Windsor Essex Community Health Centre
Centre de santé communautaire de Windsor Essex
weCHC
Healthcare for You
Des soins de santé pour vous

HOW TO RESERVE / BOOK A MEETING ROOM OR VEHICLE

Friendly Reminders:

- Before booking a meeting room or vehicle - kindly check the respective calendar for availability first.
- If you have a series of repeat meetings - please note that the calendars can only be scheduled **up to 180 days in advance.**
- Book meetings as you need them. Please do not reserve a room or vehicle "just in case" you need it.
- If your meeting is cancelled, please remember to properly cancel your meeting in Outlook. This will automatically update the respective booking calendar and free up the date/time reserved.
- If you experience any problems, kindly submit an IT ticket.

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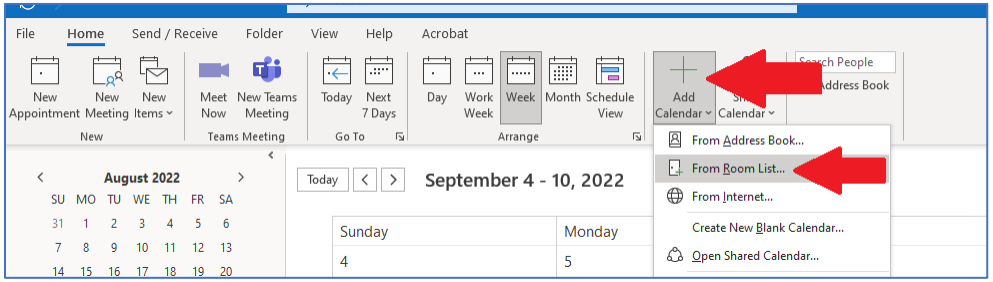
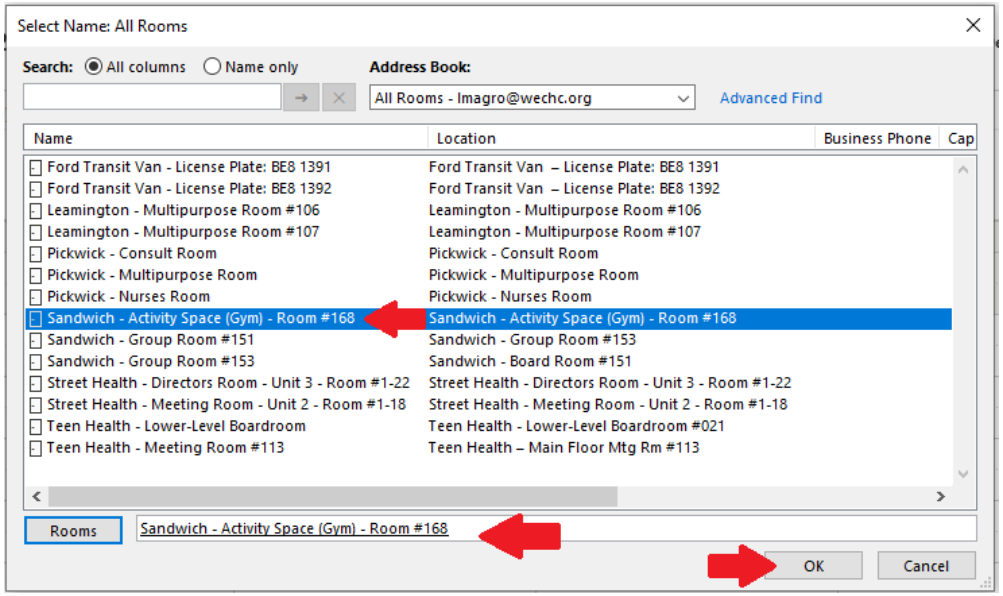
How to View a Room Calendar

1. Open your Outlook Calendar. Now click on the icon that says “Add Calendar”. From the drop-down menu, choose “From Room List”.



2. From the list that appears, select the meeting room or van by double clicking the name. Ensure you see that room name in the “Rooms” field at the bottom of the page. Now click Ok.



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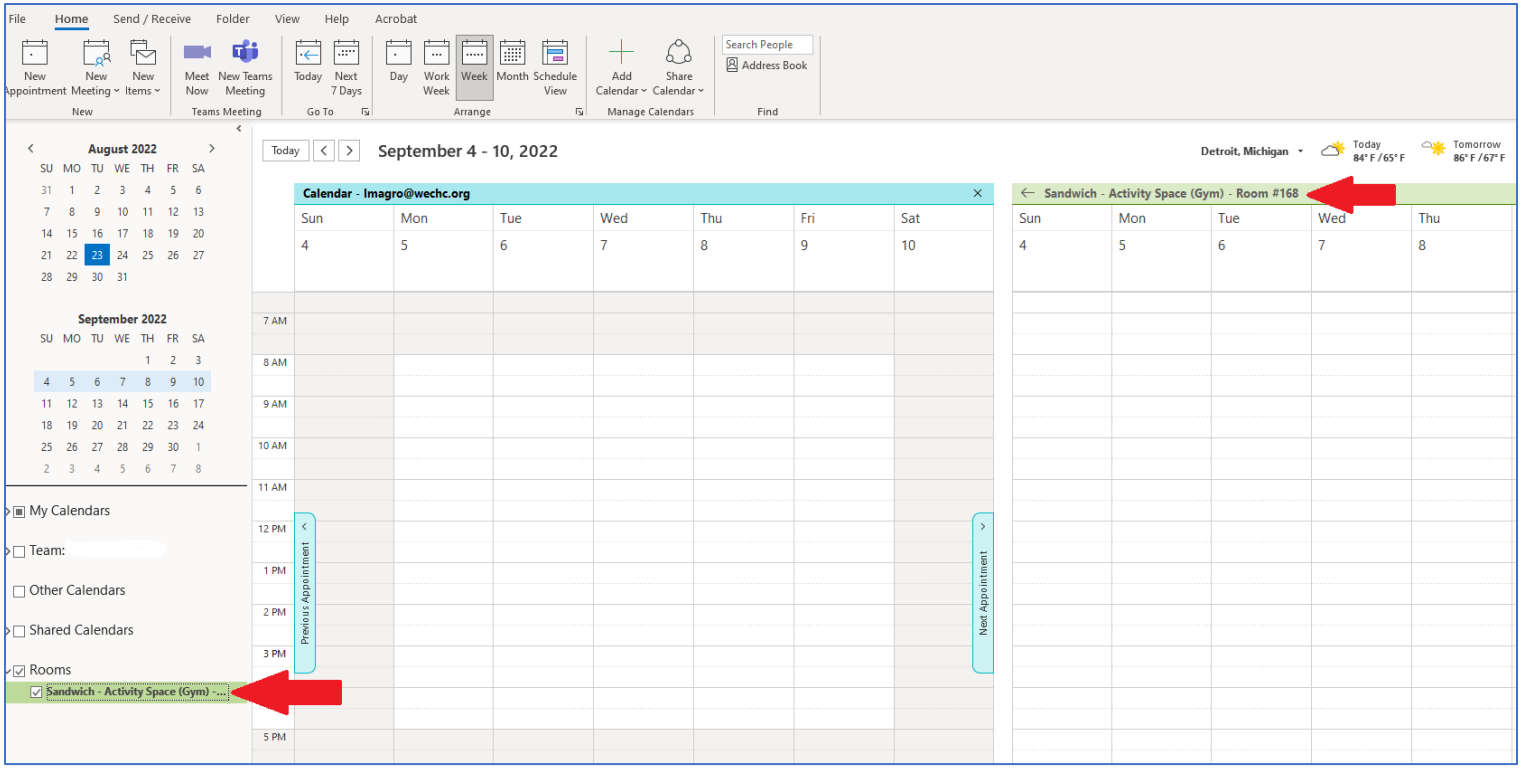
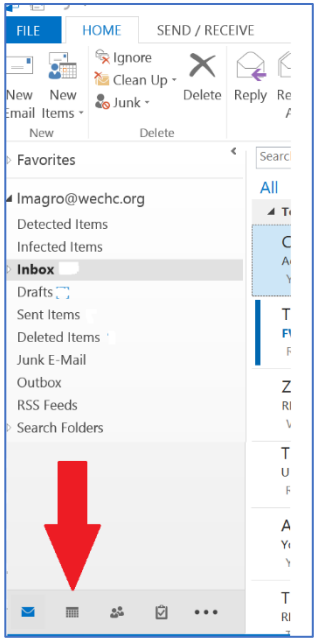
3. You will now see the calendar you selected under Rooms.

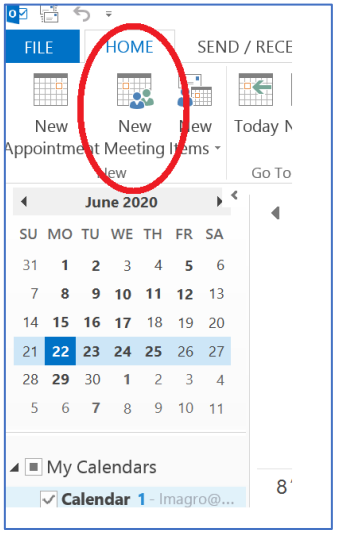


How to Reserve/Book a Meeting Room or Vehicle

1. Open your Outlook Calendar



2. Click on “New Meeting”



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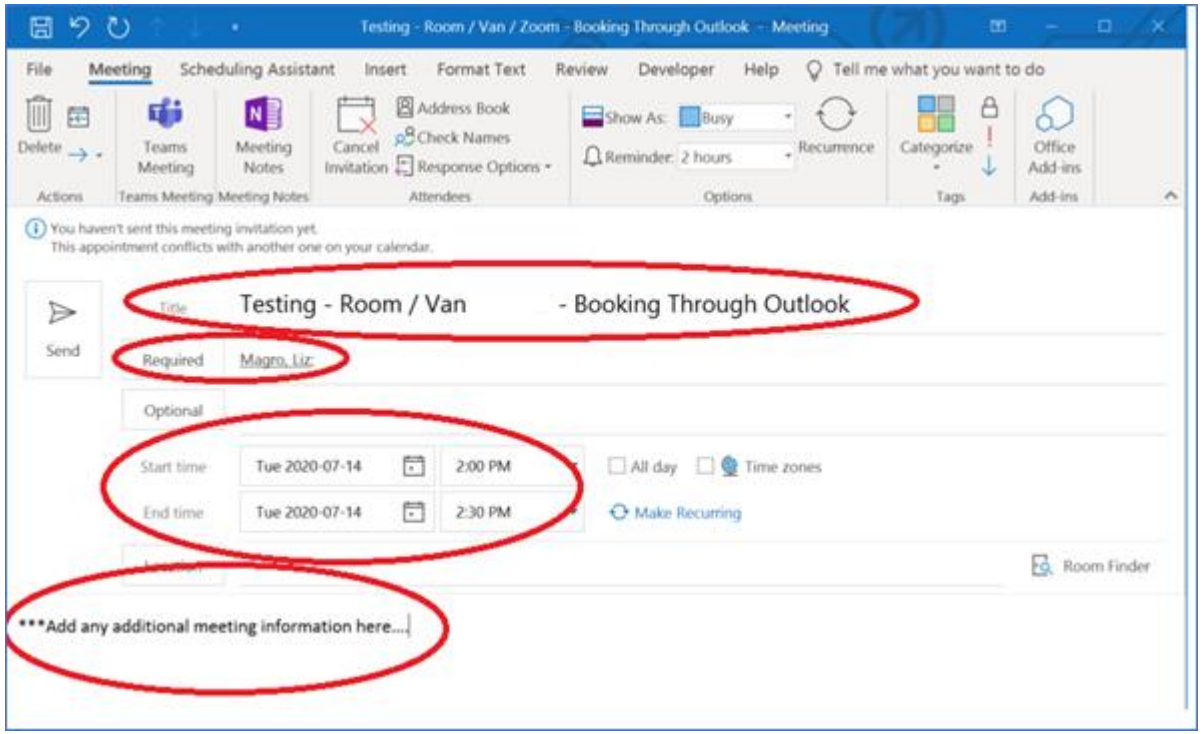
3. Proceed as you normally would by typing the title name of your meeting, selecting your attendees, dates, start & stop times, and any additional information in the body of the message.



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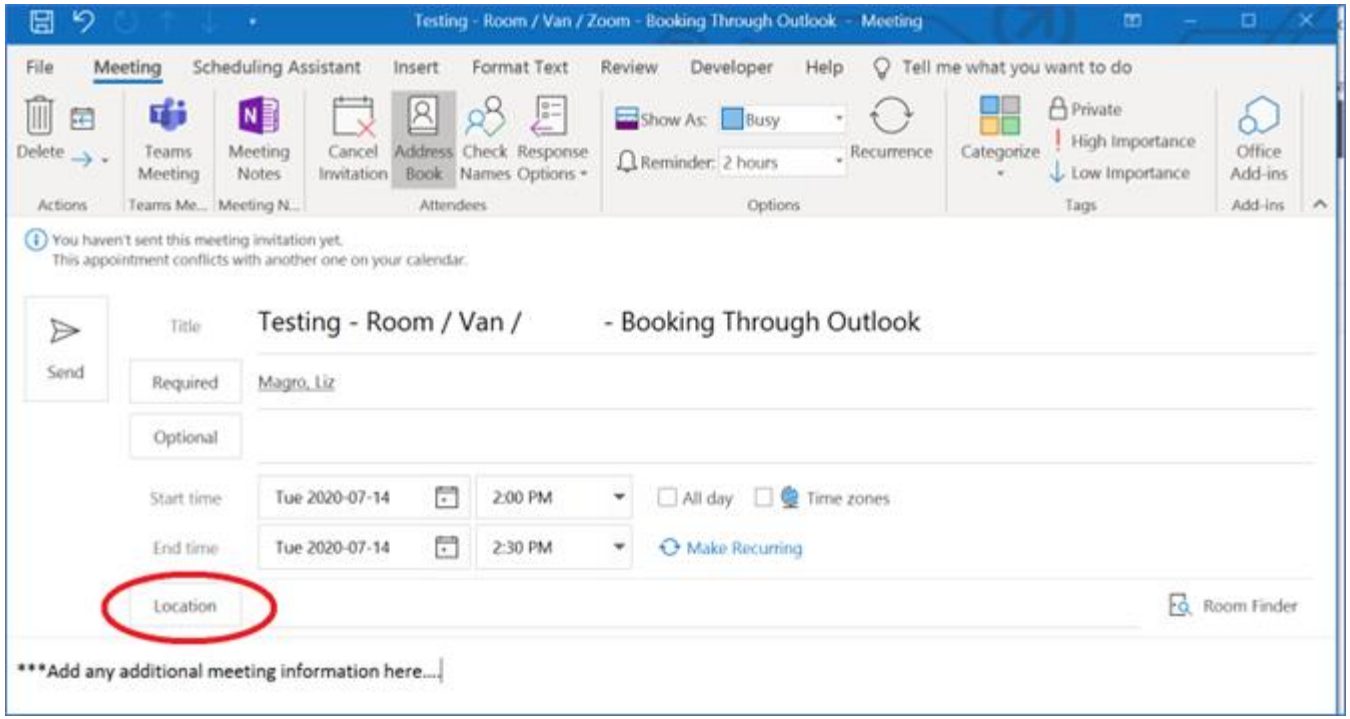
4. Now click on the "Location" button.



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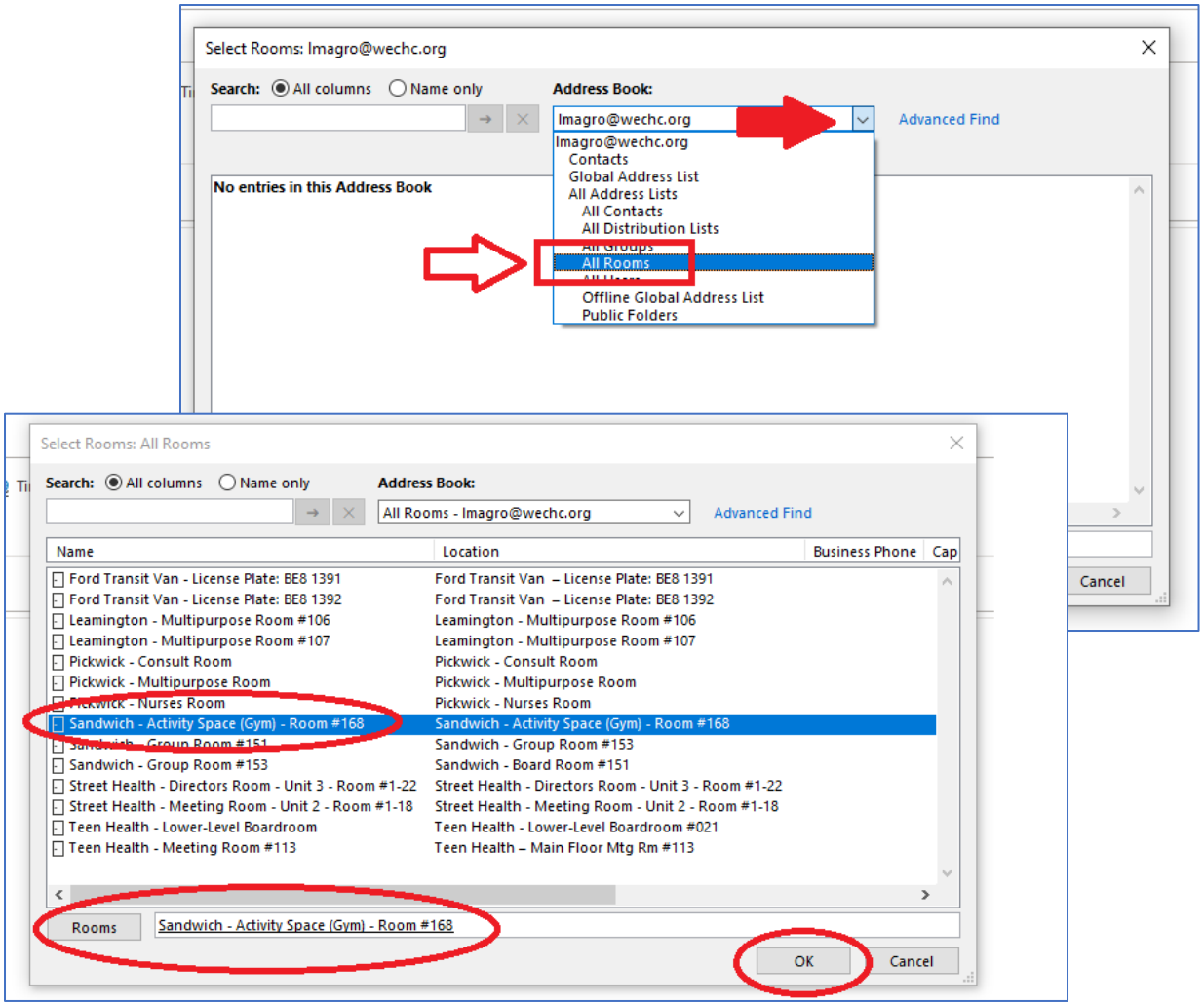
5. Now click on the drop-down menu and select "All Rooms".

6. From the list that appears, select the meeting room or van by double clicking the name. Ensure you see that room name in the "Rooms" field at the bottom of the page. Now click Ok.



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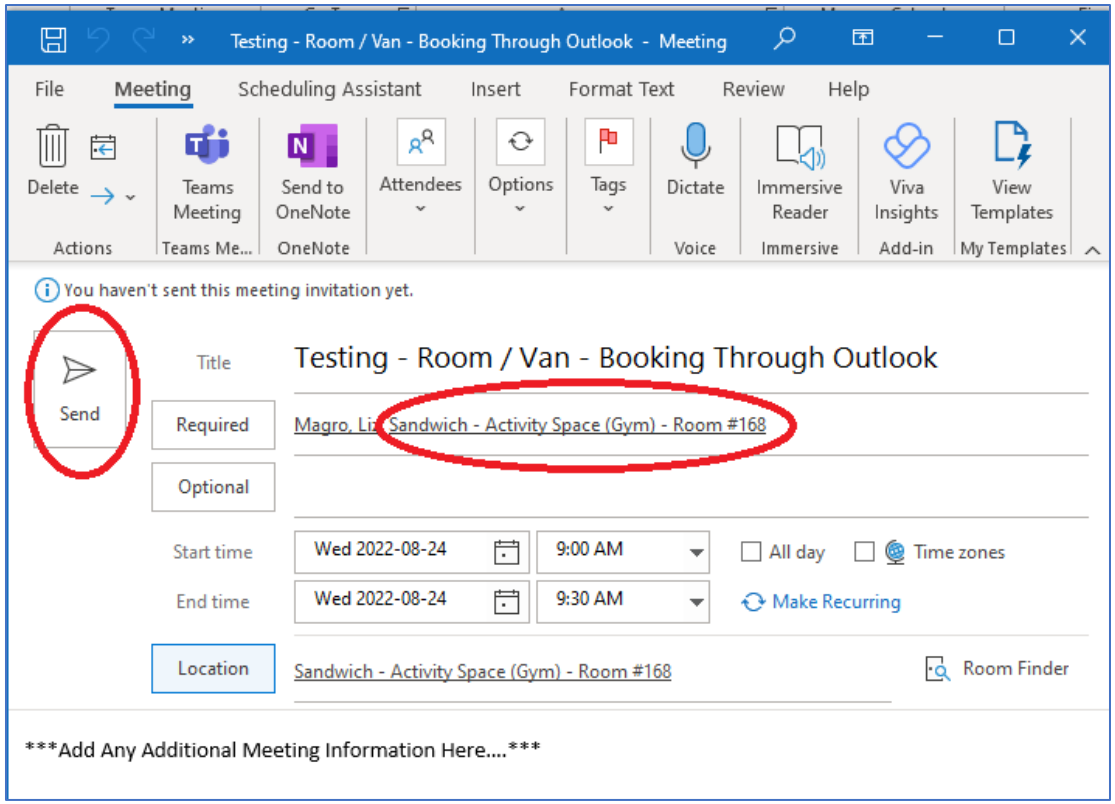
7. Be certain that the name of the room is also listed in the "To" field. **(This is very important)**

8. When all is information is completed, click "Send"



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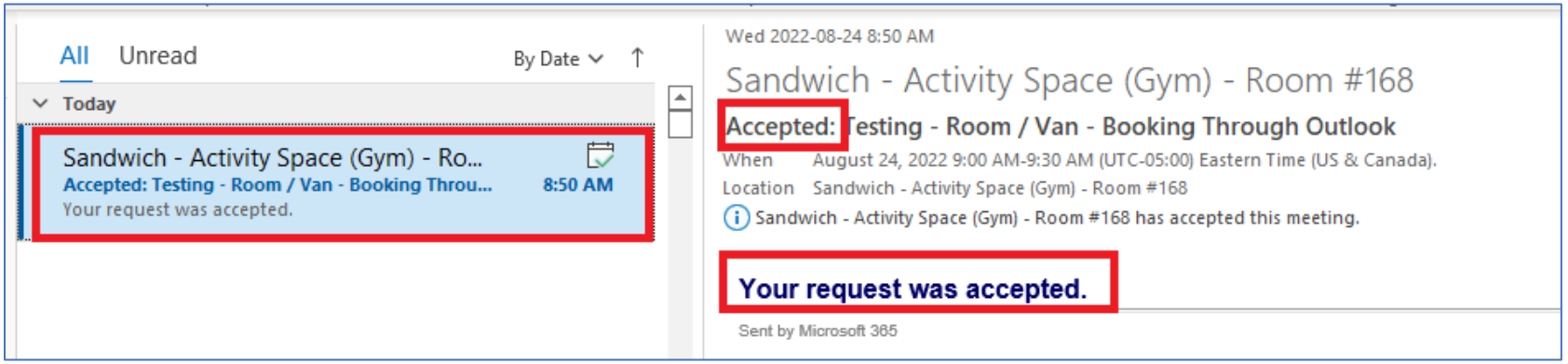
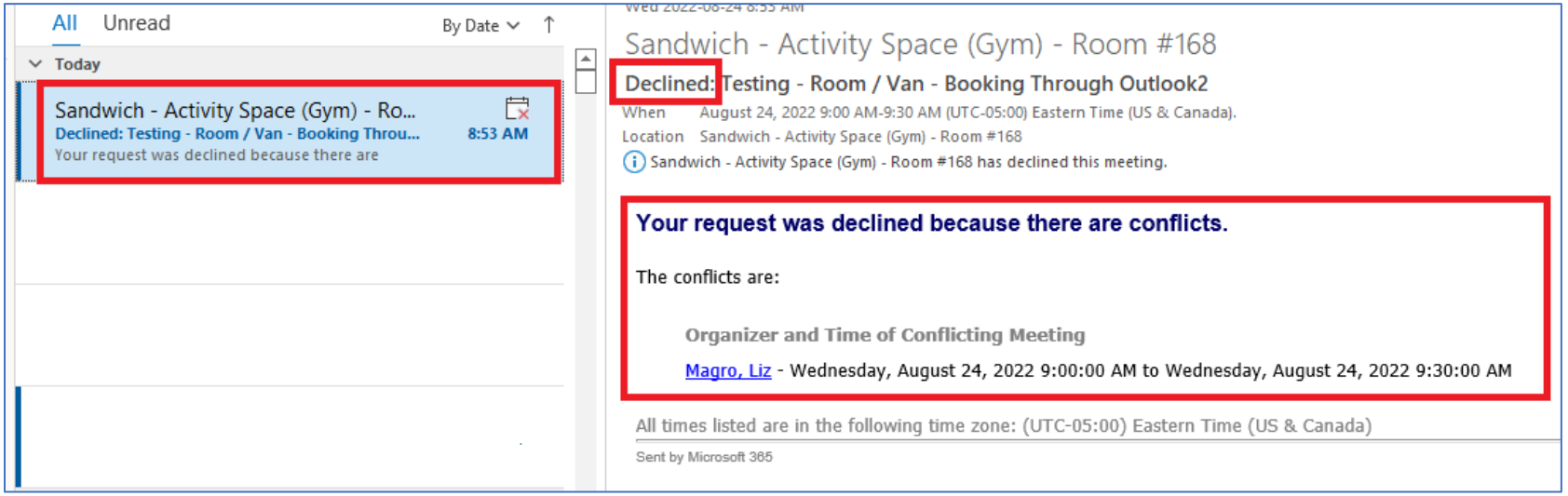
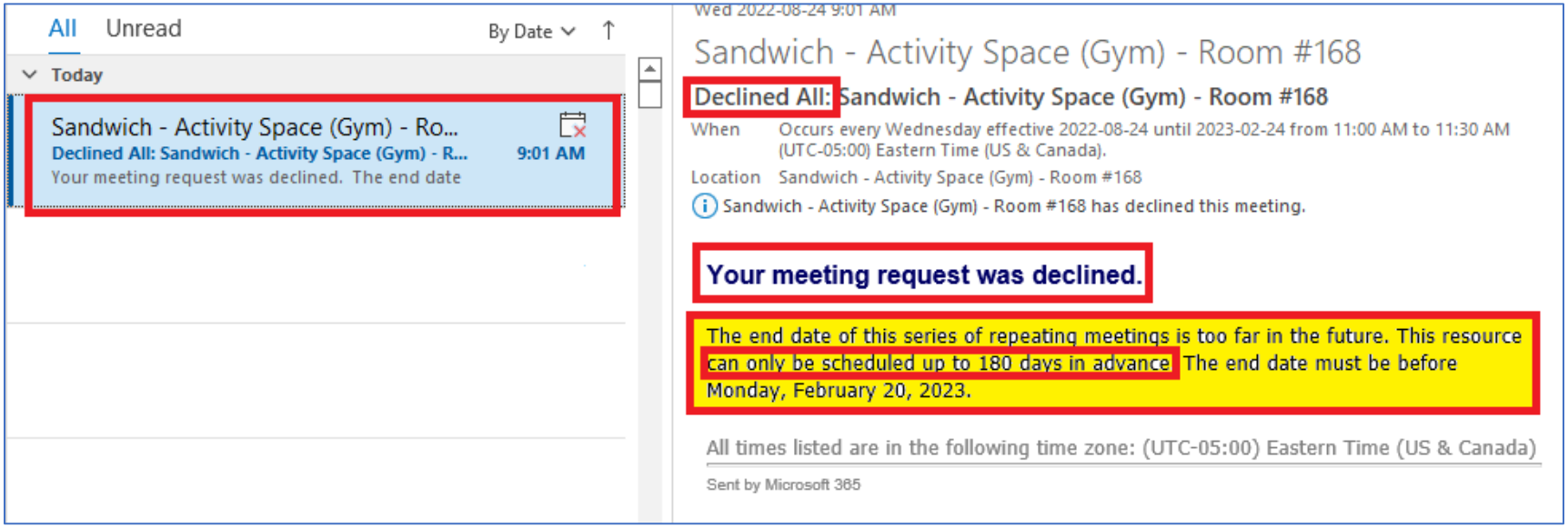
9. You'll receive a confirmation email if your meeting has been **accepted or declined** based on availability.

See examples below:





HOW TO RESERVE / BOOK A MEETING ROOM OR VEHICLE

10. Please remember that calendars **<u>can only be scheduled up to 180 days in advance</u>**. If it is past that point, you will receive a declined email notification.