

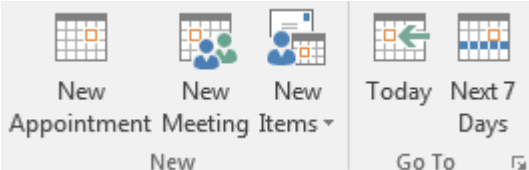
Meeting Rooms Booking User Guide (Using Outlook)

Step 1: Open Outlook Application

Step 2: Navigate to Calendar at bottom left of screen



Step 3: Click on “New Meeting” icon



Step 4: Enter details of meeting. (Subject, location, time, alert and invitees etc.)

To...

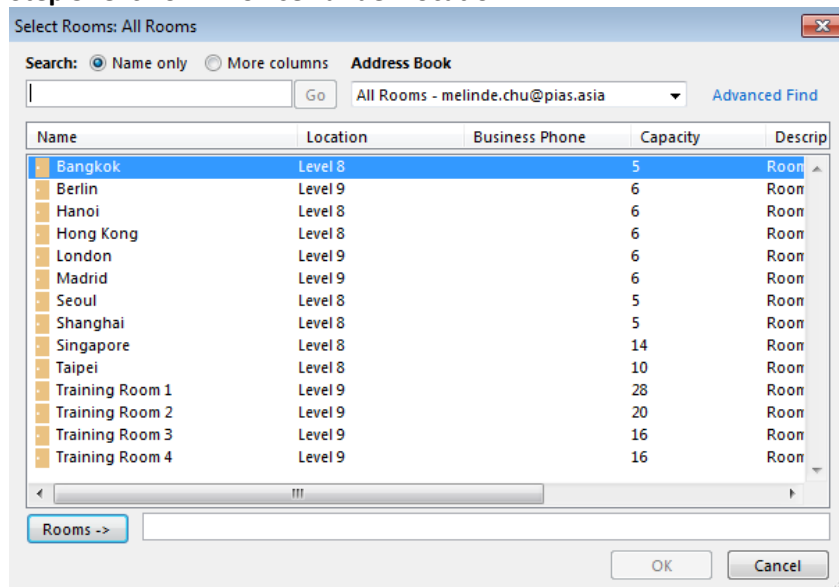
Subject

Location

Start time ☐ All day event

End time

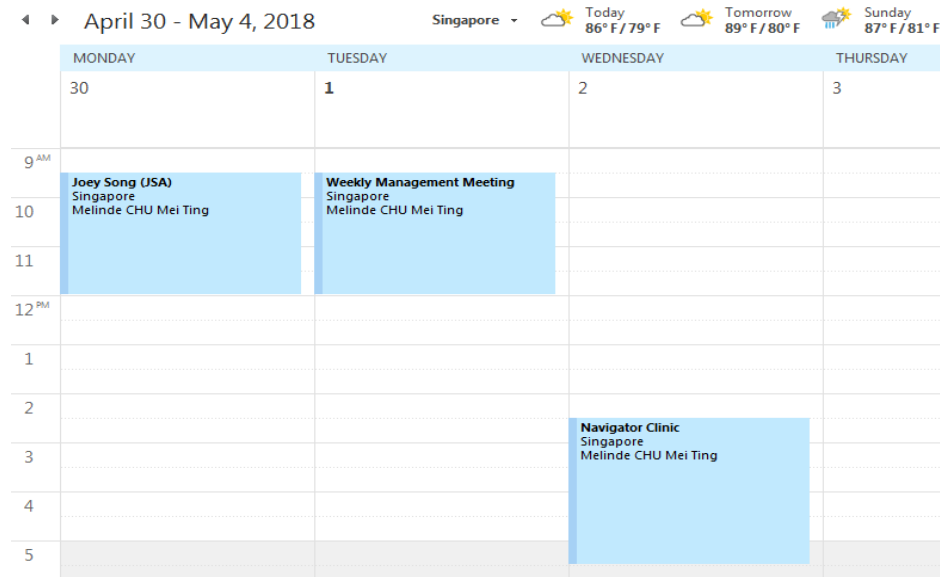
Step 5: Click on “Browse” under Location



Step 6: Select room you want to book and click on “Rooms ->” button at the bottom

Step 7: Click ok

After sending request, once request is accepted, user will observe the following on their calendar. (Meeting room successfully booked)



Through Email

Fri 4/20/2018 9:36 AM

Singapore

Declined: Navigator Clinic

When Tuesday, May 02, 2018 2:30PM-5:30PM (UTC+08:00) Kuala Lumpur, Singapore.

Location Singapore

i We couldn't find this meeting in the calendar. It may have been moved or deleted.
Singapore has declined this meeting.

Your request was accepted.

If it is **declined**, user will observe the following.
(Meeting room failed to book due to timeslot taken)

Through Email


Fri 4/20/2018 9:36 AM

Singapore

Declined: Navigator Clinic

When Tuesday, May 02, 2018 2:30PM-5:30PM (UTC+08:00) Kuala Lumpur, Singapore.

Location Singapore

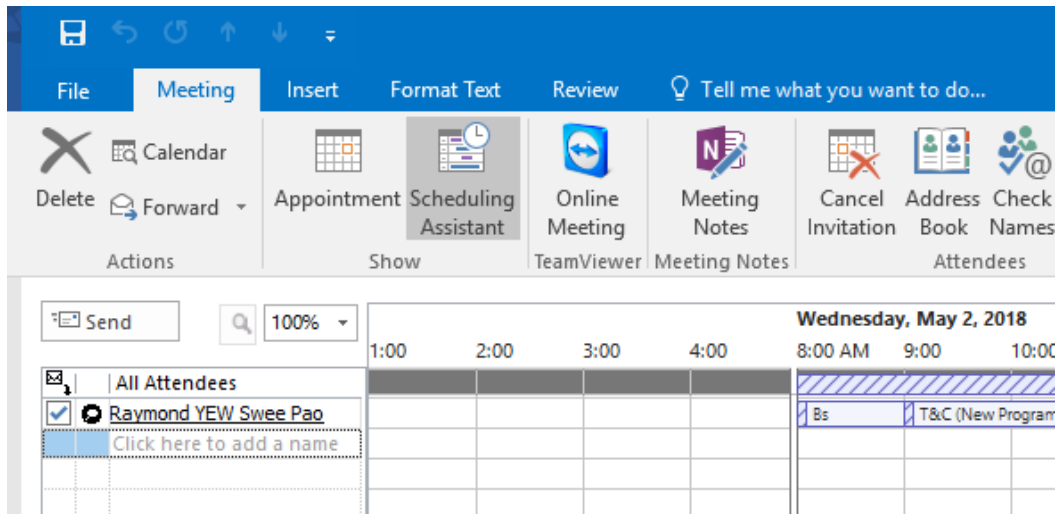
 We couldn't find this meeting in the calendar. It may have been moved or deleted.
Singapore has declined this meeting.

Your meeting request was declined.

You don't have permission to book this resource.

How to search the room is available?

Go to New Meeting,
Click on the "Scheduling Assistant"



The screenshot shows the Microsoft Outlook 'New Meeting' window. The 'Meeting' tab is selected in the ribbon, and the 'Scheduling Assistant' button is highlighted. The interface includes a 'Send' button, a search bar, and a list of attendees. The calendar view shows a grid for Wednesday, May 2, 2018, with time slots from 1:00 to 10:00. The attendees list includes 'All Attendees', 'Raymond YEW Swee Pao', and a link to 'Click here to add a name'.

		Wednesday, May 2, 2018						
		1:00	2:00	3:00	4:00	8:00 AM	9:00	10:00
<input checked="" type="checkbox"/>	All Attendees							
<input checked="" type="checkbox"/>	Raymond YEW Swee Pao					Bs	T&C (New Program	
<input type="checkbox"/>	Click here to add a name							
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Select the “add Rooms...”

Add Attendees... Options ▾

Start time Thu 03-May-18 8:00 AM ▾

Add Rooms... End time Thu 03-May-18 8:30 AM ▾

Choose/ select all or your choice of rooms and click on “rooms” button, then click “ok”

Select Rooms: All Rooms

Search: ☒ Name only ☐ More columns Address Book

Go All Rooms - raymond.yew@pias.asia ▾ Advanced Find

Name	Location	Business Phone	Capacity	Descrip
Bangkok	Level 8		5	Room
Berlin	Level 9		6	Room
Hanoi	Level 8		6	Room
Hong Kong	Level 8		6	Room
London	Level 9		6	Room
Madrid	Level 9		6	Room
Seoul	Level 8		5	Room
Shanghai	Level 8		5	Room
Singapore	Level 8		14	Room
Taipei	Level 8		10	Room
Training Room 1	Level 9		28	Room
Training Room 2	Level 9		20	Room
Training Room 3	Level 9		16	Room
Training Room 4	Level 9		16	Room

Rooms -> Bangkok; Berlin; Hanoi; Hong Kong; London; Madrid; Seoul; Shanghai; Singapore; Taipei;
Training Room 1; Training Room 2; Training Room 3; Training Room 4

OK Cancel

The result will show as below, those in blue are already booked.

The screenshot displays the Microsoft Outlook Meeting Assistant interface. The ribbon at the top includes tabs for File, Meeting, Insert, Format Text, Review, and Tell me what you want to do... The Meeting tab is active, showing various options like Delete, Forward, Appointment, Scheduling Assistant, Online Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), Reminder (15 minutes), and Recurrence. The Scheduling Assistant view shows a calendar grid for Wednesday, May 2, 2018. The grid is divided into two sections: 1:00 to 4:00 and 8:00 AM to 3:00 PM. The 8:00 AM to 3:00 PM section shows several blue-shaded time slots, indicating they are already booked. The blue-shaded slots are: 8:00 AM to 9:00 AM (labeled 'Bs'), 9:00 AM to 10:00 AM (labeled 'T&C (New Program)'), 10:00 AM to 11:00 AM (labeled 'BDM Interview'), 11:00 AM to 12:00 PM (labeled 'Allian'), 12:00 PM to 1:00 PM (labeled 'Navigator C'), 1:00 PM to 2:00 PM (labeled 'Nicole TAY Mei Yi'), 2:00 PM to 3:00 PM (labeled 'Alliance'), and 3:00 PM to 4:00 PM (labeled 'Nicole TAY Mei Yi'). The left sidebar shows a list of attendees: Raymond YEW Swee Pao, Bangkok, Berlin, Hanoi, Hong Kong, London, Madrid, Seoul, Shanghai, Singapore, Taipei, Training Room 1, Training Room 2, and Training Room 3. The top of the calendar shows the date 'Wednesday, May 2, 2018' and the time slots '1:00', '2:00', '3:00', '4:00', '8:00 AM', '9:00', '10:00', '11:00', '12:00 PM', '1:00', '2:00', '3:00'.

User can choose the rooms available at the side box
Tick to book the room, untick to unselect the rooms.


<input checked="" type="checkbox"/>	All Attendees	
<input checked="" type="checkbox"/>		<u>Raymond YEW Swee Pao</u>
<input checked="" type="checkbox"/>		<u>Bangkok</u>
<input checked="" type="checkbox"/>		<u>Berlin</u>
<input checked="" type="checkbox"/>		<u>Hanoi</u>
<input checked="" type="checkbox"/>		<u>Hong Kong</u>
<input type="checkbox"/>		<u>London</u>
<input type="checkbox"/>		<u>Madrid</u>
<input type="checkbox"/>		<u>Seoul</u>
<input type="checkbox"/>		<u>Shanghai</u>
<input type="checkbox"/>		<u>Singapore</u>
<input type="checkbox"/>		<u>Taipei</u>
<input type="checkbox"/>		<u>Training Room 1</u>
<input type="checkbox"/>		<u>Training Room 2</u>
<input type="checkbox"/>		<u>Training Room 3</u>
<input type="checkbox"/>		<u>Training Room 4</u>
Click here to add a name		

Once user select the room, click on the menu bar “Appointment” to book the slot.

File Appointment Insert Format Text Review Tell me what you want to do...			
Save & Close		Delete	
Calendar		Appointment	
Forward		Scheduling Assistant	
Online Meeting		Meeting Notes	
Invite Attendees		Show As	
Reminder			
Subject			
Location <u>Bangkok; Berlin; Hanoi; Hong Kong</u>			
Start time		Thu 03-May-18 10:30 AM	
End time		Thu 03-May-18 11:00 AM	
<input type="checkbox"/> All day event			

Meeting Rooms Booking User Guide (Using Website)

Step 1: Enter portal.office.com and sign into your address





Sign in

Next

[Can't access your account?](#)

Step 2: Enter your password



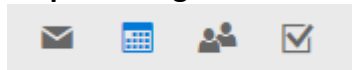
melinde.chu@pias.asia 

Enter password

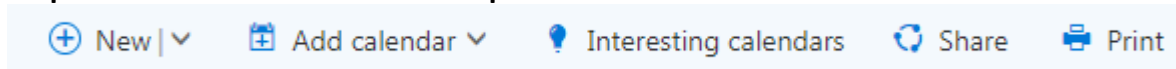
Back Sign in

[Forgot my password](#)

Step 3: Change view to Calendar at the bottom left.



Step 4: Click on “New” icon at the top left hand.



Step 5: Enter details of meeting. (Subject, room, time, alert and invitees etc.)

Send

Discard

Attach

Charm

Categorize

Details

Feedback

Weekly Management Meeting

Singapore

Add a location or a room

Start

Tue 1/5/2018

9:30 AM

End

Custom

Private

End

Tue 1/5/2018

12:00 PM

Time zone

Repeat

Never

Save to calendar

Calendar

Reminder

15 minutes

Show as

Busy

Add an email reminder

People

Required

Add people

Melinde CHU Mei Ting

Busy - Weekly Management Meeting

Attendees

Sort by

Request responses

Singapore

Free

The system will show you which room is available based on your time slot

Add a location or a room

Available rooms

All rooms

Shanghai (Free)

Singapore (Free)

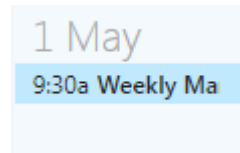
Taipei (Free)

Training Room 1 (Busy)

Training Room 2 (Busy)

Step 6:

After sending request, once request is **accepted**, user will observe the following on their calendar.
(Meeting room successfully booked)



Fri 4/20/2018 9:36 AM

Singapore

Declined: Weekly Management Meeting

To Melinde CHU Mei Ting


When Tuesday, May 01, 2018 9:30 AM-12:00 PM (UTC+08:00) Kuala Lumpur, Singapore.

Location Singapore

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined Singapore

 Singapore has declined this meeting.

Your request was accepted.

You don't have permission to book this resource.


If it is **declined**, user will observe the following:
(Meeting room failed to book due to timeslot taken)

Through calendar,

Tue 1/5/2018 9:30a - 12:00p

Singapore

Weekly Management Meeting

 Melinde CHU Mei Ting

Declined 1

 Edit  Cancel

Fri 4/20/2018 9:36 AM

Singapore

Declined: Weekly Management Meeting

To Melinde CHU Mei Ting

When Tuesday, May 01, 2018 9:30 AM-12:00 PM (UTC+08:00) Kuala Lumpur, Singapore.

Location Singapore

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined Singapore

 Singapore has declined this meeting.

Your meeting request was declined.

You don't have permission to book this resource.

