

HOW TO CANCEL A MEETING ROOM OR VEHICLE BOOKING

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 the room, vehicle, or zoom “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.

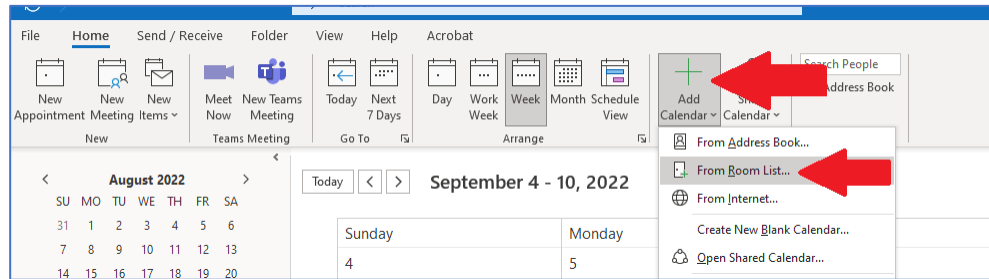
Pages 2 to 3 – How to View a Room Calendar

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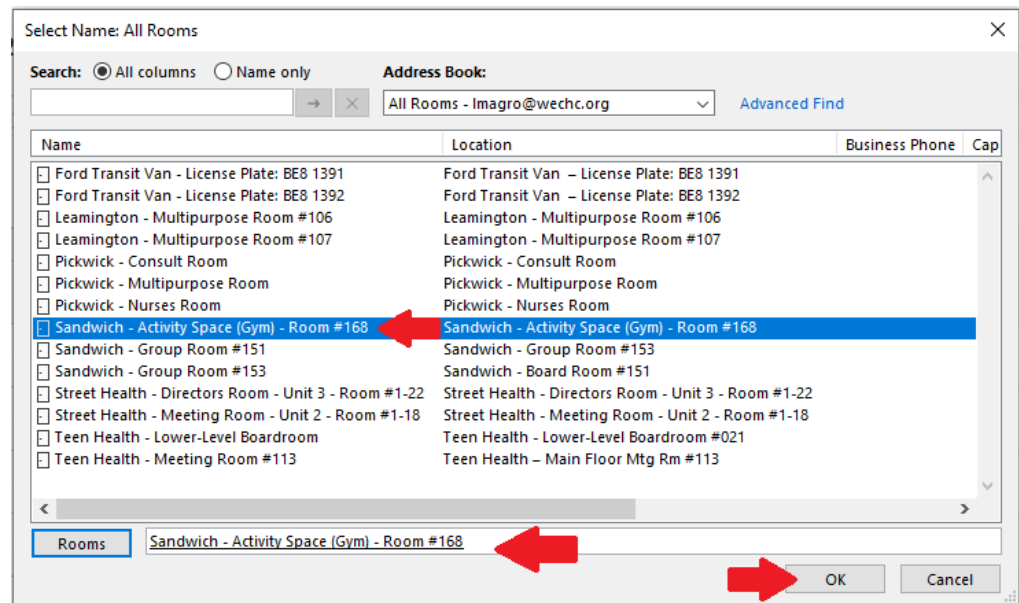
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How to View a Room Calendar

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

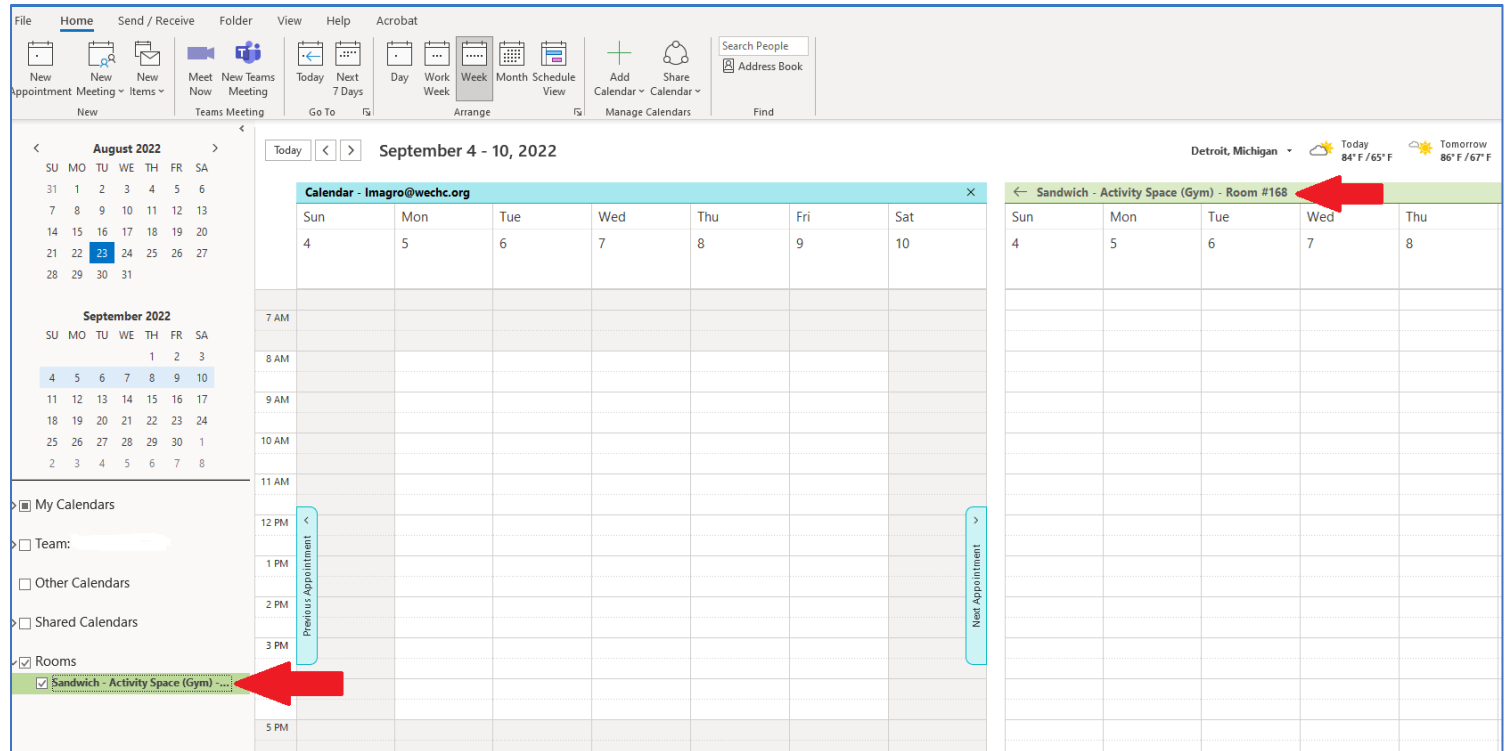


2. From the list that appears, select the meeting room or van by double clicking the name. Ensure you see that room space name in the “Rooms” field at the bottom of the page. Now click Ok.



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



The screenshot shows a calendar application interface. On the left, there are navigation tabs for 'Home', 'Send / Receive', 'Folder', 'View', 'Help', and 'Acrobat'. Below these are icons for 'New Appointment', 'New Meeting', 'New Items', 'Meet Now', 'New Teams Meeting', 'Go To', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Add Calendar', 'Share Calendar', and 'Manage Calendars'. A search bar for 'Search People' and 'Address Book' is also present.

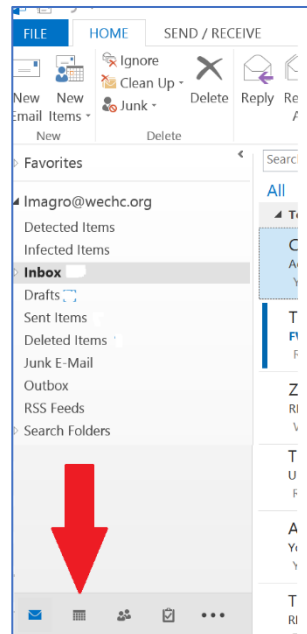
The main calendar view is for 'September 4 - 10, 2022'. It shows a grid with days of the week and times from 7 AM to 5 PM. A red arrow points to the 'Sandwich - Activity Space (Gym) - Room #168' calendar in the 'My Calendars' list on the left. Another red arrow points to the same calendar title in the top right corner of the main view.

Calendar	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Calendar - Imagro@wehc.org	4	5	6	7	8	9	10
Sandwich - Activity Space (Gym) - Room #168	4	5	6	7	8		

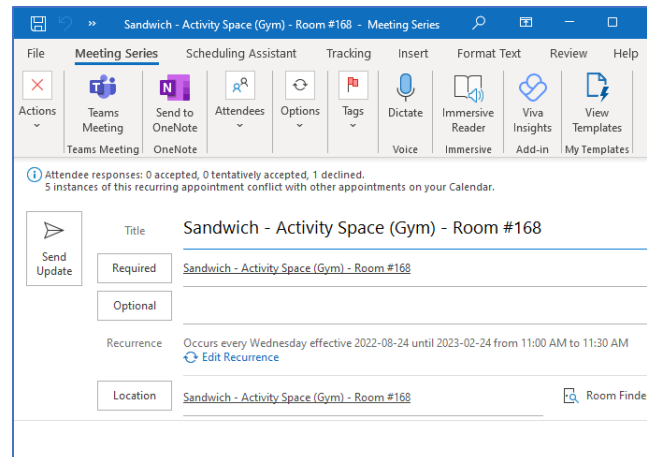
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How to Cancel a Meeting Room or Vehicle Booking

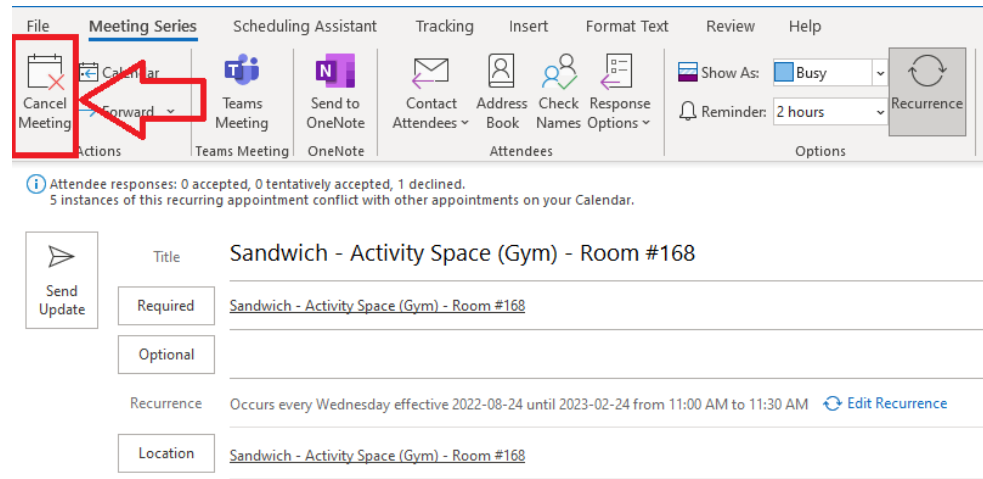
1. Open **your** Outlook Calendar



2. Find the booking in your calendar and double click to open it.

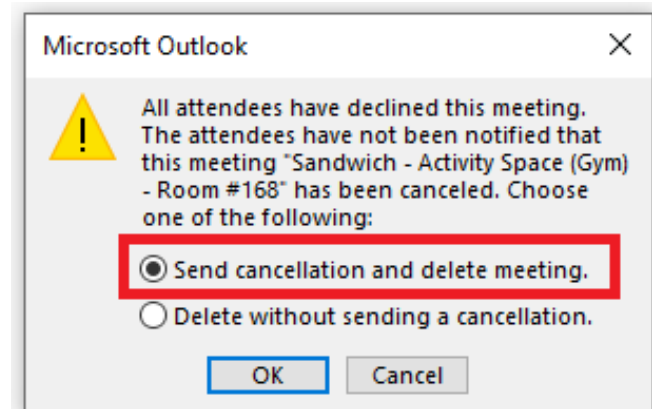


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3. Click on “Cancel Meeting”.

4. A box will pop-up. Please choose ‘Send Cancellation and Delete Meeting’.



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5. Now click on “Send Cancellation”

