

Outlook Calendar - Meetings and room bookings

Scheduling a meeting and booking a room using Outlook

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

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

Before you start!

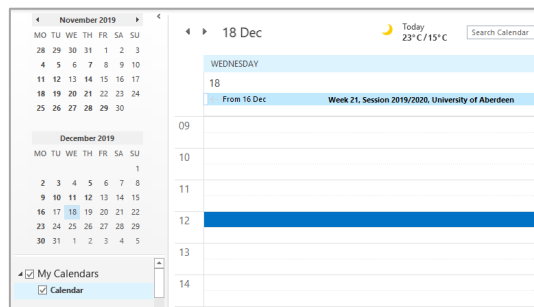
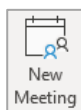
Library room bookings – additional guidelines

If you are booking a Library meeting room, please make sure you consult the Library's *Guidelines for Use and Events Booking Information* **before** submitting an Outlook booking request. **You must also complete a Room Booking Form** and attach it to your Outlook booking request. All documents are available on the Library website at <https://www.abdn.ac.uk/library/using-libraries/bookable-rooms-for-staff-and-external-visitors-331.php>.

Library requests can only be actioned during working hours.

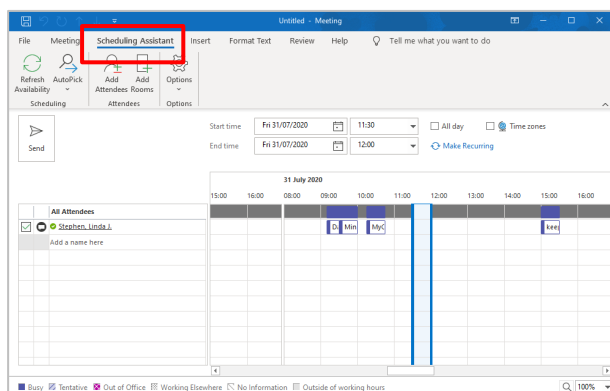
Create a new meeting

1. Launch Outlook and open your **Calendar**.
2. Navigate to the date on which you propose to schedule the meeting and click on your preferred start time.
3. From the **Home** tab, on Outlook's ribbon, click **New Meeting**.
4. In the new **Untitled - Meeting** window, change the **End time** as required.



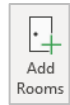
Access the Scheduling Assistant

1. In the **Meeting** window, select **Scheduling Assistant** tab.
2. The Scheduling Assistant view is displayed:



Add a room and check its availability

It is important that you check a meeting room's availability *before* completing your meeting request. See step 4 below for guidelines on how to check availability.



1. Click on **Add Rooms...** at the top on the Scheduling Assistant ribbon.
2. The **Select Rooms: All Rooms** dialog opens showing a list of all meeting rooms.
 - The naming convention for rooms is as follows: *campus-buildingname-roomnumber* - for example, *OA-Edward Wright-S95*, or *FH-Polwarth-0:054*.
3. From the list, locate the room you want to book.
 - Double-click on it to add it to the **Rooms ->** field, then click **OK**.
4. Check the Scheduling Assistant window to make sure the room is available on the day and time you selected.

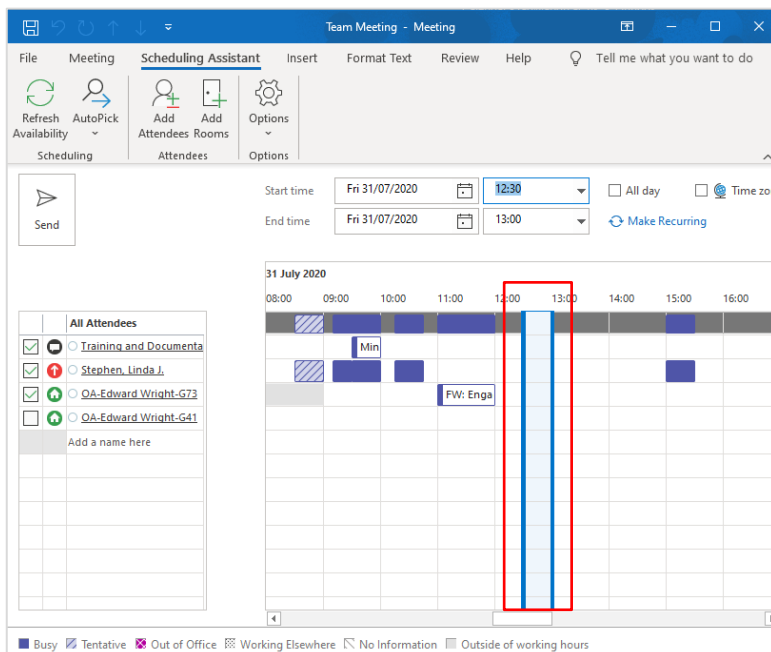
Availability is indicated by coloured blocks on the calendar, opposite the room's name. **If the room is free, there will be no colour block.**

Note: There is an availability key at the bottom of the Scheduling Assistant window to help you.



If the room is *not* free at the time you want, you can:

- i. Move or adjust the **Suggested Times Bar** to select another time slot when the room *is* free.
The vertical line on the left of this bar indicates the start time; the line on the right indicates the finish time. For example, on the screenshot below the proposed meeting starts at 12:30 and finishes at 13:00. Click and drag on a line to adjust time or adjust in date/time boxes.
- ii. Widen your choice. Add further rooms by clicking on **Add Rooms....**
- iii. Use the drop-down menu from **AutoPick** on the ribbon to: find alternative dates/times where *Required People; Required People and One Resource; All People and One Resource; or All People and Resources* are free; or choose an *Earlier Time* and pick your preference from the calendar.



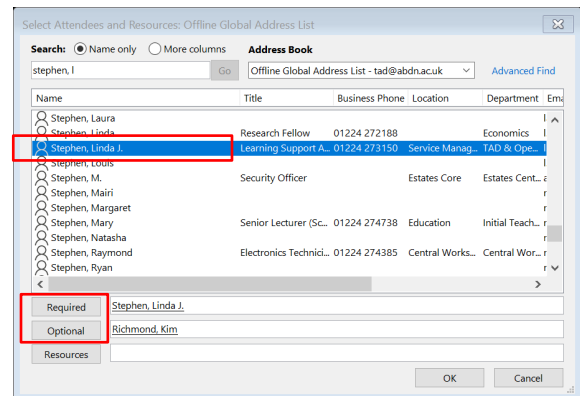
Add attendees



1. Click on **Add Attendees...** at the top on the Scheduling Assistant ribbon.
2. In the **Select Attendees and Resources** dialog, search for an attendee's name. Once you have located the attendee, click on their name once to select it.

Now click on either the **Required->** or **Optional->** button at the foot of the dialog to populate the associated field.

Repeat this process for all attendees then click **OK**.



From the Scheduling Assistant window, check the availability of the attendees.

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 not all attendees are free at the time you have proposed, you can:

- i. Use the drop-down menu from **AutoPick** on the ribbon to: find alternative dates/times where *Required People*; *Required People and One Resource*; *All People and One Resource*; or *All People and Resources* are free; or choose an *Earlier Time* and pick your preference from the calendar.
- ii. Move or adjust the **Suggested Times Bar** to select a time when all (or most) attendees, and the room, are free.

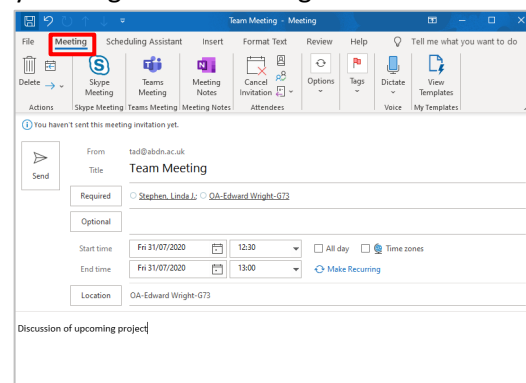
The vertical line on the left of this bar indicates the start time; the line on the right indicates the finish time.

Add meeting information and attachments (if required)

Once you have selected the date/time, located a free room, and selected attendees, you can add further information to your meeting.

1. Move from Scheduling Assistant view to the Meeting view by clicking on the Meeting tab.
2. Populate the **Subject** field and add text to the body of the appointment if required, e.g. more information about the meeting such as a list of topics for discussion.
3. Check attendees and location.
4. If you want, you can also attach files for circulation to meeting attendees:

- Click on the **Insert** tab
- Select **Attach File**
- Browse to locate the relevant file, then click **Insert**.



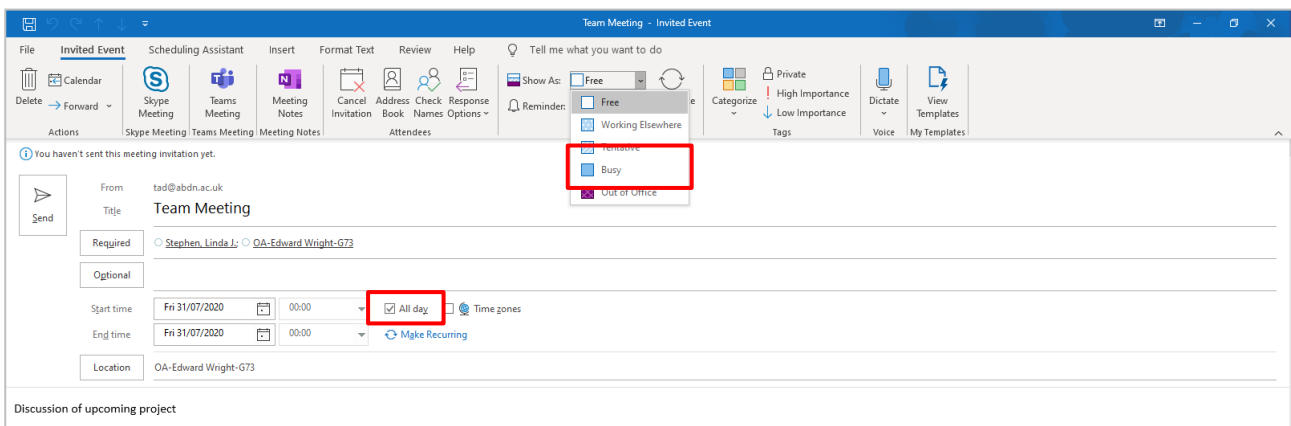
IMPORTANT: Check before you send your meeting invite

Is the room free for you to book?

You must check a meeting room's availability (using the Outlook 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, Outlook'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'.



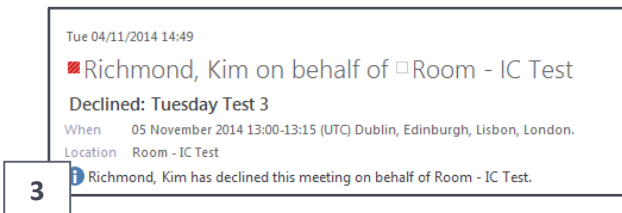
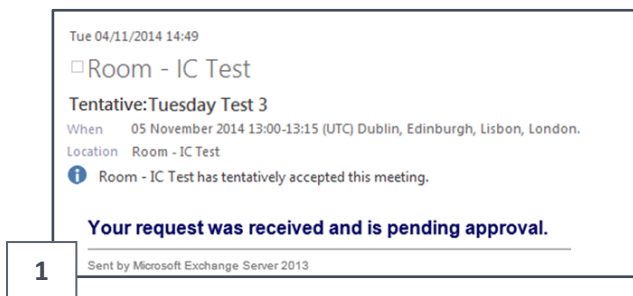
Send the Meeting Invitation

To arrange the meeting, invite the attendees, and book the room, click **Send**.

You must consider the room booking 'Tentative' until you receive an email response.

This response will come from the resource itself (the room) or from the resource delegate.

1. If the resource has sent a **Tentative** response, your request is **pending approval**.
2. If the resource/resource delegate has **Accepted**, the room booking is considered **confirmed**.
3. If the resource/resource delegate has **Declined**, the room booking is **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 cancellations.



Further information and help

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