

HOW TO RESERVE / BOOK A MEETING ROOM OR VEHICLE

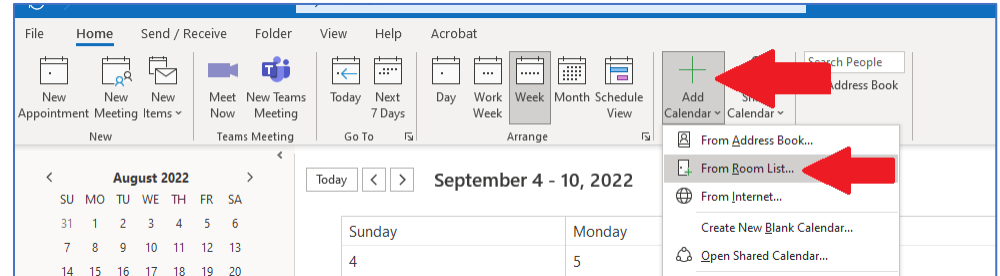
Friendly Reminders:

- 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.

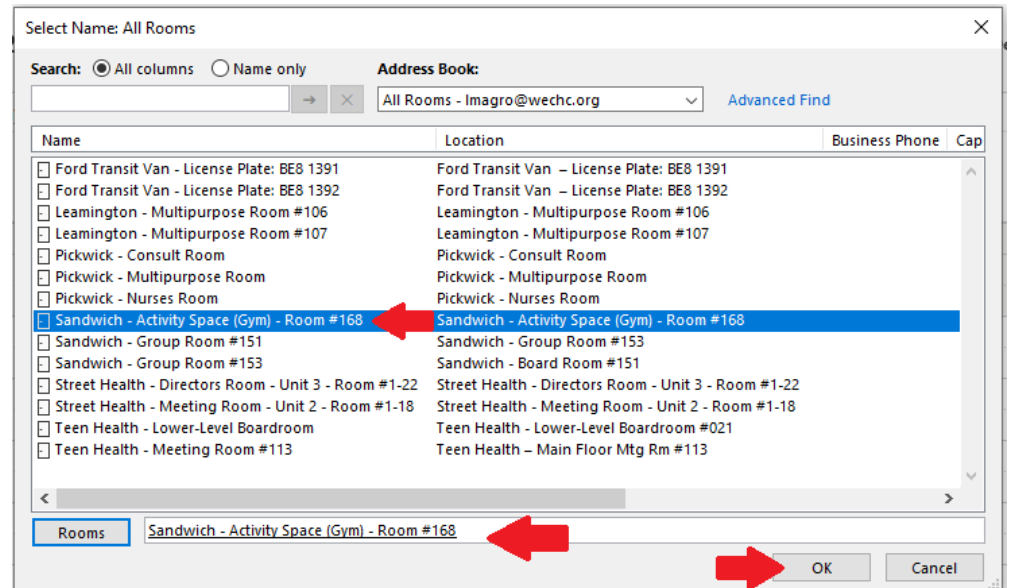
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How to View a Room Calendar

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

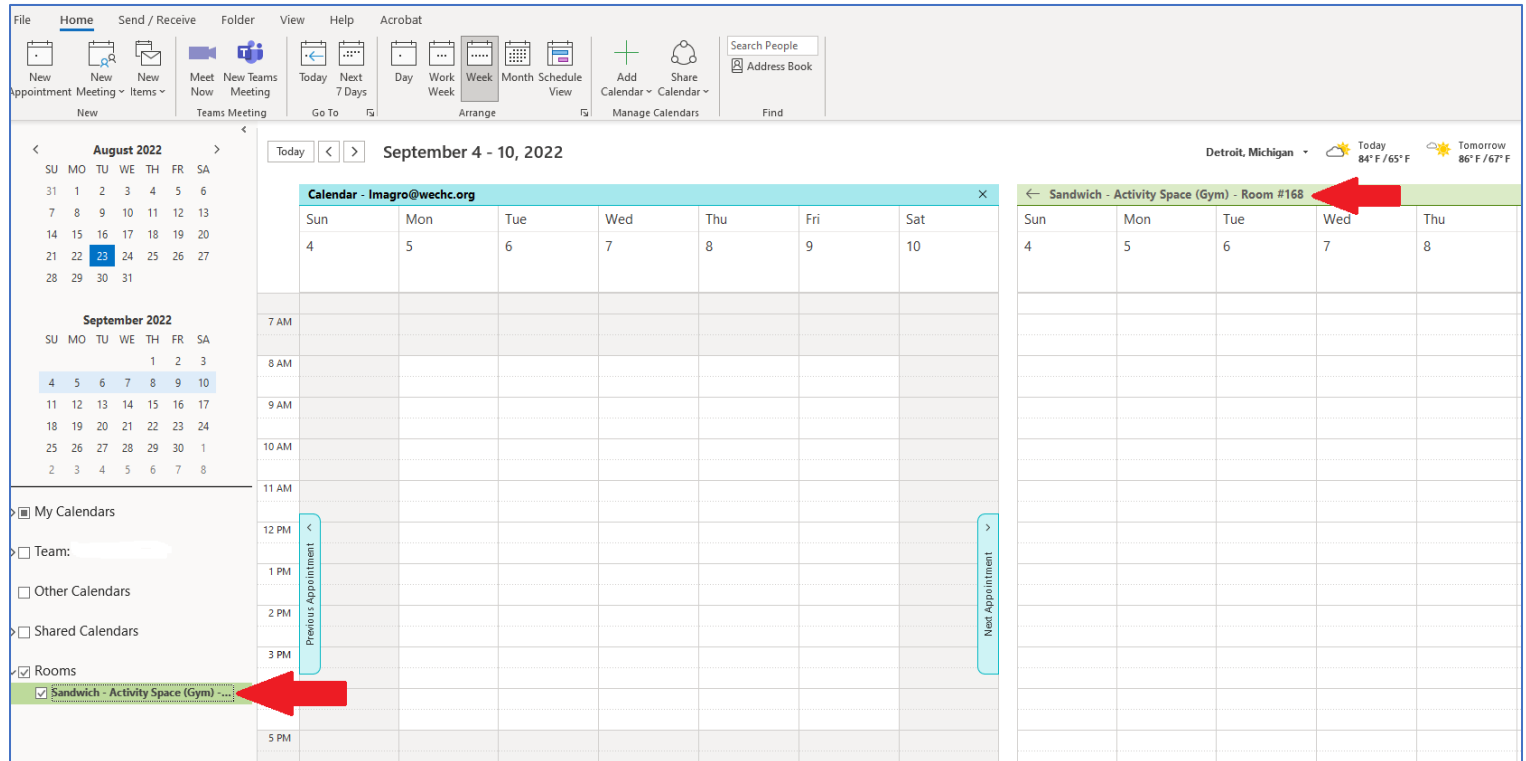


2. From the list that appears, select the meeting room or van by double clicking the name. Ensure you see that room name in the “Rooms” field at the bottom of the page. Now click Ok.



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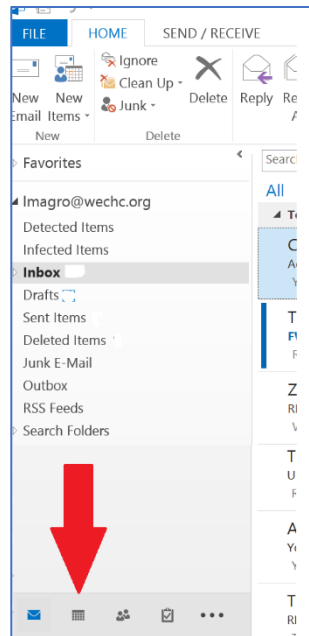
3. You will now see the calendar you selected under Rooms.



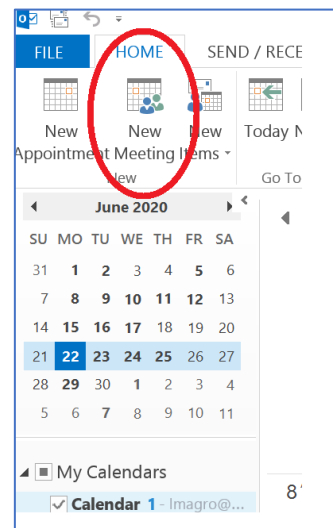
The screenshot shows a web-based calendar application. The top navigation bar includes options like 'Home', 'Send / Receive', 'Folder', 'View', 'Help', and 'Acrobat'. Below this is a toolbar with icons for 'New Appointment', 'New Meeting', 'New Items', 'Meet Now', 'New Teams Meeting', 'Teams Meeting', 'Go To', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month Schedule View', 'Add Calendar', 'Share Calendar', 'Search People', and 'Address Book'. The main calendar area displays a weekly view for 'September 4 - 10, 2022'. On the left, there are two calendar overview grids for August and September 2022. Below these is a sidebar with sections for 'My Calendars', 'Team', 'Other Calendars', 'Shared Calendars', and 'Rooms'. In the 'Rooms' section, 'Sandwich - Activity Space (Gym) - Room #168' is selected and highlighted in green, with a red arrow pointing to it. The main calendar grid shows a weekly view with columns for Sun through Sat and rows for time slots from 7 AM to 5 PM. The header for the selected room is also highlighted in green at the top of the grid, with a red arrow pointing to it.

How to Reserve/Book a Meeting Room or Vehicle

1. Open your Outlook Calendar

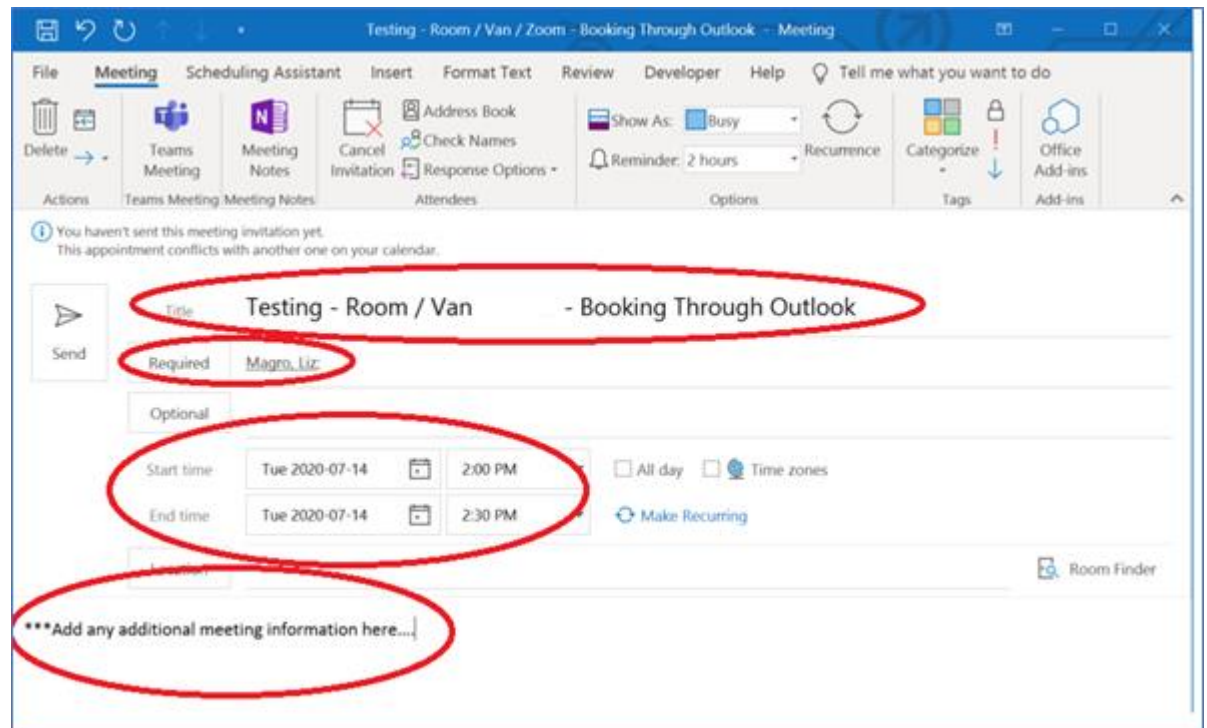


2. Click on “New Meeting”



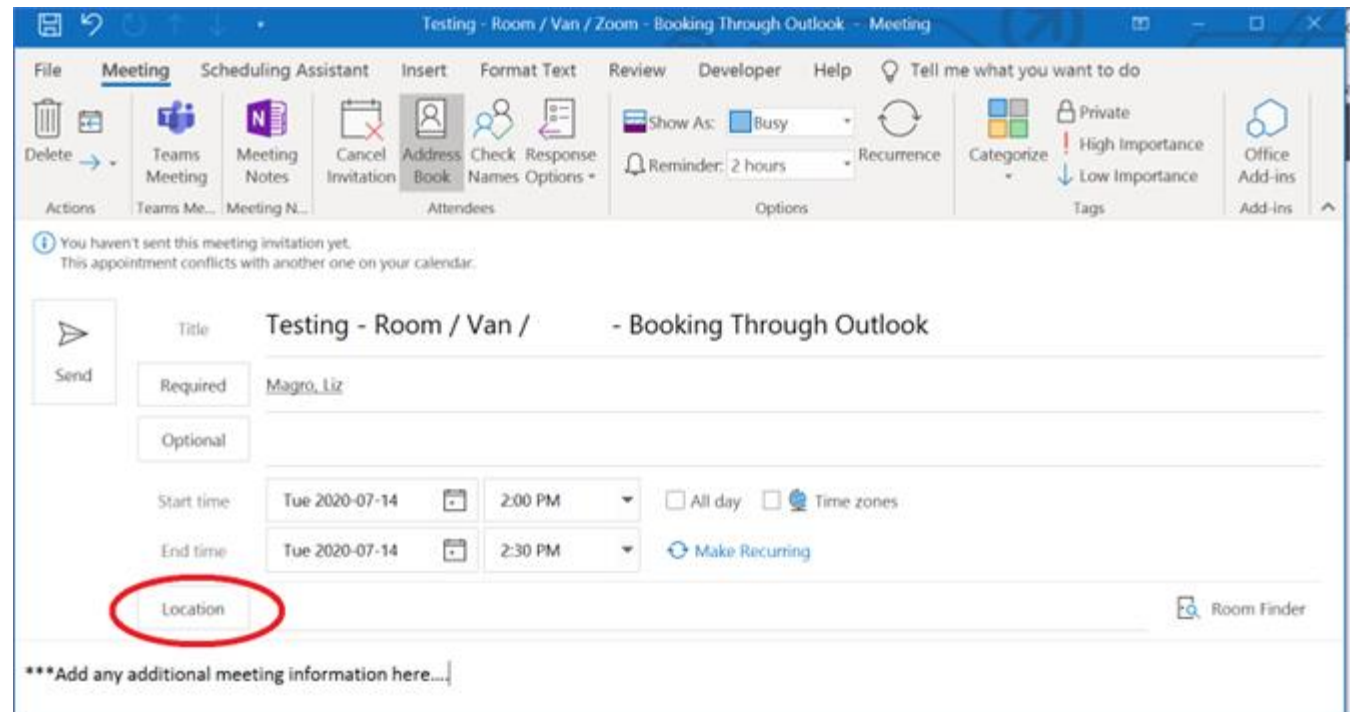
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3. Proceed as you normally would by typing the title name of your meeting, selecting your attendees, dates, start & stop times, and any additional information in the body of the message.



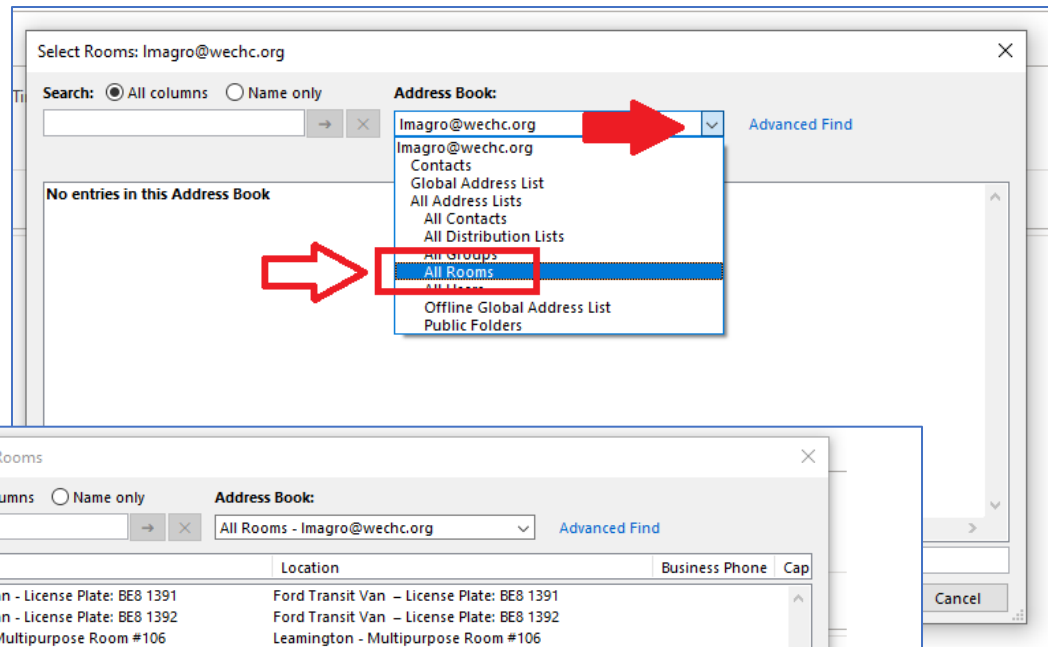
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4. Now click on the “Location” button.

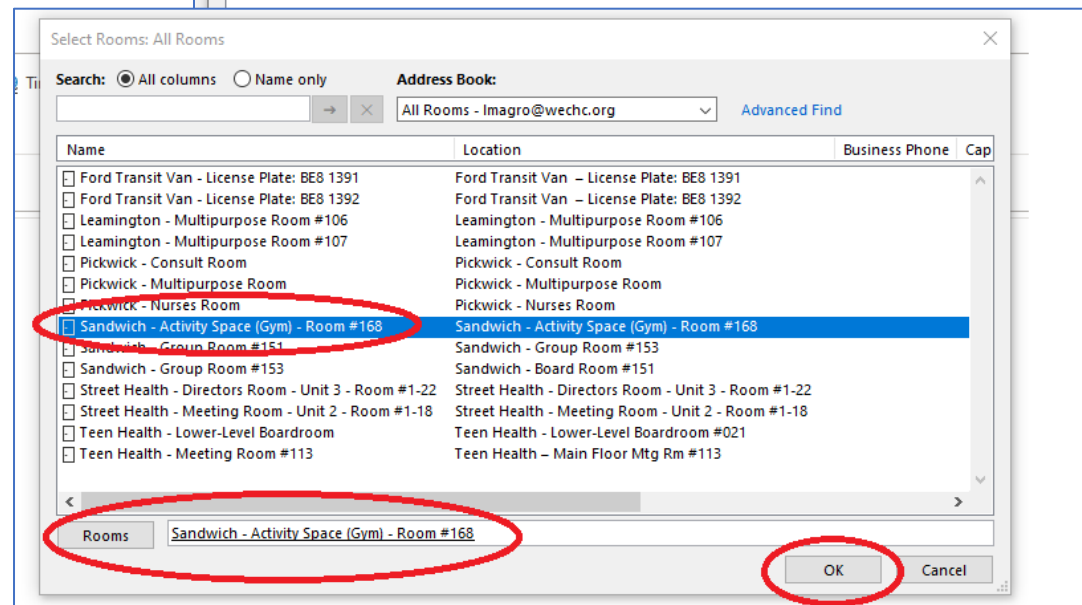


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5. Now click on the drop-down menu and select "All Rooms".



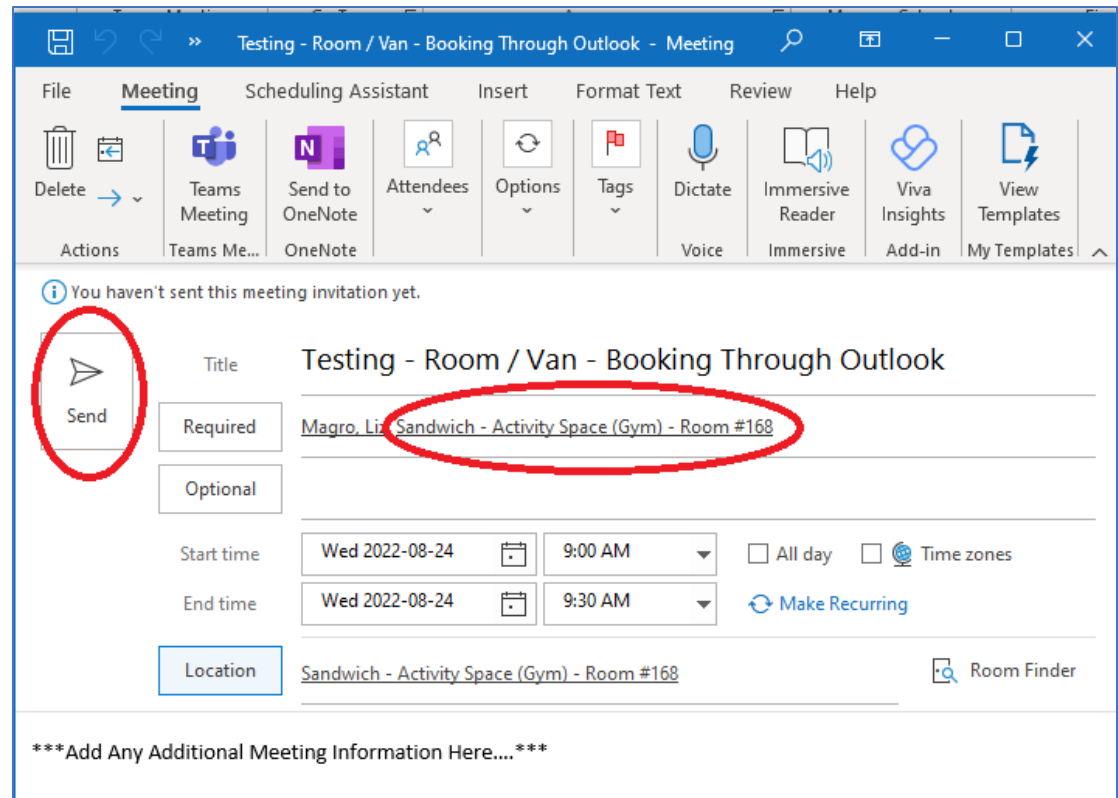
6. From the list that appears, select the meeting room or van by double clicking the name. Ensure you see that room name in the "Rooms" field at the bottom of the page. Now click Ok.



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

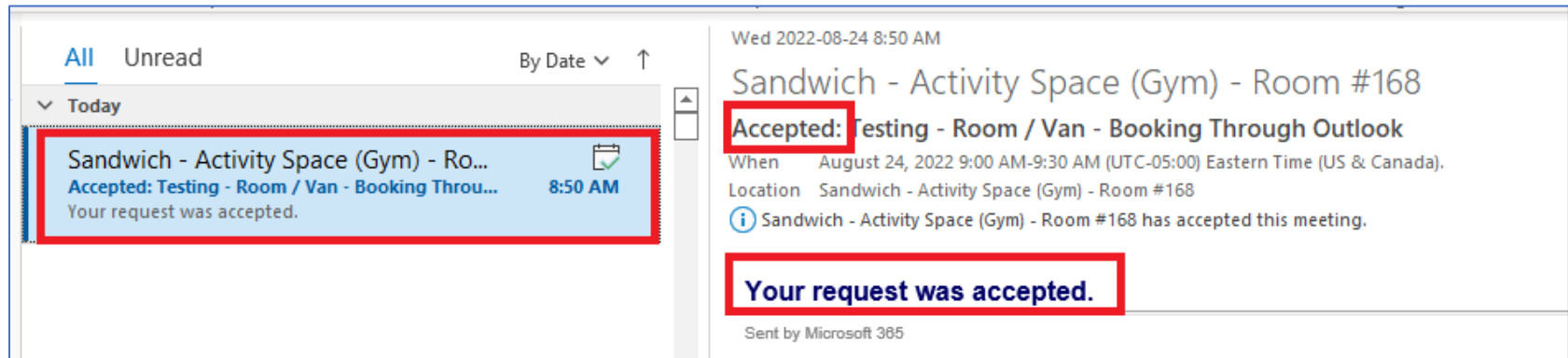
8. When all information is completed, click “Send”



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

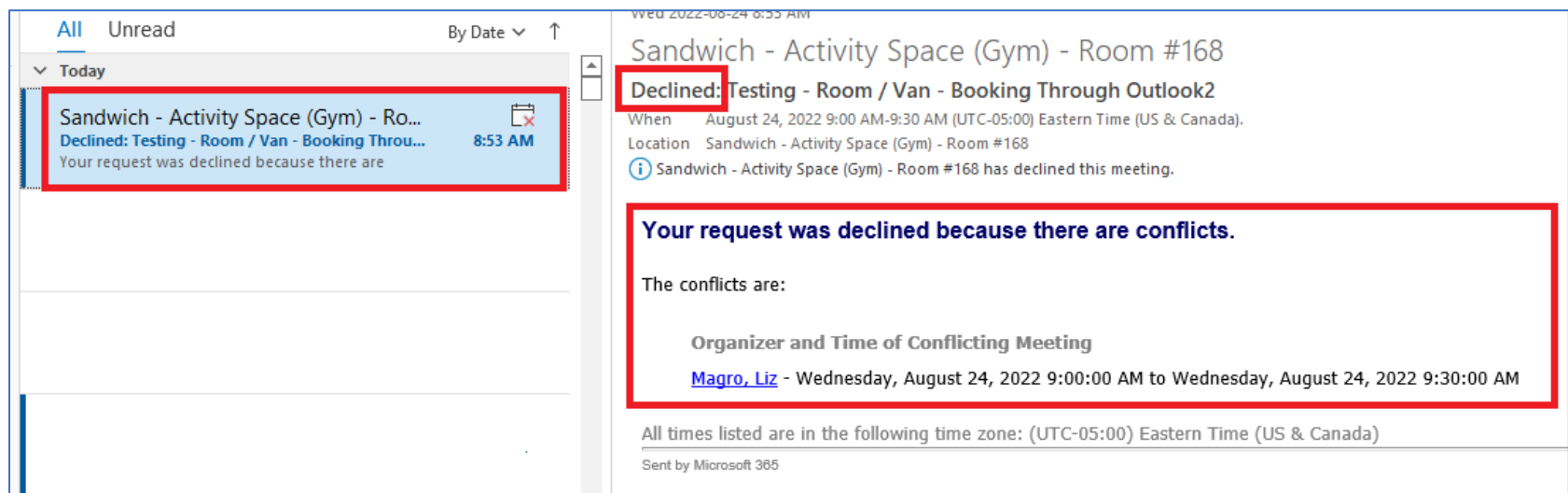
See examples below:



The screenshot shows an Outlook inbox with a message titled "Sandwich - Activity Space (Gym) - Room #168" marked as "Accepted". The message body contains the following information:

- Accepted:** Testing - Room / Van - Booking Through Outlook
- When:** August 24, 2022 9:00 AM-9:30 AM (UTC-05:00) Eastern Time (US & Canada).
- Location:** Sandwich - Activity Space (Gym) - Room #168
- Info:** Sandwich - Activity Space (Gym) - Room #168 has accepted this meeting.

A large red box highlights the text: **Your request was accepted.**



The screenshot shows an Outlook inbox with a message titled "Sandwich - Activity Space (Gym) - Room #168" marked as "Declined". The message body contains the following information:

- Declined:** Testing - Room / Van - Booking Through Outlook2
- When:** August 24, 2022 9:00 AM-9:30 AM (UTC-05:00) Eastern Time (US & Canada).
- Location:** Sandwich - Activity Space (Gym) - Room #168
- Info:** Sandwich - Activity Space (Gym) - Room #168 has declined this meeting.

A large red box highlights the text: **Your request was declined because there are conflicts.**

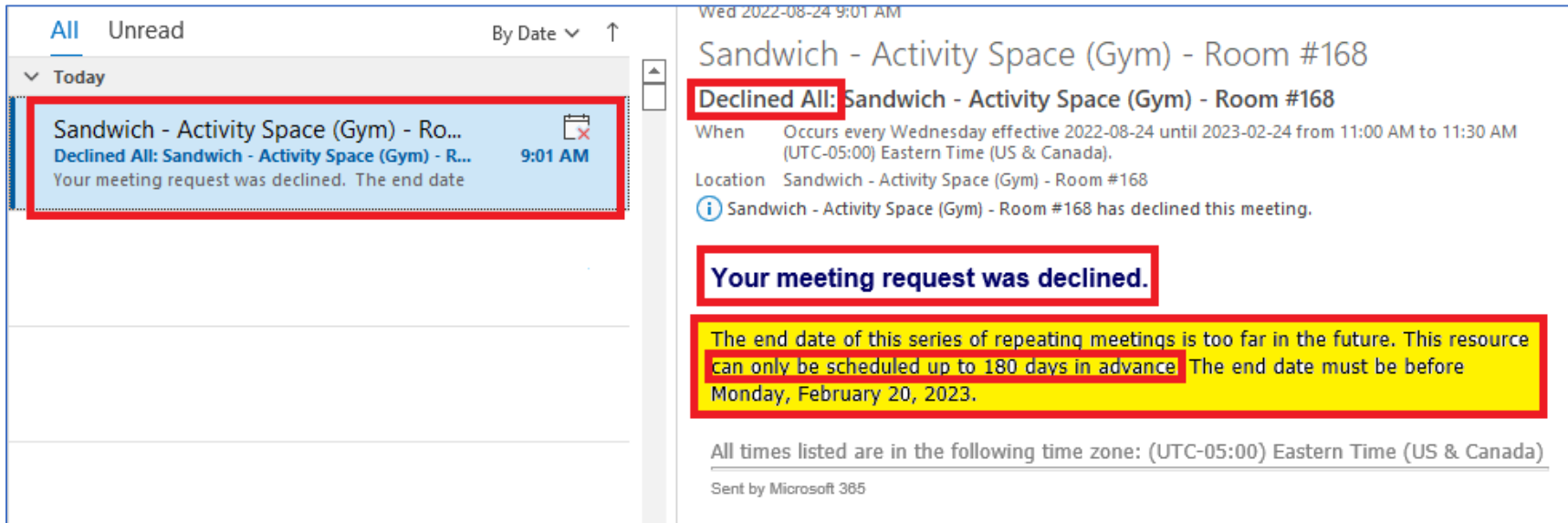
The conflicts are:

- Organizer and Time of Conflicting Meeting**
- [Magro, Liz](#) - Wednesday, August 24, 2022 9:00:00 AM to Wednesday, August 24, 2022 9:30:00 AM

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

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



The screenshot displays an Outlook calendar interface. On the left, a notification card for a declined meeting is highlighted with a red border. The main pane shows a meeting titled "Sandwich - Activity Space (Gym) - Room #168" with a red box around the "Declined All" status. Below the meeting title, a yellow box contains the reason for the decline: "The end date of this series of repeating meetings is too far in the future. This resource can only be scheduled up to 180 days in advance. The end date must be before Monday, February 20, 2023."

Declined All: Sandwich - Activity Space (Gym) - Room #168

When Occurs every Wednesday effective 2022-08-24 until 2023-02-24 from 11:00 AM to 11:30 AM (UTC-05:00) Eastern Time (US & Canada).

Location Sandwich - Activity Space (Gym) - Room #168

Your meeting request was declined.

The end date of this series of repeating meetings is too far in the future. This resource can only be scheduled up to 180 days in advance. The end date must be before Monday, February 20, 2023.

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

Sent by Microsoft 365