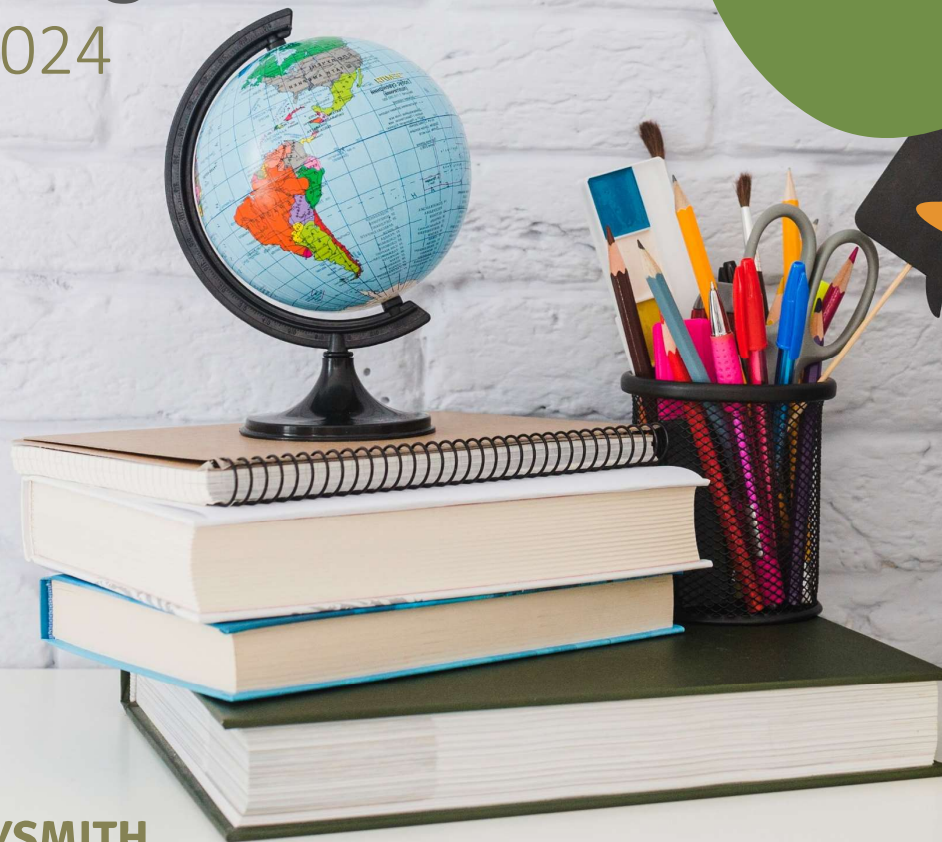


# Room Bookings in Outlook

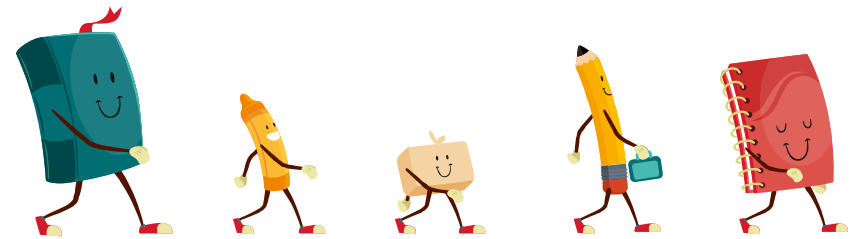
New for 2023-2024



**NANAIMO LADYSMITH**  
**PUBLIC SCHOOLS**

IT Department  
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# Did you Know?









► Conference room bookings are easily completed in Outlook

- You can now simply “Add a Room” when you create your calendar invitations



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# How to Book a Room in Outlook

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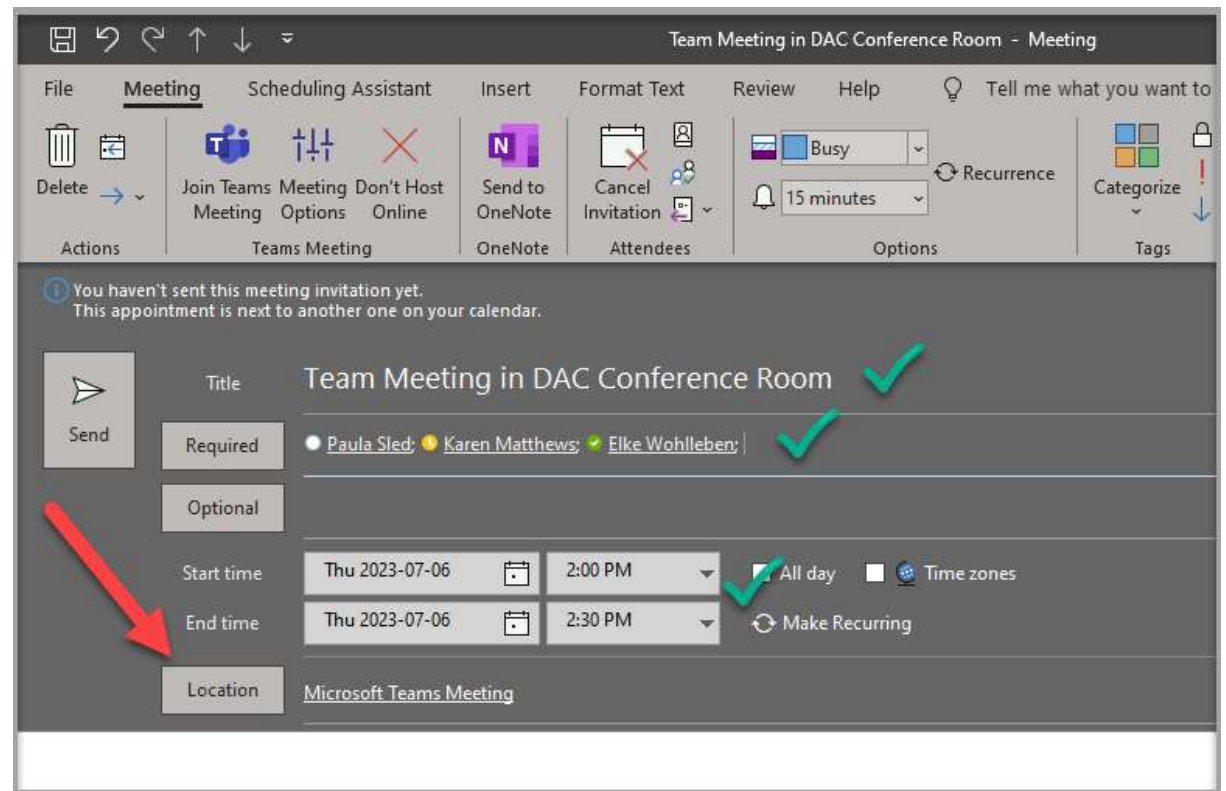


# Step 1:

## Create a Meeting Invitation in Outlook

▶ Go to your Outlook Calendar to create a new meeting invitation, entering your meeting title, schedule, and attendees as usual

▶ Then click “Location”





# Step 2:

## Add a room to the “Location” Field

---

- ▶ After clicking “Location” (previous slide), select the room you want to book
  - ▶ Click OK to exit the room selection pop-up

Select Rooms: All Rooms

Search:  All columns  Name only      Address Book:  [Advanced Find](#)

Name	Location	Business Phone	Capacity
<input type="checkbox"/> Room-DAC-BoardRoom	DAC		0
<input checked="" type="checkbox"/> Room-DAC-Conference	DAC		12
<input type="checkbox"/> Room-DAC-MiniMeeting (TEAMS)	DAC		
<input type="checkbox"/> Room-Dufferin-MeetingRoomGym	Dufferin Gym		
<input type="checkbox"/> Room-Dufferin-SeminarRoom211	Dufferin		
<input type="checkbox"/> Room-Facilities-MeetingRoom	Facilities		

Rooms

OK Cancel

Double-click the room location (above) to add the room to your booking (shown in the "Rooms" field below)





# Step 3:

## Use Scheduling Assistant to preview attendee and room availability

- ▶ Confirm all details and click “Send” to complete your booking

Team Meeting in DAC Conference Room - Meeting

File Meeting **Scheduling Assistant** Insert Format Text Review Help Tell me what you want to do

Refresh Availability AutoPick Add Attendees Add Rooms Room Finder Options Options

Scheduling Attendees Options

Send

Start time: Fri 2023-07-07 2:00 PM All day Time zones

End time: Fri 2023-07-07 2:30 PM Make Recurring

July 7, 2023

All Attendees

Required Attendee

- Daniel Fritz
- Paula Sted
- Karen Matthews
- Elke Wohlleben

Optional Attendee

- Add optional attendee

Resource (Room or Equipment)

- Room-DAC-Conference
- Add resource

kerri Steel

Each person and the room are free during this block





[ROOM ADMIN ONLY]  
**How to Cancel Others' Bookings**

---







# Step 1:

Find the room booking that needs to be changed or cancelled

---

- ▶ 1. Go to your Outlook Calendar and open the relevant room booking calendar
- ▶ 2. Double-click the meeting that needs to be changed or cancelled

Room-DAC-Conference					
	Monday	Tuesday	Wednesday	Thursday	Friday
	17	18	19	20	21
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM			Room-DAC-Conference		
3 PM					
4 PM					
5 PM					
6 PM					
7 PM					
8 PM					
9 PM					
10 PM					



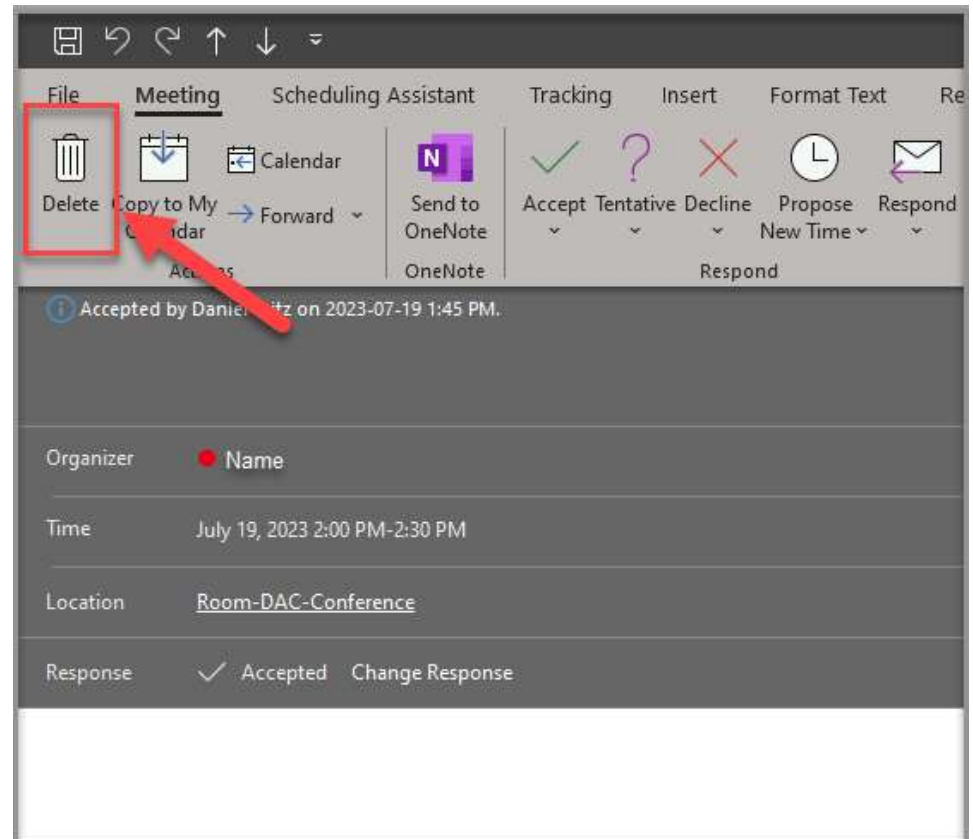


# Step 2:

## Cancel the meeting

---

- ▶ When the meeting window pops up, click “Delete” in the top left corner of the window.

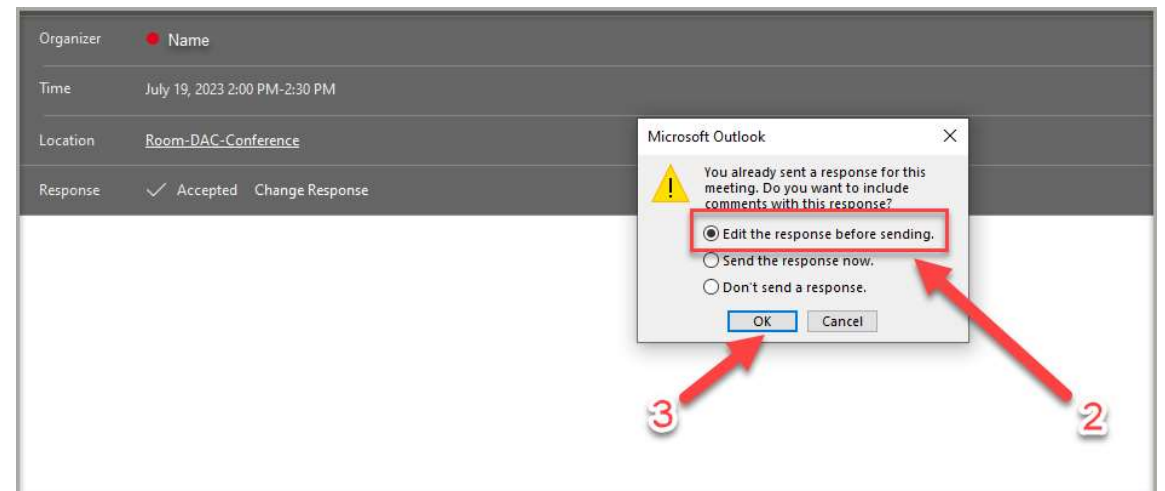
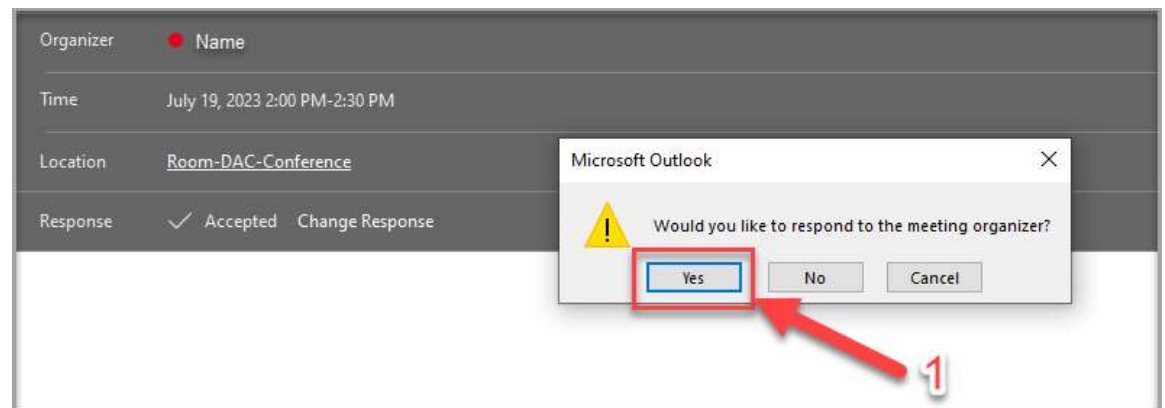




# Step 3:

## Confirm and Notify Meeting Organizer

- ▶ After clicking “Delete,” complete the following pop-up prompts:
  - ▶ 1. Click “Yes” to respond to the meeting organizer
  - ▶ 2. Choose “Edit the response before sending”
  - ▶ 3. Click “OK”

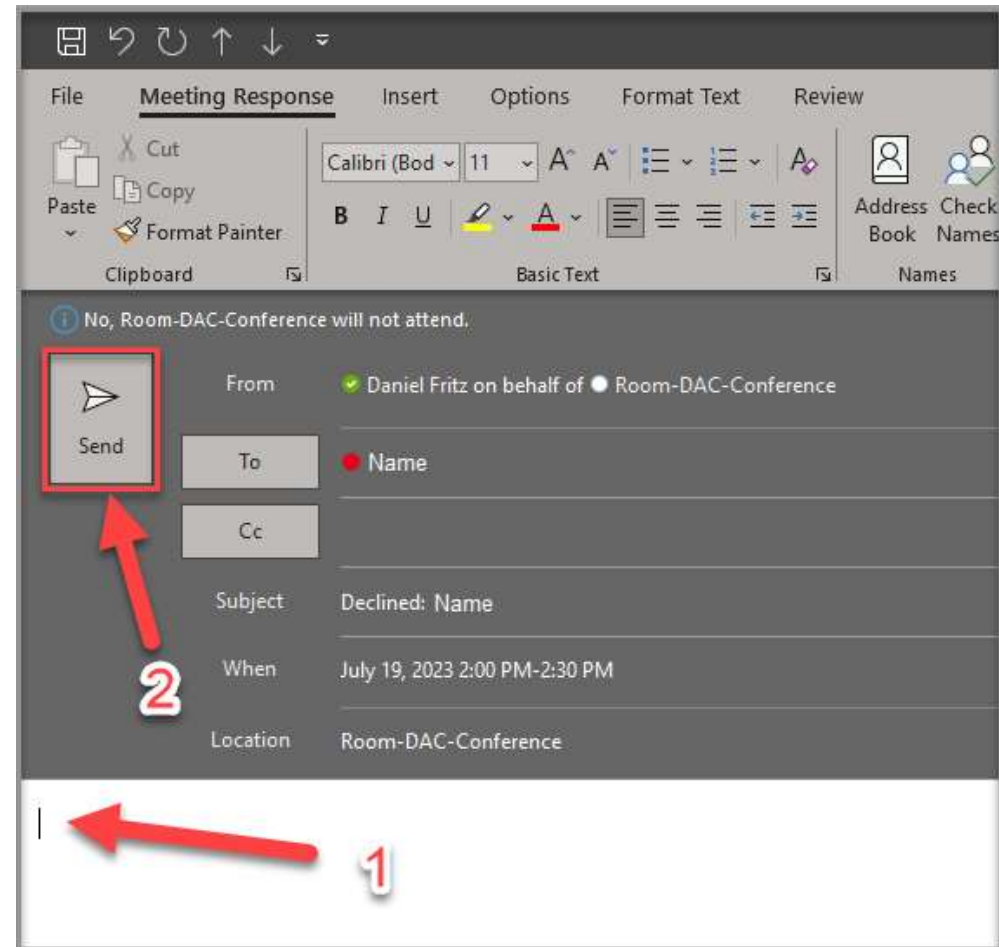




# Step 4:

## Provide Details and Send

- ▶ 1. Provide some details to the meeting organizer on why the booking was changed or cancelled
- ▶ 2. Click send to complete the change or cancellation
- ▶ **NOTE:** The event **will not** be deleted from the organizer's calendar. Only the room booking will be canceled.





# How to Change or Cancel Your Own Room Booking

---

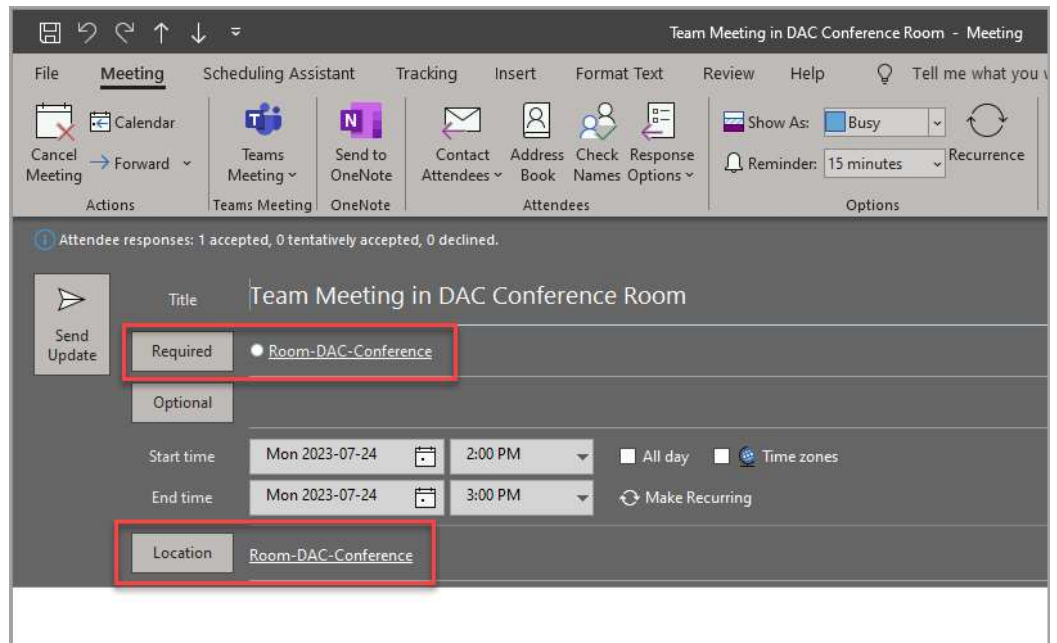




# Step 1:

## Open the room booking that you want to cancel

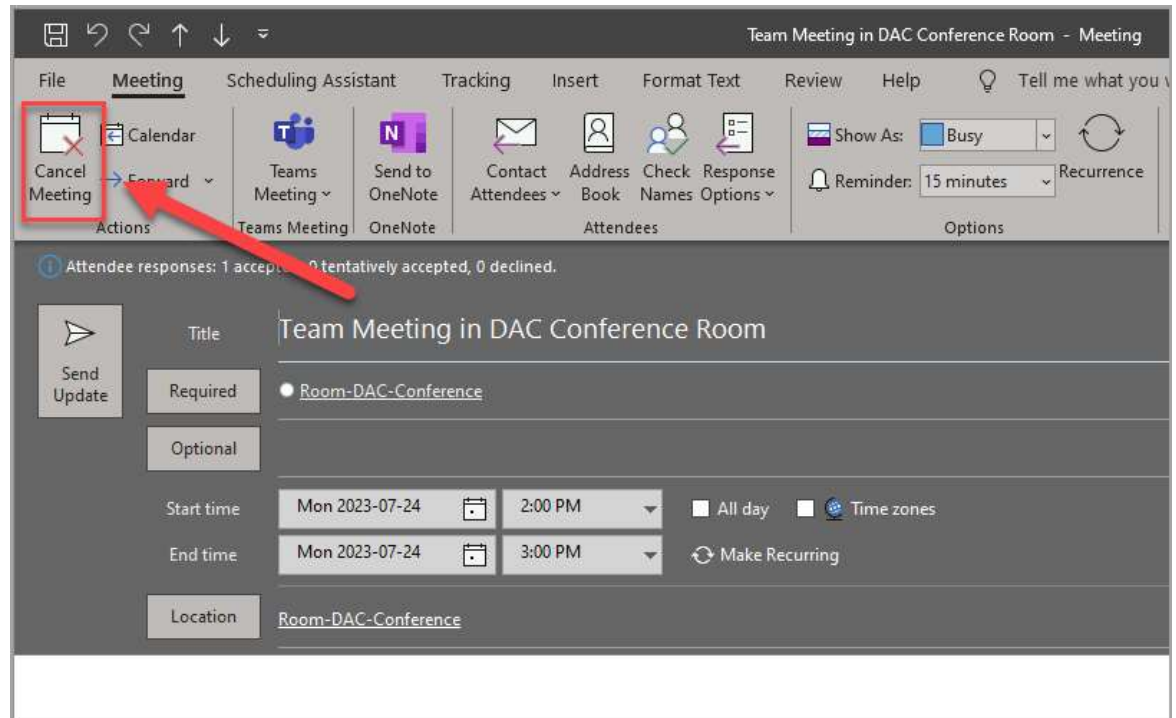
- ▶ Go to your Outlook Calendar and find the meeting with the attached room booking
- ▶ You can confirm that a room booking is attached in the “Required” and “Location” fields





# Step 2: Cancel the meeting

- ▶ Click “Cancel Meeting” in the top left corner of the window.
- ▶ The window will update after clicking “Cancel Meeting” and a new button will appear that says “Send Cancellation” (also in the top left corner of the window).
- ▶ Click “Send Cancellation”





# How to Remove the “Teams Meeting” Option from Your Invitation

---



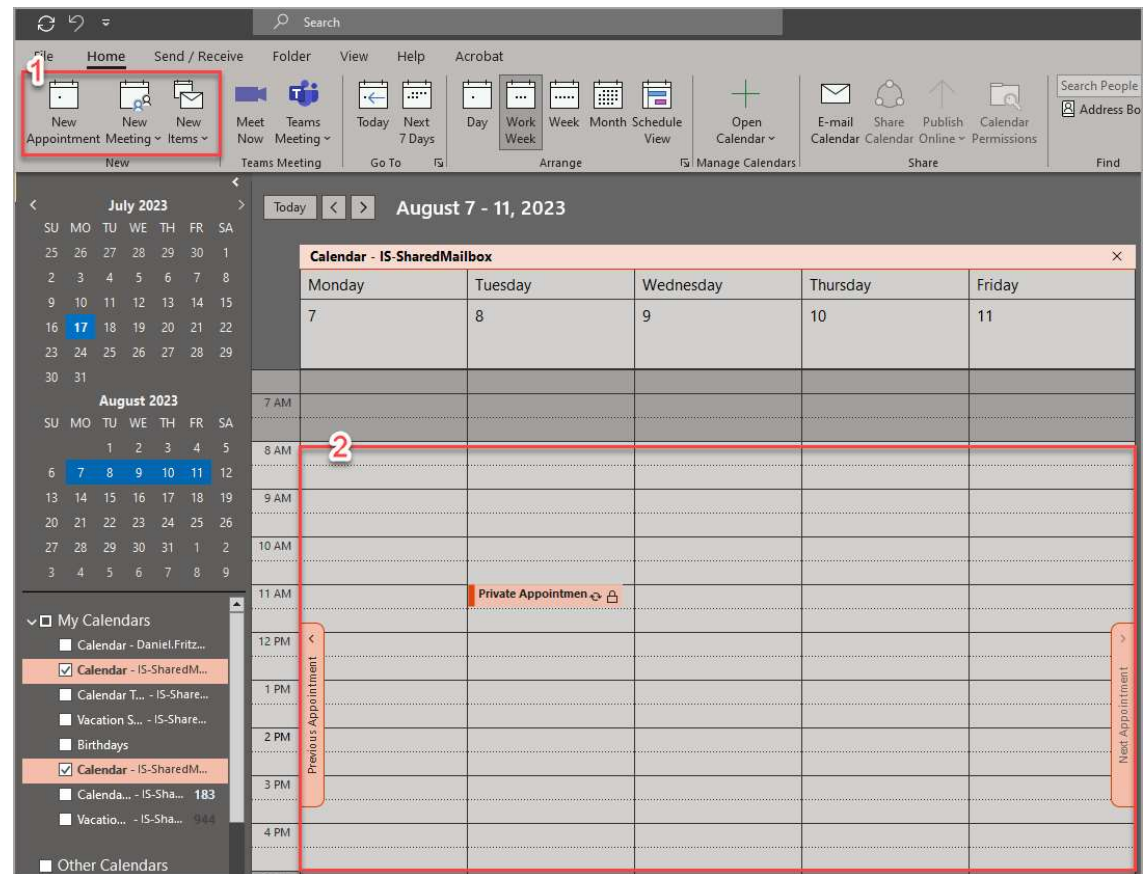




# Step 1:

## Create a meeting in Outlook Calendar

- ▶ Go to your Outlook Calendar and create a new meeting by:
  - ▶ 1. Clicking New Appointment, New Meeting, New Items, or by
  - ▶ 2. Double-clicking on any space within your calendar where you want to schedule a meeting
- ▶ Note: when you add attendees or a room booking to a meeting, Outlook makes that meeting a Teams meeting





# Step 2:

## Remove the Teams Meeting Option

- ▶ Click “Don’t Host Online”
- ▶ This will remove:
  - ▶ the “Microsoft Teams Meeting” address in the Location field and
  - ▶ Microsoft Teams meeting information in the body of the meeting window

Team Meeting in DAC Conference Room - Meeting

File Meeting Scheduling Assistant Insert Format Text Review Help Tell me what you want to do

Delete Join Teams Meeting Don't Host Online Send to OneNote Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence

Actions Teams Meeting OneNote Attendees Options

You haven't sent this meeting invitation yet.

Send Title Team Meeting in DAC Conference Room

Required Room-DAC-Conference

Optional

Start time Wed 2023-08-09 2:00 PM All day Time zones

End time Wed 2023-08-09 2:30 PM Make Recurring

Location Microsoft Teams Meeting; Room-DAC-Conference

Microsoft Teams meeting

Join on your computer, mobile app or room device | [Click here to join the meeting](#)

Meeting ID: 232 105 339 787  
Passcode: 2HcAyv  
[Download Teams](#) | [Join on the web](#)

This meeting is set up as a Teams meeting



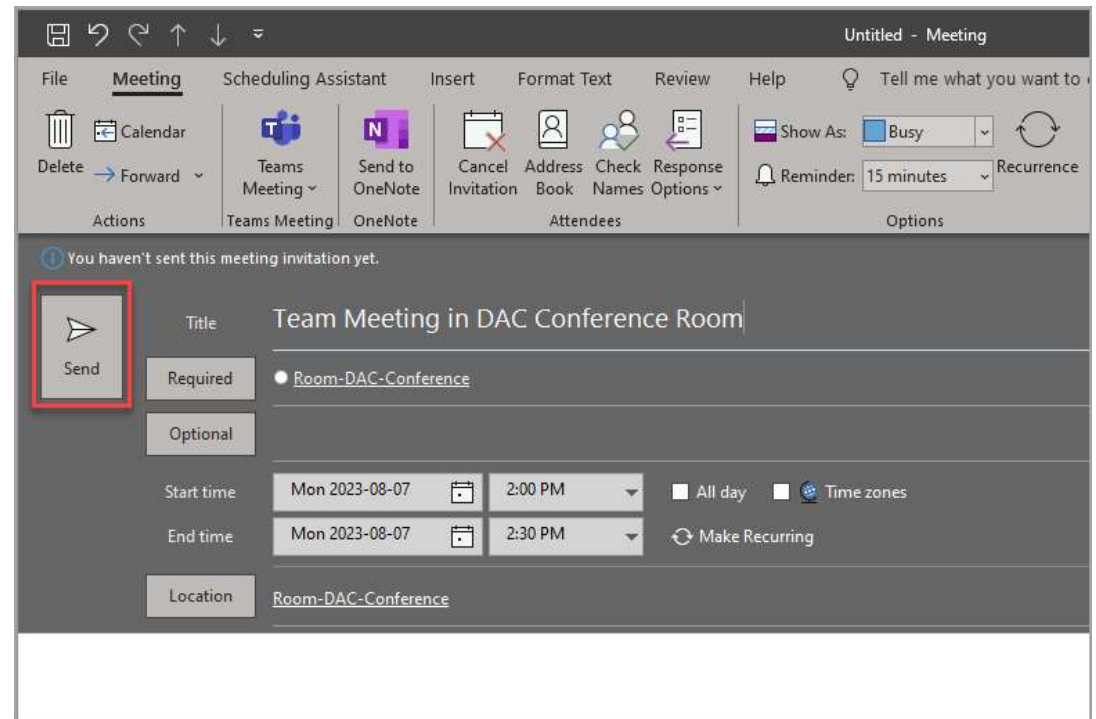


# Step 3:

## Add details and Send meeting request

---

- ▶ Once you have removed the Teams meeting option, add details (attendees, meeting info, etc.) and click Send.





# How to Use the Room Finder

---

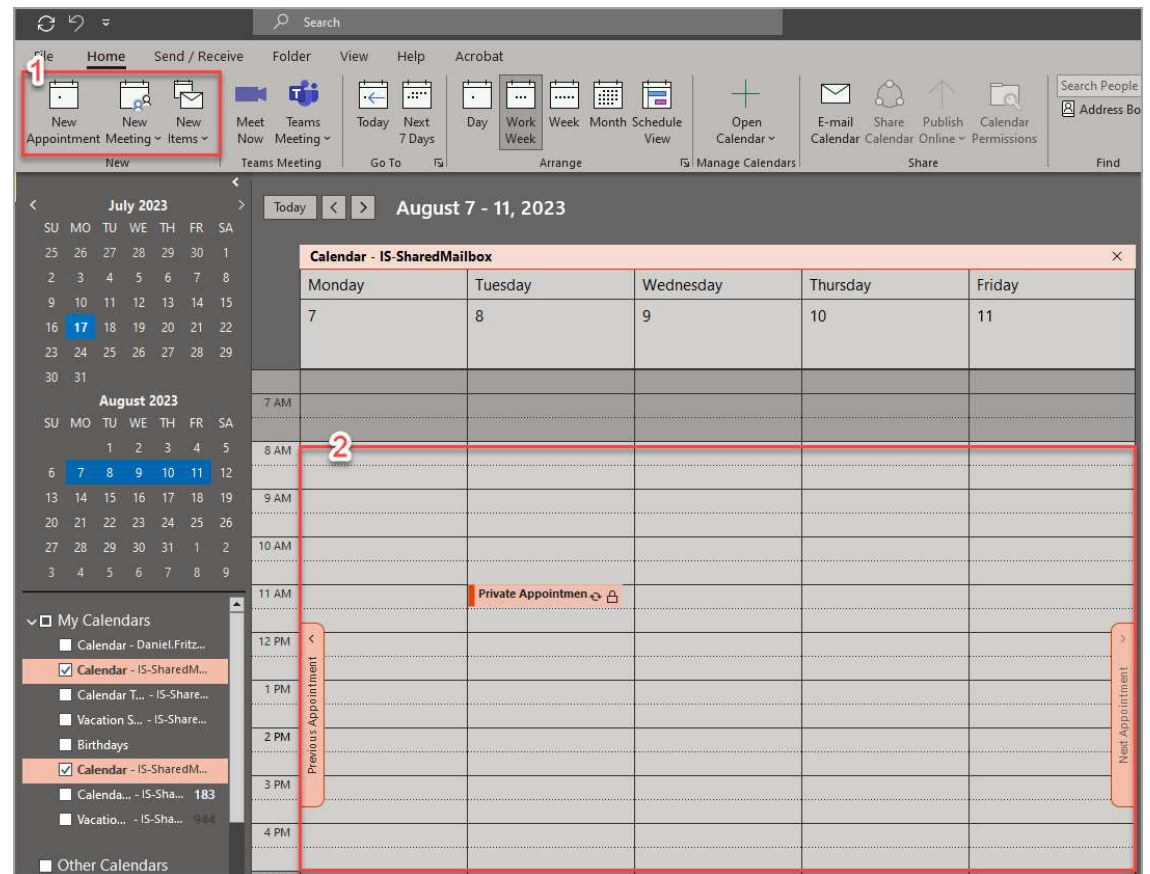




# Step 1:

## Create a meeting in Outlook Calendar

- ▶ Go to your Outlook Calendar and create a new meeting by:
  - ▶ 1. Clicking New Appointment, New Meeting, New Items, or by
  - ▶ 2. Double-clicking on any space within your calendar where you want to schedule a meeting





# Step 2:

## Find the Room Finder Tool

---

- ▶ 1. Add a start and end time to your event
- ▶ 2. Click on the “Scheduling Assistant” tab

The screenshot shows the Outlook meeting scheduling interface. The title bar reads "Team Meeting in DAC Conference Room - Meeting". The ribbon includes "File", "Meeting", "Scheduling Assistant", "Insert", "Format Text", "Review", and "Help". The "Scheduling Assistant" tab is highlighted with a red box and a red "2". Below the ribbon, there are buttons for "Delete", "Forward", "Teams Meeting", "Send to OneNote", "Cancel Invitation", "Address Book", "Check Names", "Response Options", "Show As: Busy", "Reminder: 15 minutes", and "Recurrence". A message states "You haven't sent this meeting invitation yet." The meeting details include a "Send" button, a "Required" button, an "Optional" button, and fields for "Start time" (Thu 2023-07-20, 1:30 PM) and "End time" (Thu 2023-07-20, 2:00 PM). The "Start time" and "End time" fields are highlighted with a red box and a red "1". There are also checkboxes for "All day", "Time zones", and "Make Recurring".





# Step 3:

## Use the Room Finder Tool

- ▶ 1. Click on the “Room Finder” button
- ▶ 2. This will open the Room Finder window
- ▶ You will now be able to see the rooms that are available during your meeting time
- ▶ Double-click any meeting room in the Room Finder window to add that room to your meeting

The screenshot shows the Outlook 'Scheduling Assistant' window. The 'Room Finder' button is highlighted with a red box and a red arrow labeled '1'. The 'Room Finder' window is open on the right, showing a list of available rooms in the 'DAC\FAC Meeting Rooms' building. A red arrow labeled '2' points to the list of rooms. The main interface shows a meeting scheduled for Thursday, July 20, 2023, from 9:30 AM to 10:00 AM. The calendar view shows the meeting time slot highlighted in blue. The 'Attendees' list includes Daniel Fritz. The 'Resource (Room or Equipment)' section is empty.

**NOTE:** your view in Outlook may be different . You may see all the available rooms **or** the Suggested times for the room and a calendar



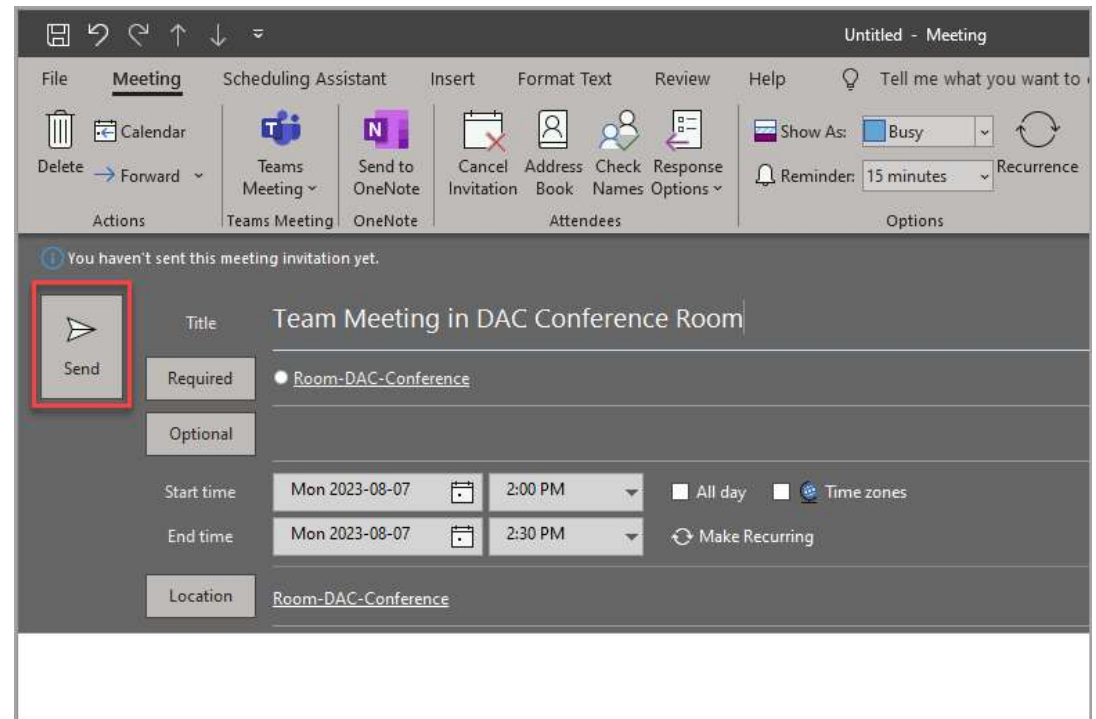


# Step 4:

## Add details and Send meeting request

---

- ▶ Once you have added a room using the Room Finder window, add any necessary details and click Send to save your event and book the room







# How to Add Room Calendars to Your Outlook

---

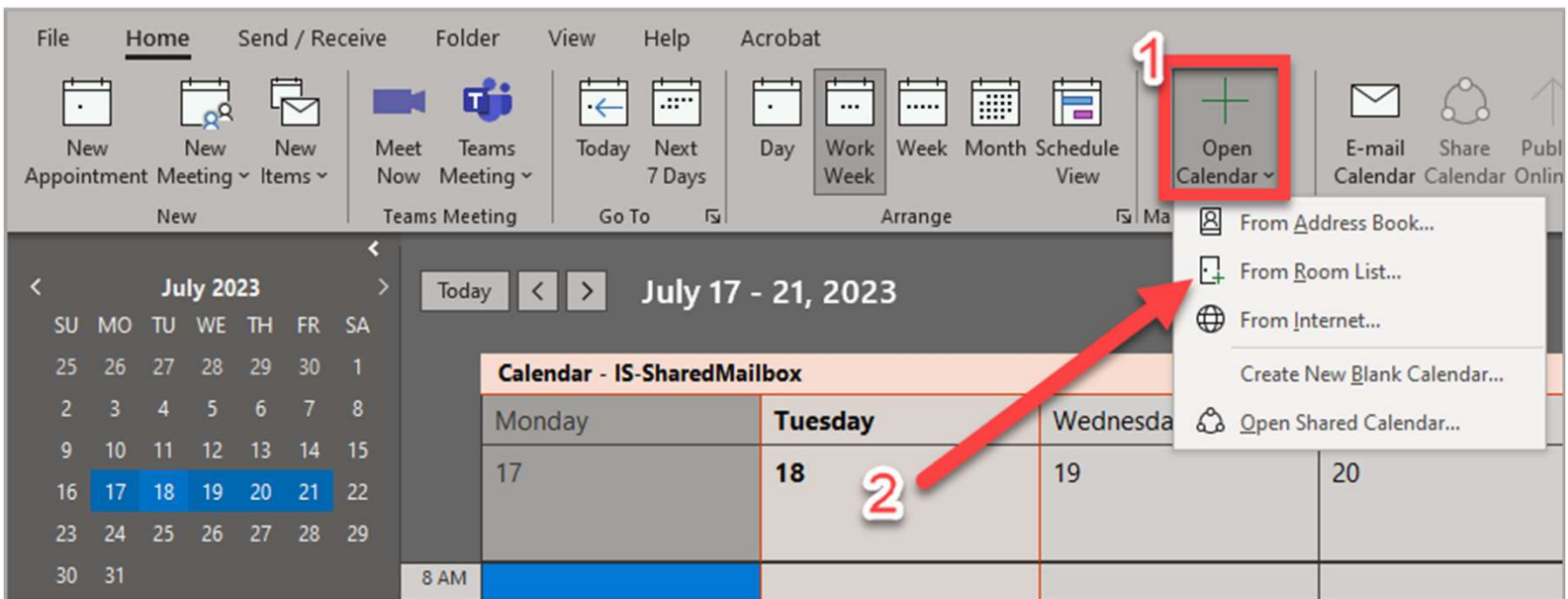




# Step 1:

## Navigate to the Outlook Calendar

- ▶ Navigate to the Outlook Calendar and:
  - ▶ 1. Click the “Open Calendar” button in the top tool bar, this will open a menu where you
  - ▶ 2. Click on the “From Room List...” option



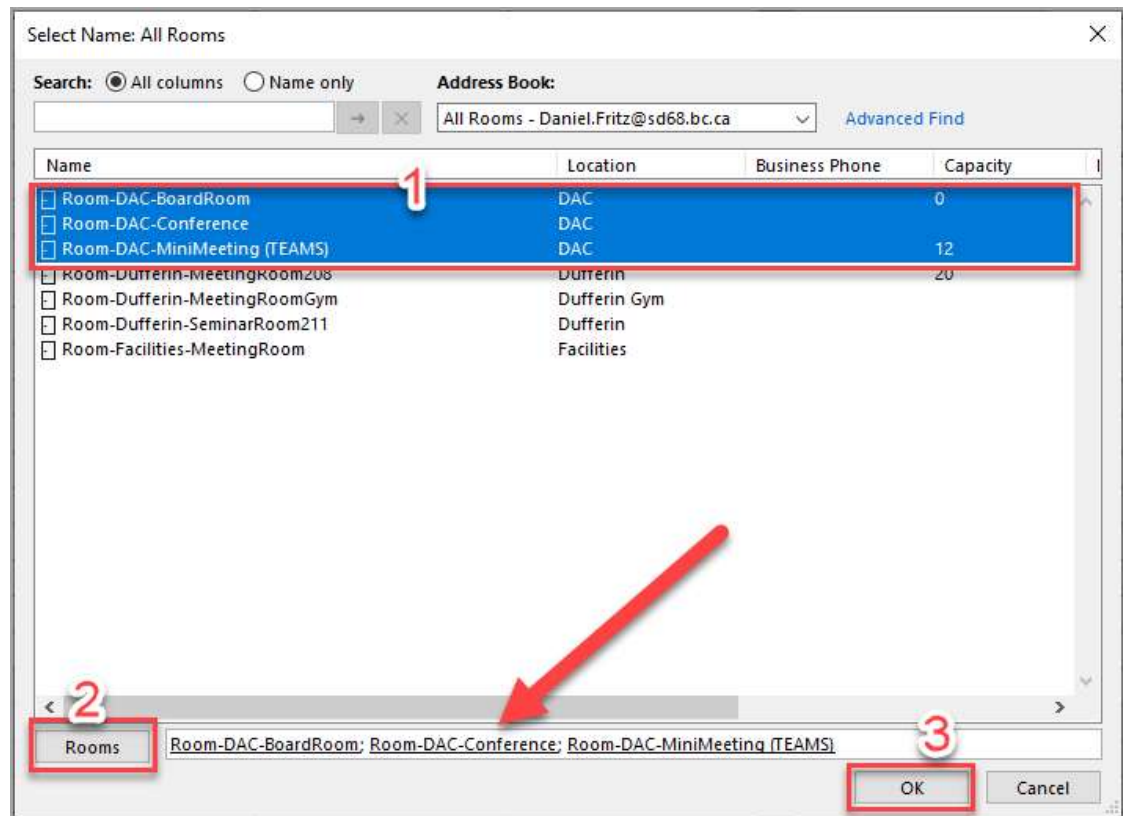


# Step 2:

## Add Rooms to Your Calendar

---

- ▶ 1. Select any rooms that you want to add to your calendar
- ▶ 2. Click on the “Rooms” button to add the selected rooms
- ▶ 3. Click “OK” to finalize your selection and add rooms to your calendar





# Step 3: Organize the Calendar View

- ▶ Adding multiple rooms to your calendar may automatically switch your calendar to “Schedule View”
- ▶ You can organize your Outlook Calendar view by:
  - ▶ 1. Choosing a different view (Work Week and Week are most common).
  - ▶ 2. Hiding calendars that you do not need to see by removing the check from the box next to the calendar name

The screenshot shows the Outlook calendar interface. The ribbon at the top has the 'View' tab selected, and the 'Schedule View' button is highlighted with a red box and a red number '1'. The calendar is currently in 'Schedule View' for July 17, 2023. The sidebar on the left shows 'My Calendars' and 'Rooms' sections. The 'Rooms' section is highlighted with a red box and a red number '2', showing three rooms: 'Room-DAC-BoardRo...', 'Room-DAC-Conference', and 'Room-DAC-MiniMee...'. The main calendar area shows a grid for July 17, 2023, with columns for 8 AM, 9 AM, 10 AM, and 11 AM. There are several calendar items visible, including 'Calendar - IS-Share...' and 'Room-DAC-BoardRo...'.

