

# Booking Meeting Rooms

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*For use with RoomWizard II Scheduling System*

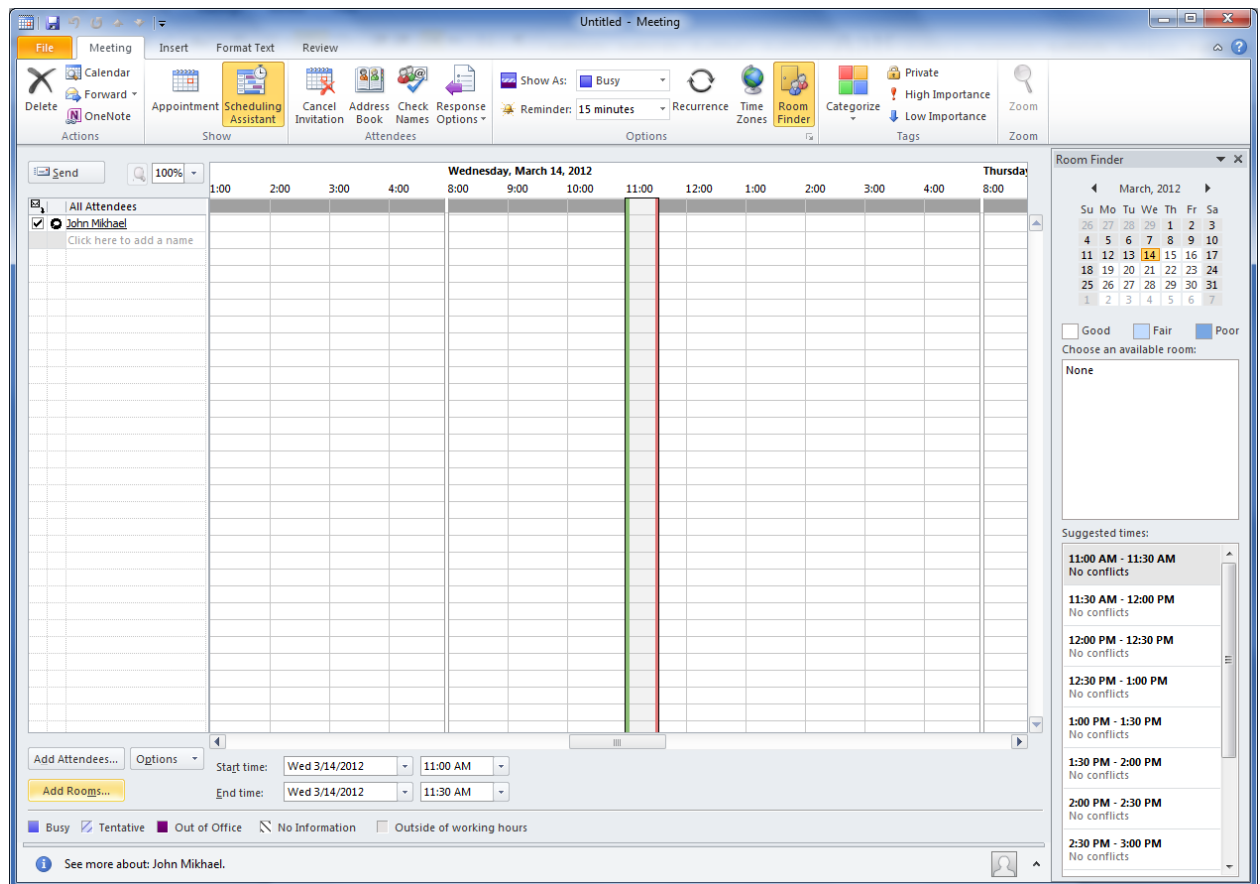
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## How to Book a Meeting to the Meeting Room

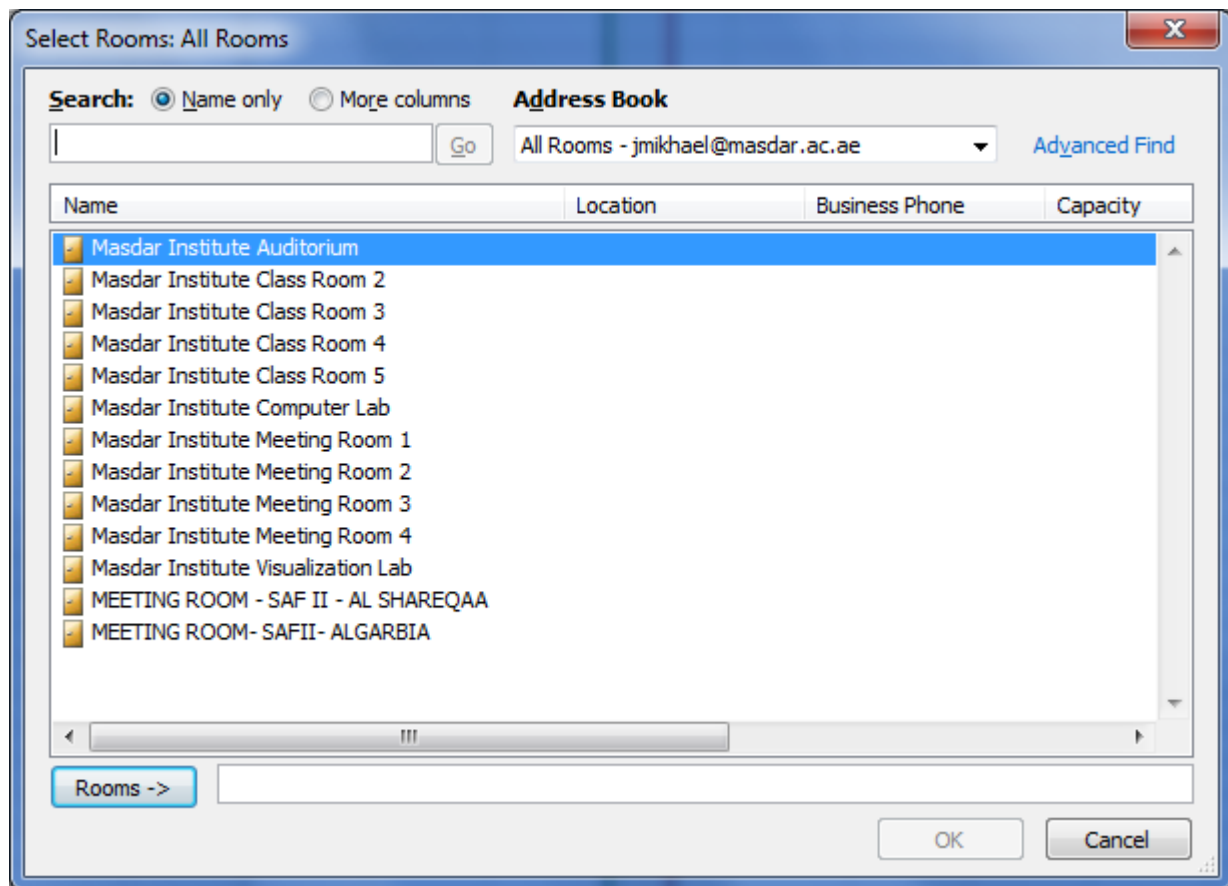
This tutorial uses Microsoft Outlook calendar

1. Click Calendar
2. On the Home ribbon, click New Meeting
3. In the Meeting window, click Scheduling Assistant



4. Click Add Attendees, type the name of the person that you want at the meeting, click OK.
5. Click Add Rooms, select the room that you want to book, click OK.

## Selecting a Room



**NOTE:** Once you add the room, the room name appears in the **Location** box on the **Appointment** tab

Untitled - Meeting

File Meeting Insert Format Text Review

Delete Forward Appointment Scheduling Assistant Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder Categorize Private High Importance Low Importance Zoom

Invitations have not been sent for this meeting.

To: Masdar Institute Meeting Room 1

Subject:

Location: Masdar Institute Meeting Room 1 Rooms...

Start time: Wed 3/14/2012 11:30 AM All day event

End time: Wed 3/14/2012 12:00 PM

Room Finder

March, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Good Fair Poor

Choose an available room:

None

Suggested times:

11:00 AM - 11:30 AM  
1 available room

11:30 AM - 12:00 PM  
No available rooms

12:00 PM - 12:30 PM  
No available rooms

12:30 PM - 1:00 PM  
1 available room

1:30 PM - 2:00 PM  
1 available room

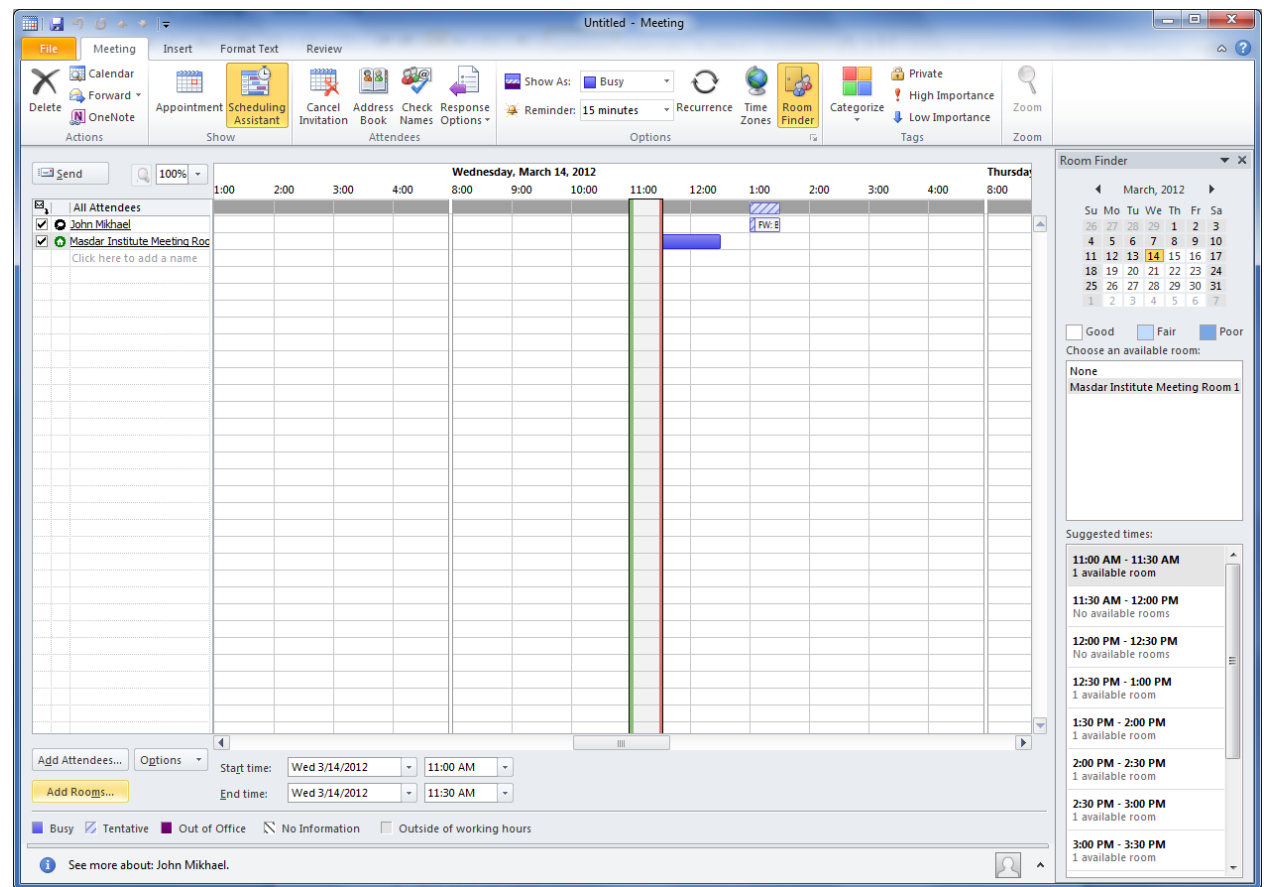
2:00 PM - 2:30 PM  
1 available room

2:30 PM - 3:00 PM  
1 available room

3:00 PM - 3:30 PM  
1 available room

See more about: John Mikhael.

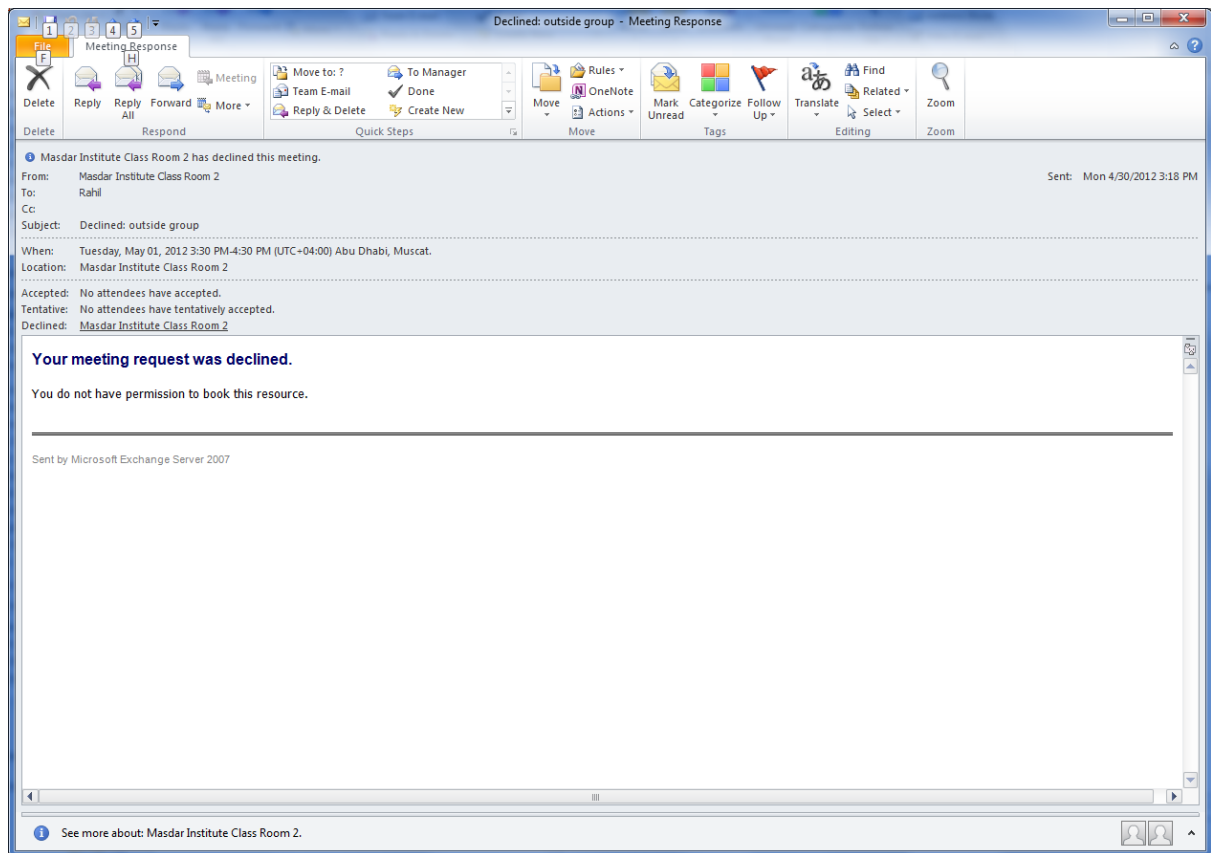
6. Use the scroll bars to view the free/busy time for invitees and rooms.



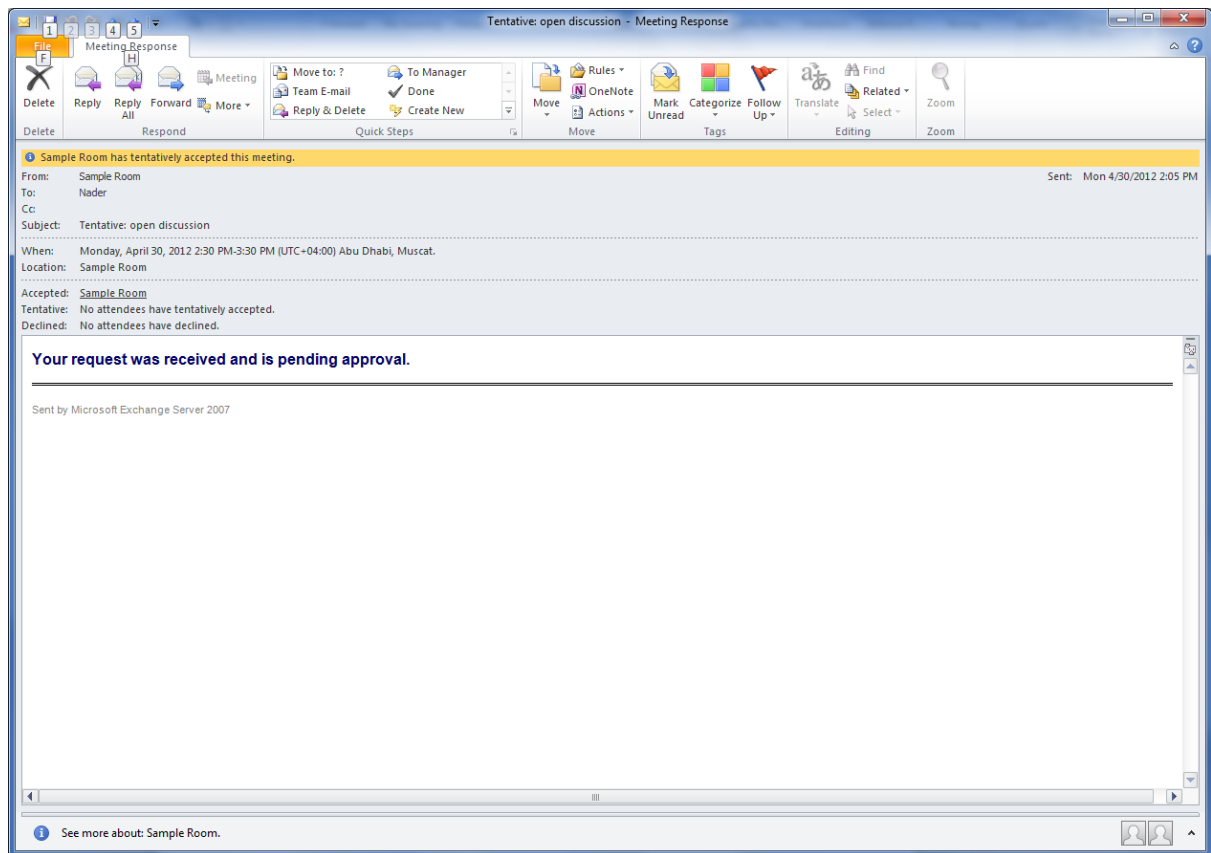
7. Scheduling Assistant will show you if the person or room is not available at the specified time. Select another room, or change the time if required.

8. Click Send.

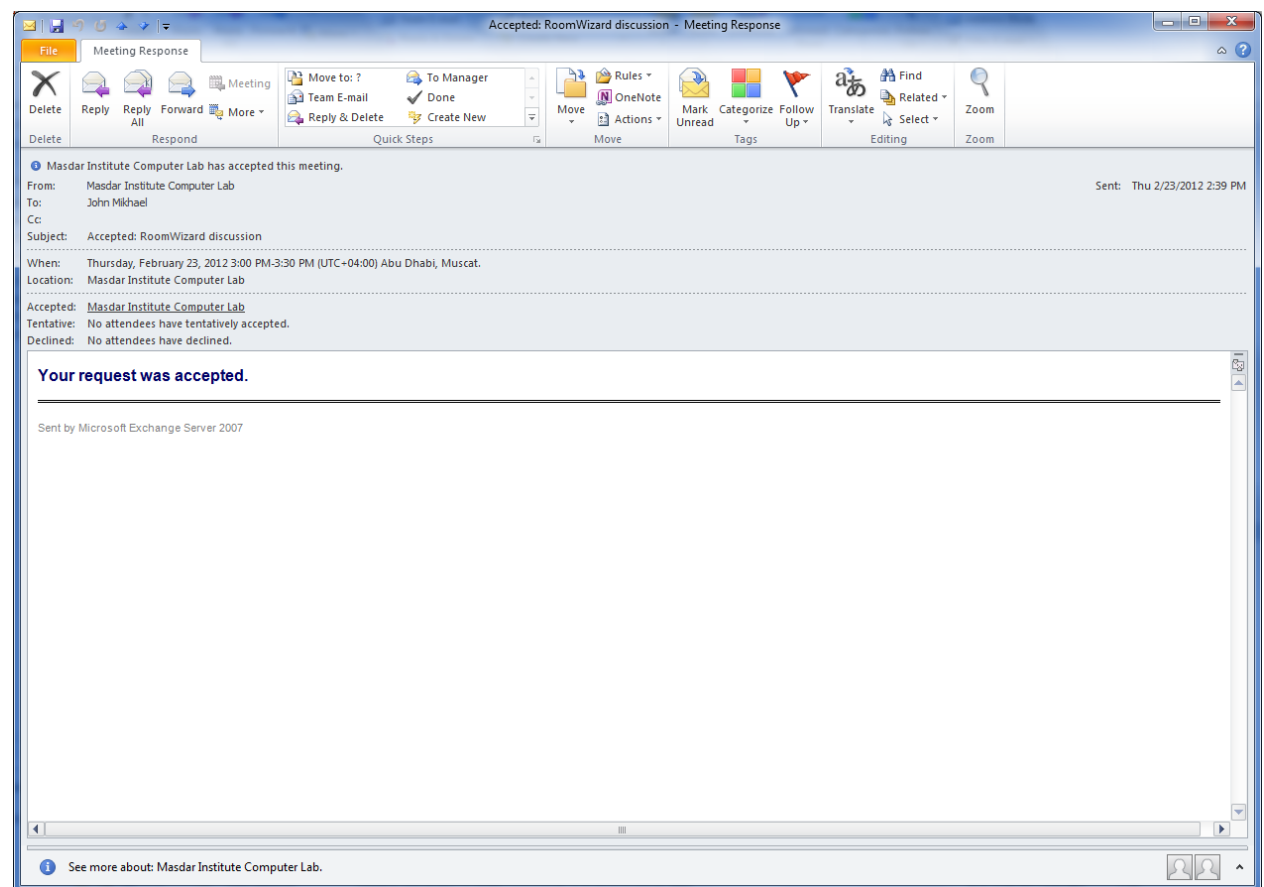
9. If you are not authorized to book the selected room, you will receive an automatic rejection notification.



10. If your permission level requires a manual approval by the room administrator (e.g. a student requesting to book a classroom), you will receive a tentative notification.



11. If the room booking is successful, you will receive an automatic confirmation.



**NOTE:** When you book a room, the free/busy information for the room gets updated automatically. This will also reflect on the display of the RoomWizard device of that room.



## Verifying the booking


12. To verify that the RoomWizard device is updated with the booking, browse to the portal site.



13. On the MI Applications menu, Click Room Booking.

14. The page will show a list of all the meeting rooms, and details of the free/busy information of each room.


Browse Page Publish



Thu May 3 2012 | 10:50 AM

Home | Sitemap | Help

Welcome Anjli Narwani | My Tasks | My Profile | Logout | Change Password



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### Room Booking

To book a room through your Outlook please refer to this tutorial

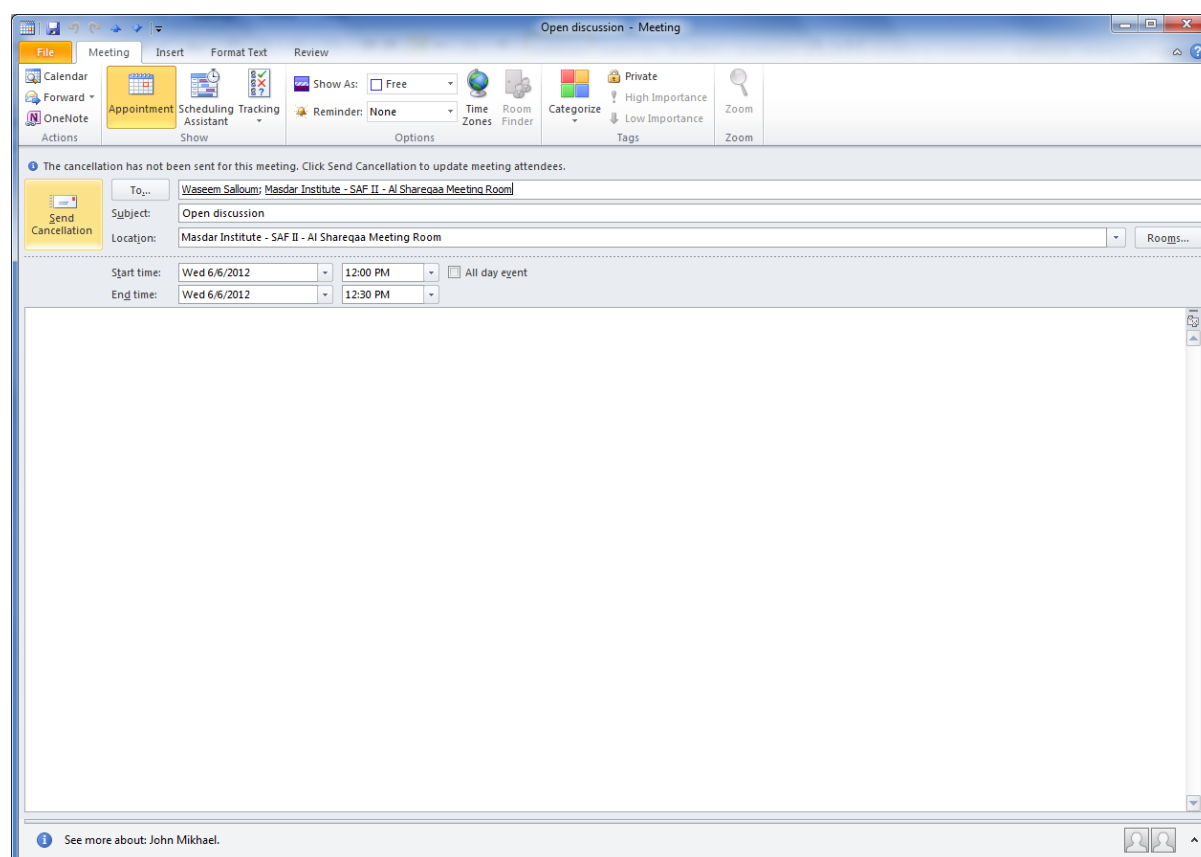
Today   April 29 - May 05 2012

Day Week Month

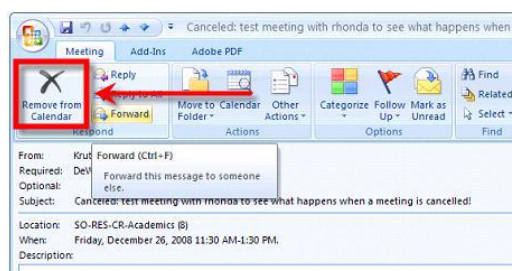
	29 Sunday	30 Monday	1 Tuesday	2 Wednesday	3 Thursday	4 Friday	5 Saturday
7 AM							
8							
9							
10			Smartv Attendance				
11	Thesis Defense: Low Power Memory Design - Ayman Rizk						
12 PM							
1							
2							

## How to Cancel a Meeting and free the Meeting Room

1. Navigate to the scheduled meeting in your Outlook Calendar and open it
2. Click the **Cancel Meeting** button in the upper left corner of the window
3. Be SURE to click the **Send Cancellation** button. This will do the following:



- a. Automatically remove the meeting from the calendar of the person who initiated the meeting (yours, or the calendar of your supervisor, if you are creating the meeting on their calendar as their delegate)
- b. Send a meeting cancellation update message to any individuals who were invited to the meeting. When they open that message, they can select **Remove from Calendar** (see screenshot below) to take the meeting off their calendar



- c. Release the room that had been scheduled for the meeting, so others may reserve it
- d. Update the display of the RoomWizard device of that room