

## Microsoft Office 365 – how to make a booking for meeting rooms and resource calendars

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## Purpose

This document is designed to assist with how to make and cancel meeting room or resource bookings through Outlook after the Microsoft Office 365 (Office 365) Migration.

## Document Support Boundaries

This Document is written to support the following mail clients

Outlook 2010 (Windows)

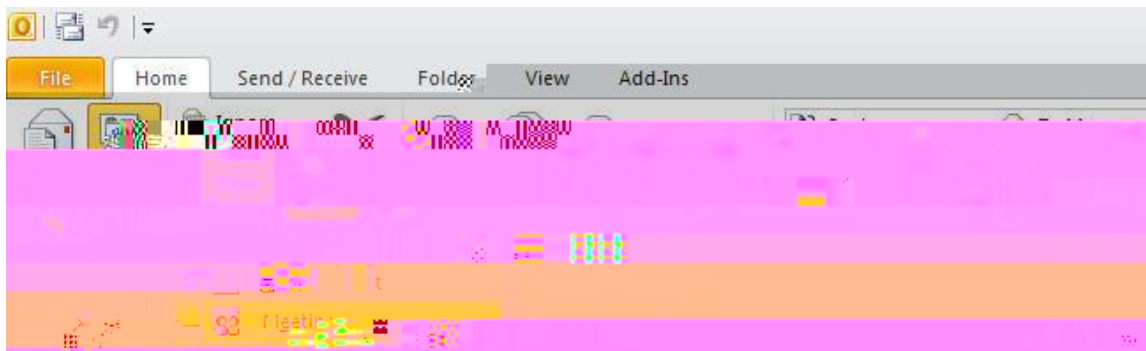
Note: For any other versions of Email clients, please consult your manual, built in help system, place of purchase or use online searches for configuration instructions.



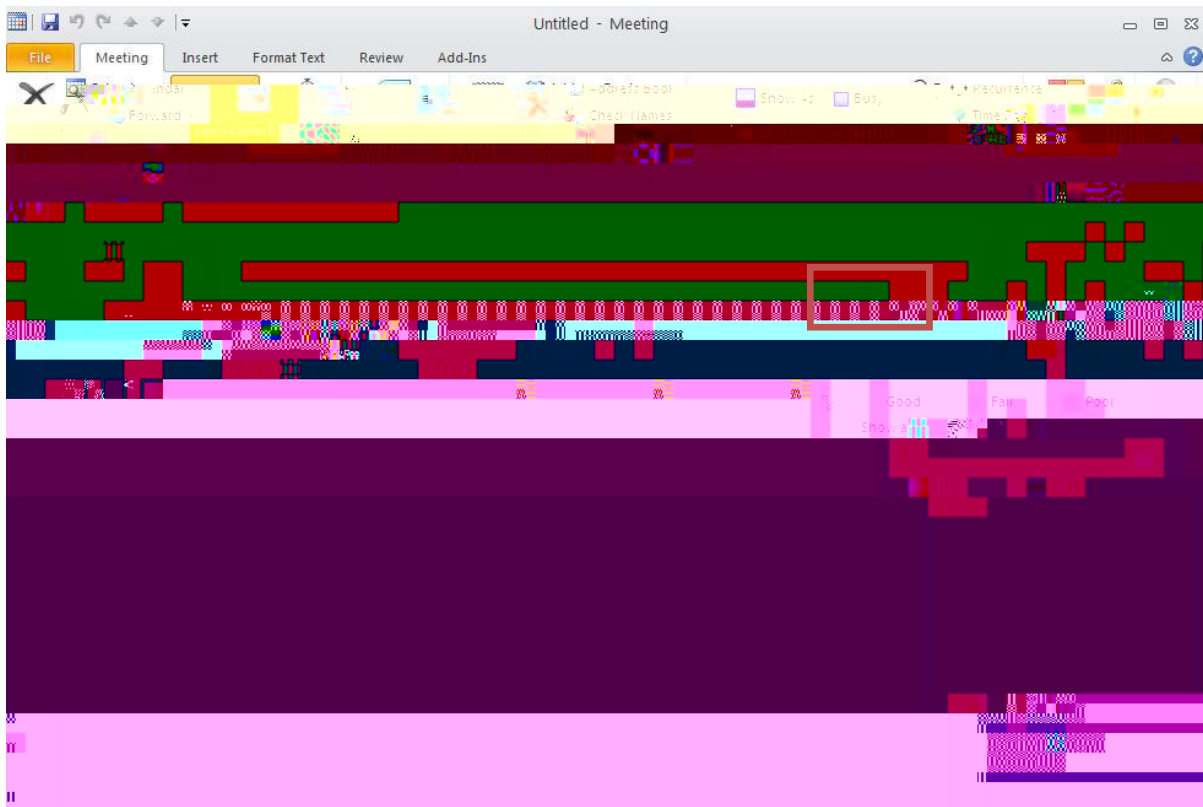
## Making a booking for a meeting room

To make a booking for a Meeting Room, do the following:

1. Open Outlook .
2. Select New Items .
3. Select Meeting .

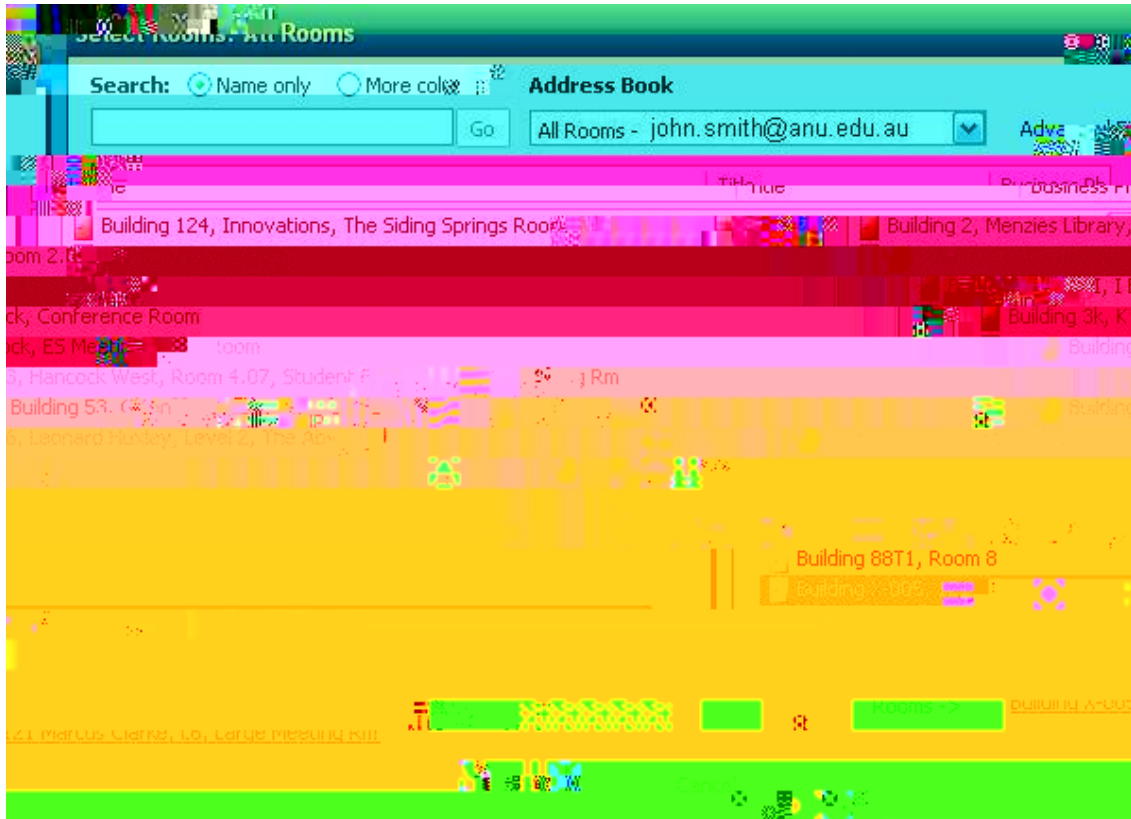


4. Select Rooms ...





7. Add the meeting room to the Rooms field by doing either of the following:
  - a. double click on it.
  - b. highlight the room name and select Rooms - >.



8. Select OK.

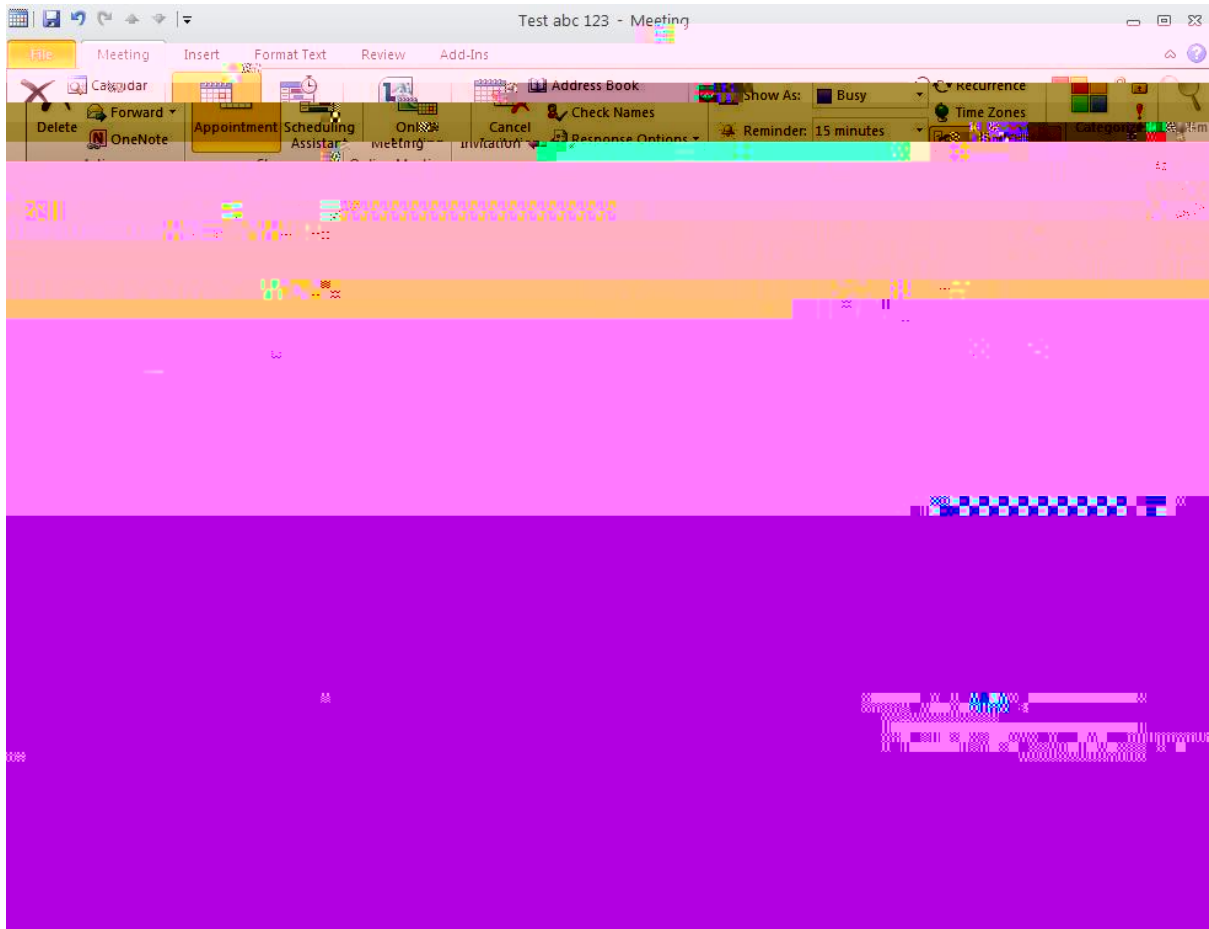
The meeting room itself is now listed in the To field as a recipient.

Also the Location field has now been populated in the meeting request.





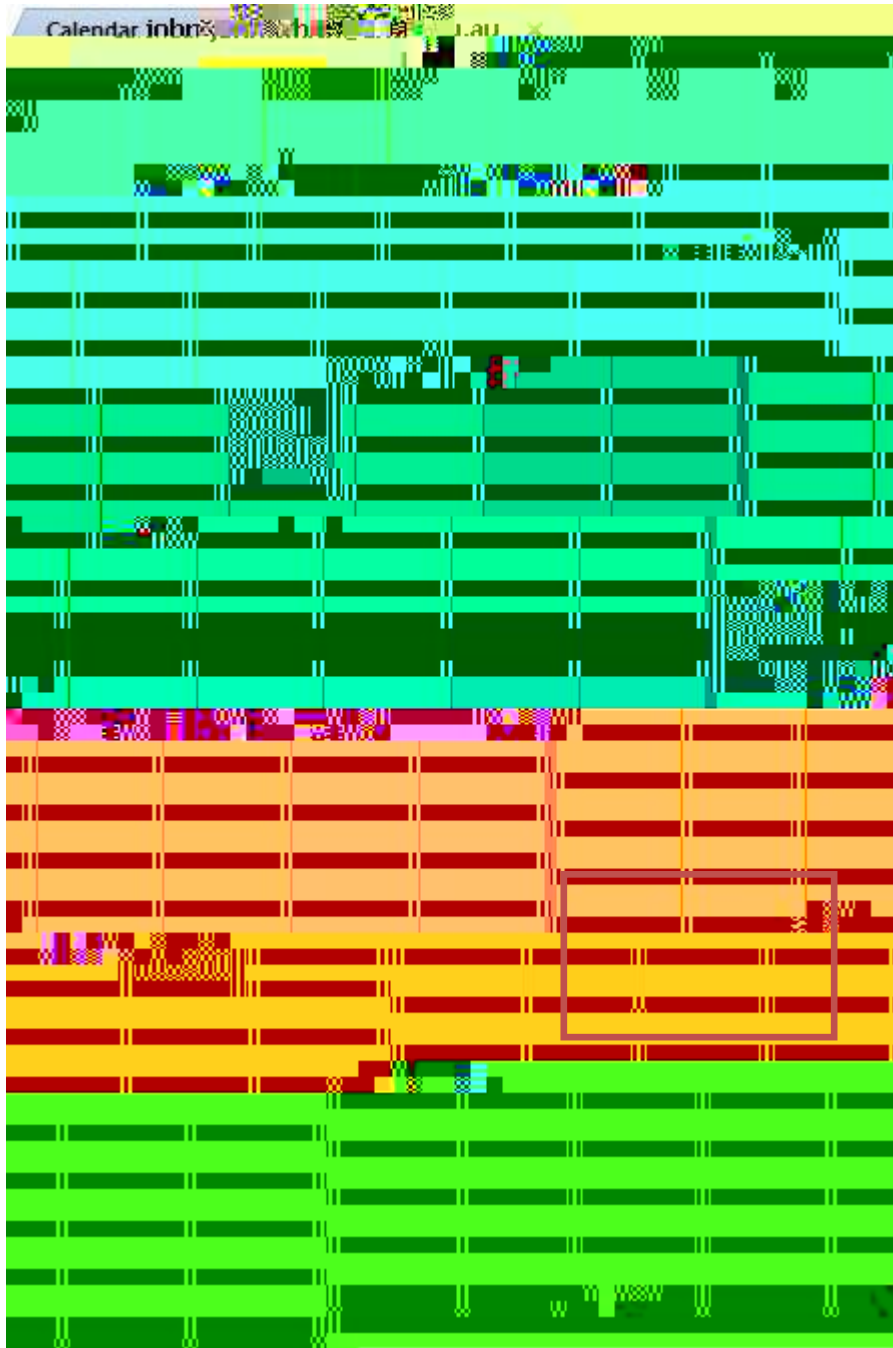
9. Add the rest of your recipients in the To field.
10. Type in a subject for the meeting.
11. Type in a brief overview of the meeting in the message body.



12. Set the Start time .
13. Set the



This will also add the meeting to your personal calendar, but it will show the Subject of the meeting.



All of the individual recipients will now get meeting invites sent to their email address.

15. Once they click Accept , the meeting will be automatically added to their personal calendar.

16. Your meeting has been successfully made.

## Process for cancelling a meeting in Office 365

For the meeting organiser they need to do the following;

1. Open Outlook .
2. Open their Personal Calendar .
3. Highlight the meeting that they wish to cancel.





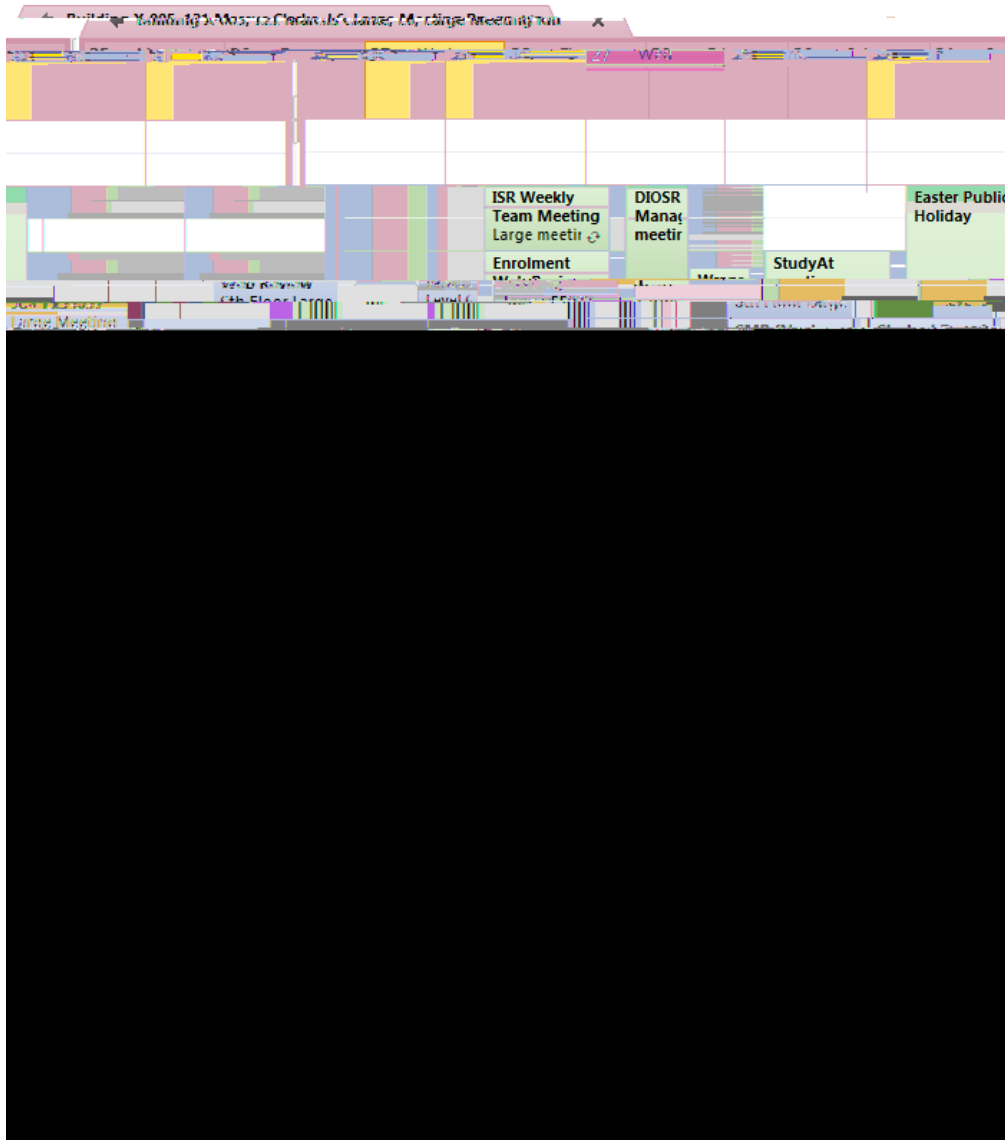


This will also automatically remove the meeting from the meeting room calendar.

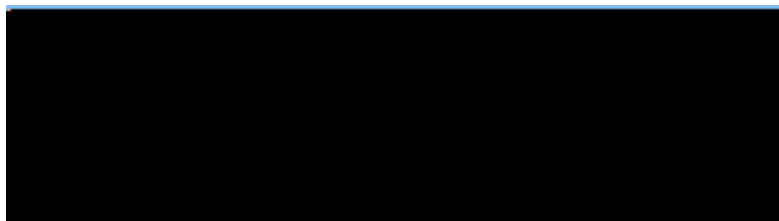
NOTE:

What happens if I try to delete the booking directly from the meeting room calendar ?

If you try to delete the meeting directly from the meeting room's calendar itself, the meeting will NOT delete.



It will give you an error message

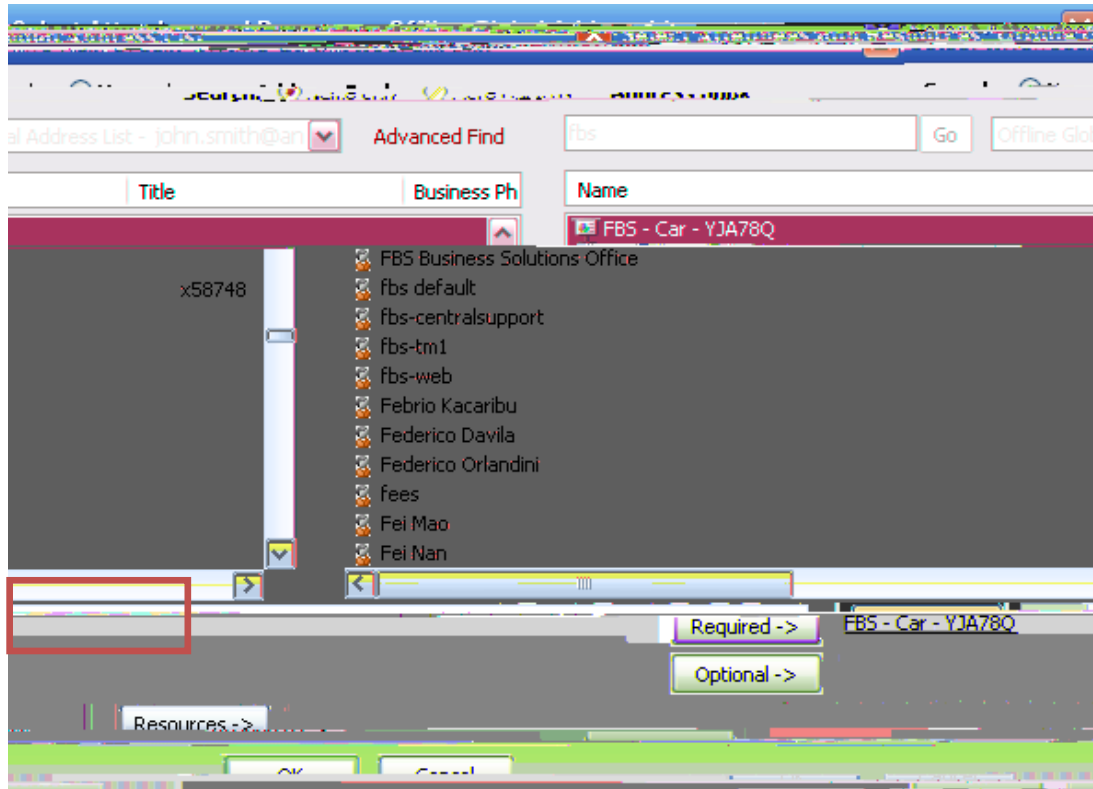


This will cause the meeting to stick in the calendar, as you can see with the several meetings titled "Test" in the calendar picture at the top of this page.



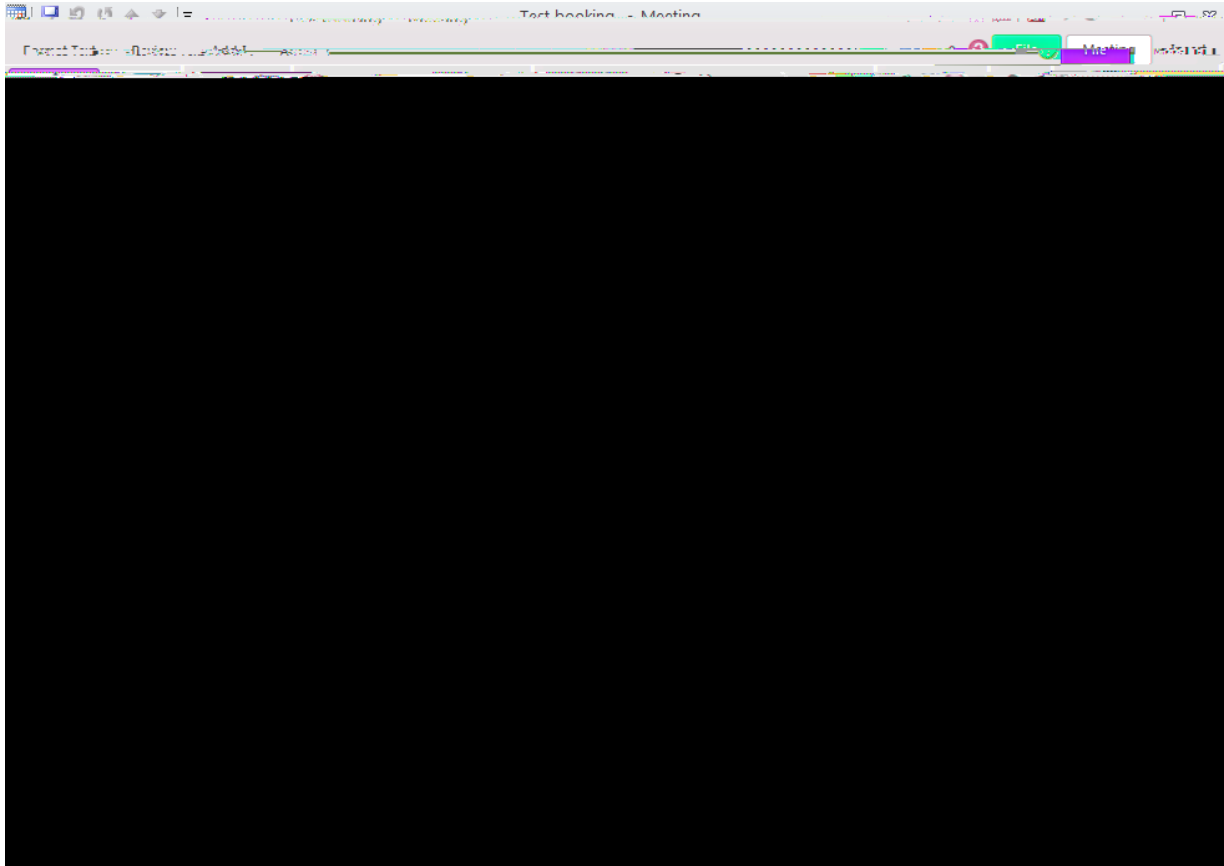


5. From the Search field type in the name of the resource.
6. Once you have found the resource.
7. Add the resource to the Required field by doing either of the following:
  - a. double click on it.
  - b. highlight the room and select Required ->.



8. Select OK.

The resource is now listed in the To field as a recipient.



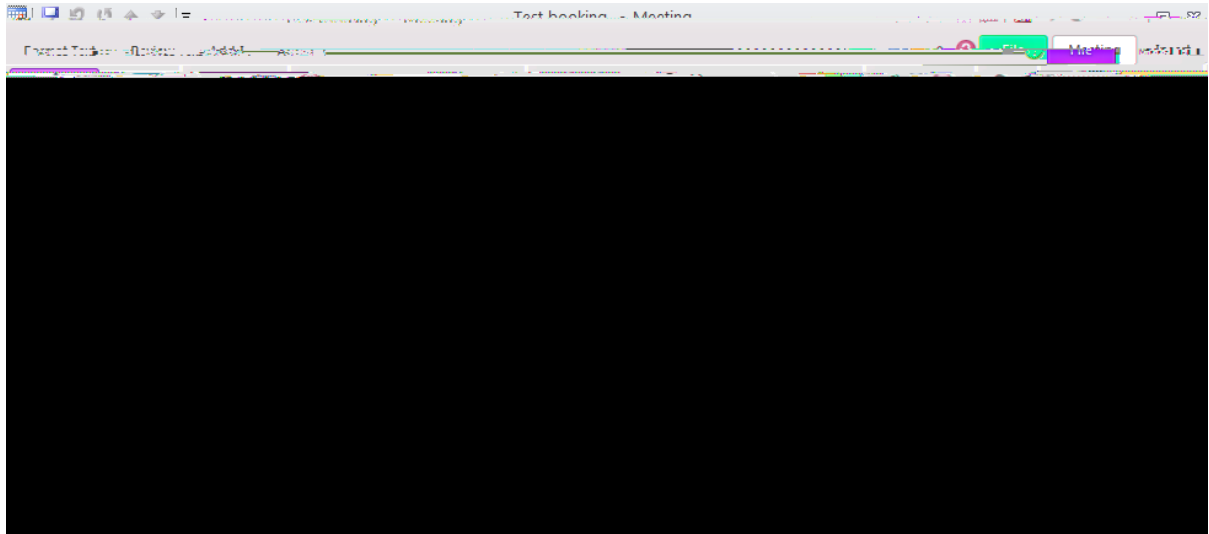
9. Add yourself in the To field.

10. Set the Start Time .

11. Set the End Time .

NOTE: In the bottom right of the meeting requ

12. Enter a subject for the booking.



13. Select Send.

This has now sent the booking to the resource and to yourself.

This will enter your booking into the calendar of the resource and also into your personal calendar.

14. Your booking has been successfully made.

Process to cancel a booking for a resource (eg work vehicle)

For the booking organiser they need to do the following;

1. Open Outlook .
2. Open their Personal Calendar .
3. Highlight the resource booking that they wish to cancel.
4. Right click on it and select Cancel Meeting .
- 5.

What happens if I try to delete the booking directly from the resource Calendar ?

If you try to delete the meeting directly from the resource's calendar itself, the booking will NOT delete.