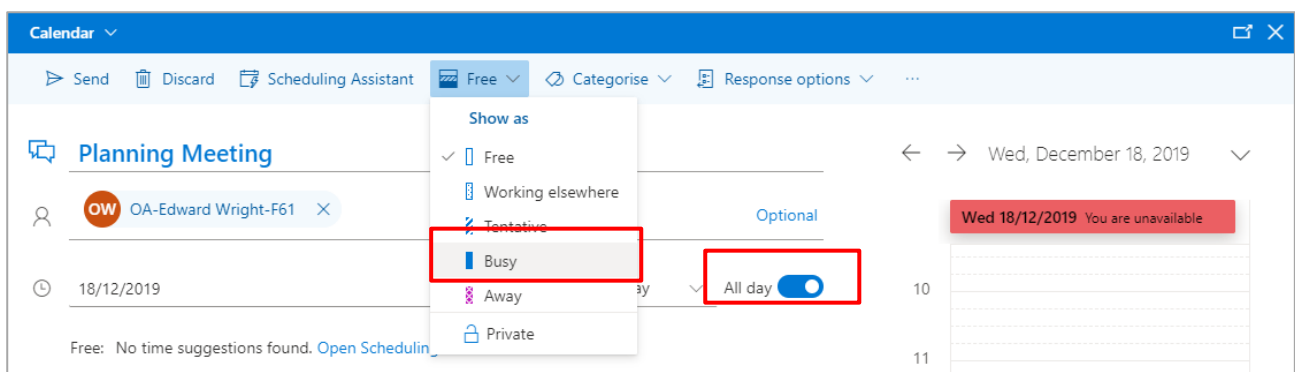
IMPORTANT: Check before you send your meeting invite

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.

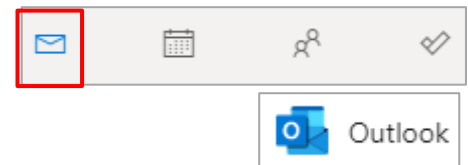
14	Project Meeting OA-Edward Wright-G73 Stephen, Linda J.
15	



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

OW Gray, Nicola on behalf of OA-Edward Wright-G41
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 report an issue with the IT Service Desk: <https://myit.abdn.ac.uk>