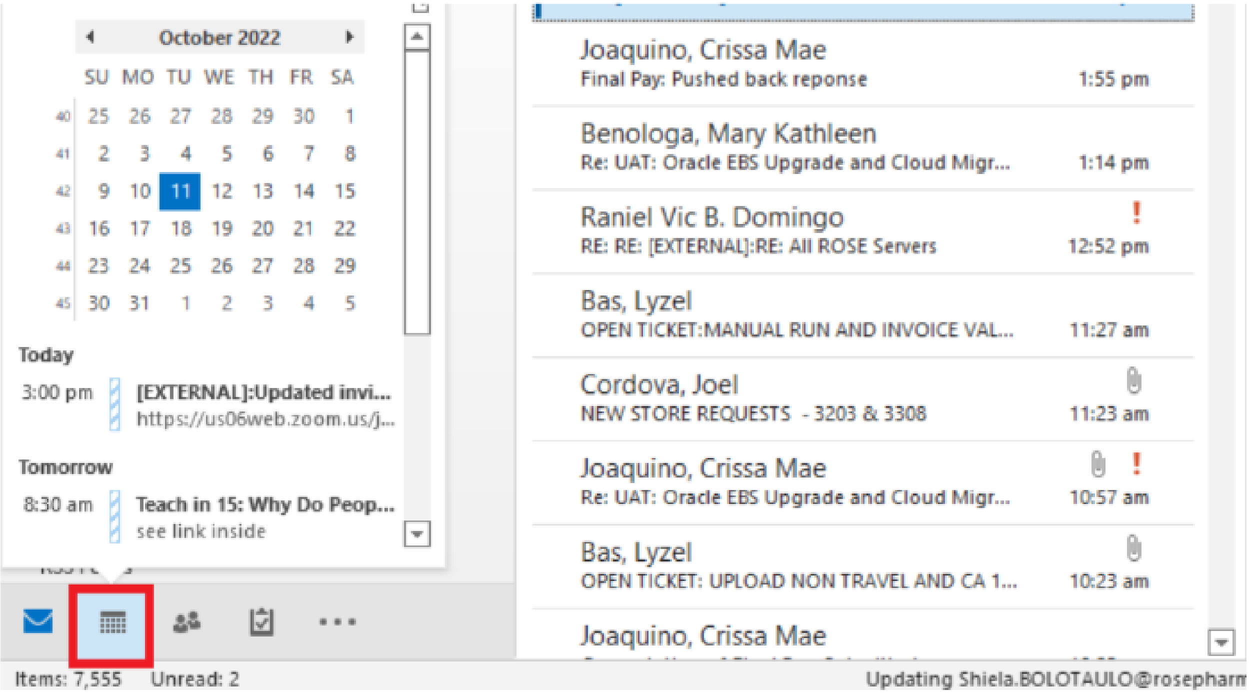
Booking using Microsoft Outlook

1. **Open your Outlook in your desktop and follow below instructions.**

    - Go to your Calendar - refer below highlighted.



October 2022

	SU	MO	TU	WE	TH	FR	SA
40	25	26	27	28	29	30	1
41	2	3	4	5	6	7	8
42	9	10	11	12	13	14	15
43	16	17	18	19	20	21	22
44	23	24	25	26	27	28	29
45	30	31	1	2	3	4	5

Today

3:00 pm [EXTERNAL]:Updated invi...
https://us06web.zoom.us/j...

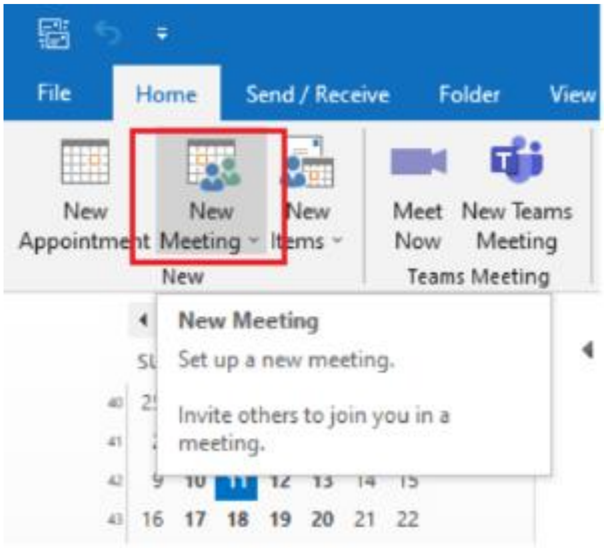
Tomorrow

8:30 am Teach in 15: Why Do Peop...
see link inside

Joaquino, Crissa Mae	Final Pay: Pushed back reponse	1:55 pm
Benologa, Mary Kathleen	Re: UAT: Oracle EBS Upgrade and Cloud Migr...	1:14 pm
Raniel Vic B. Domingo	RE: RE: [EXTERNAL]:RE: All ROSE Servers	! 12:52 pm
Bas, Lyzel	OPEN TICKET:MANUAL RUN AND INVOICE VAL...	11:27 am
Cordova, Joel	NEW STORE REQUESTS - 3203 & 3308	11:23 am
Joaquino, Crissa Mae	Re: UAT: Oracle EBS Upgrade and Cloud Migr...	! 10:57 am
Bas, Lyzel	OPEN TICKET: UPLOAD NON TRAVEL AND CA 1...	10:23 am
Joaquino, Crissa Mae		

Items: 7,555 Unread: 2 Updating Shiela.BOLOTAULO@rosepharm

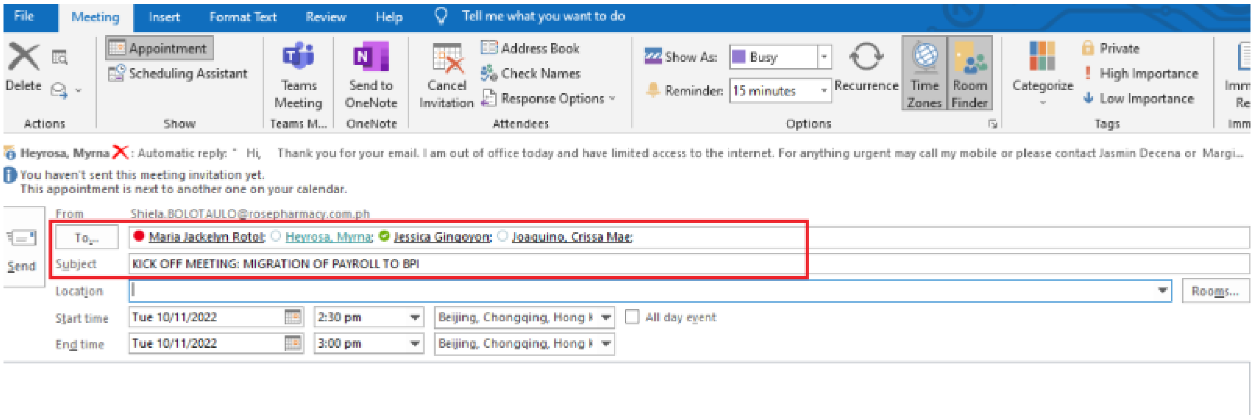
    - Select New Meeting - refer below highlighted:


File
Home
Send / Receive
Folder
View
New Appointment
New Meeting
New Items
Meet Now
New Teams Meeting
New
Teams Meeting

New Meeting
Set up a new meeting.

Invite others to join you in a meeting.

- Add your recipients (To), Put the Subject and Indicate the Date and Time - refer below highlighted:


File
Meeting
Insert
Format Text
Review
Help
Tell me what you want to do
Delete
Actions
Appointment
Scheduling Assistant
Show
Teams Meeting
Teams M...
Send to OneNote
OneNote
Cancel Invitation
Address Book
Check Names
Response Options
Attendees
Show As:
Busy
Reminder:
15 minutes
Recurrence
Time Zones
Room Finder
Options
Categorize
Private
High Importance
Low Importance
Tags
Send
Rooms...

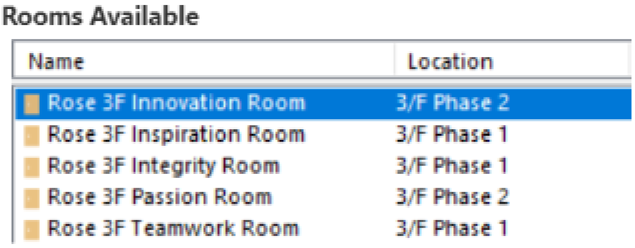
Heyrosa, Myrna ✕ : Automatic reply: " Hi, Thank you for your email. I am out of office today and have limited access to the internet. For anything urgent may call my mobile or please contact Jasmin Decena or Margi...

You haven't sent this meeting invitation yet.
This appointment is next to another one on your calendar.

From: Shiela.BOLOTAULO@rosepharmacy.com.ph
To...: ● Maria Jackelyn Rotol; ○ Heyrosa, Myrna; ● Jessica Gingoyon; ○ Joaquino, Crissa Mae;
Subject: KICK OFF MEETING: MIGRATION OF PAYROLL TO BPI
Location:
Start time: Tue 10/11/2022 2:30 pm Beijing, Chongqing, Hong K
☐ All day event
End time: Tue 10/11/2022 3:00 pm Beijing, Chongqing, Hong K

- Select the Rooms [button] Rooms... , find the name of the room you desired to book, highlight and double click to select the select then select OK [button].

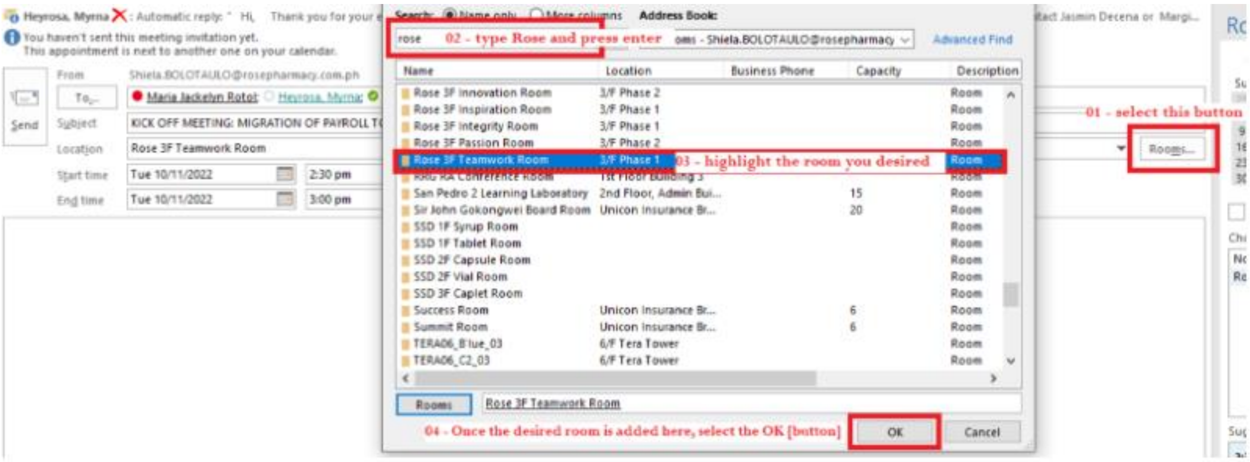
Rooms Available



Rooms Available

Name	Location
Rose 3F Innovation Room	3/F Phase 2
Rose 3F Inspiration Room	3/F Phase 1
Rose 3F Integrity Room	3/F Phase 1
Rose 3F Passion Room	3/F Phase 2
Rose 3F Teamwork Room	3/F Phase 1

Steps to select a Room


Search: ● Name only ○ More columns
Address Book:
Advanced Find
Rooms
OK
Cancel
Send
Rooms...

01 - select this button

02 - type Rose and press enter

03 - highlight the room you desired

04 - Once the desired room is added here, select the OK [button]

Search: rose
Address Book: ...oms - Shiela.BOLOTAULO@rosepharmacy

Name	Location	Business Phone	Capacity	Description
Rose 3F Innovation Room	3/F Phase 2			Room
Rose 3F Inspiration Room	3/F Phase 1			Room
Rose 3F Integrity Room	3/F Phase 1			Room
Rose 3F Passion Room	3/F Phase 2			Room
Rose 3F Teamwork Room	3/F Phase 1			Room
RRC RA Conference Room	1st Floor Building 3			Room
San Pedro 2 Learning Laboratory	2nd Floor, Admin Bui...		15	Room
Sir John Gokongwei Board Room	Unicon Insurance Br...		20	Room
SSD 1F Syrup Room				Room
SSD 1F Tablet Room				Room
SSD 2F Capsule Room				Room
SSD 2F Vial Room				Room
SSD 3F Caplet Room				Room
Success Room	Unicon Insurance Br...		6	Room
Summit Room	Unicon Insurance Br...		6	Room
TERA06_Blue_03	6/F Tera Tower			Room
TERA06_C2_03	6/F Tera Tower			Room

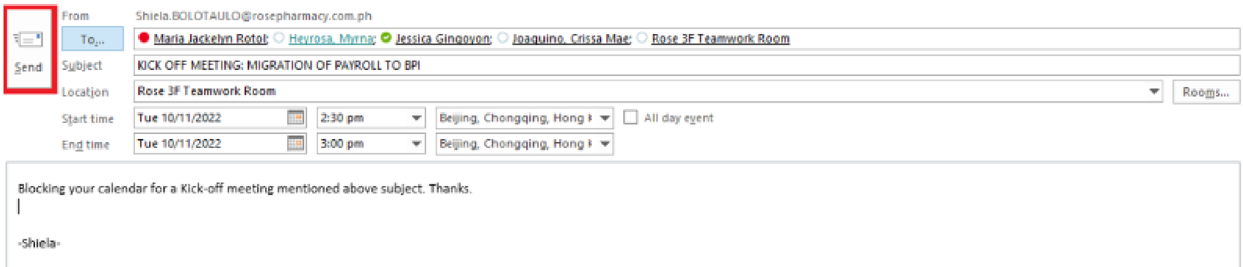
Rooms: Rose 3F Teamwork Room

Heyrosa, Myrna ✕ : Automatic reply: " Hi, Thank you for your

You haven't sent this meeting invitation yet.
This appointment is next to another one on your calendar.

From: Shiela.BOLOTAULO@rosepharmacy.com.ph
To...: ● Maria Jackelyn Rotol; ○ Heyrosa, Myrna;
Subject: KICK OFF MEETING: MIGRATION OF PAYROLL T
Location: Rose 3F Teamwork Room
Start time: Tue 10/11/2022 2:30 pm
End time: Tue 10/11/2022 3:00 pm

- Add your message then select SEND [button]


Send
To...
Rooms...

From: Shiela.BOLOTAULO@rosepharmacy.com.ph

To: Maria Jackelyn Rotol; Heyrosa, Myrna; Jessica Gingoyon; Joaquino, Crissa Mae; Rose 3F Teamwork Room

Subject: KICK OFF MEETING: MIGRATION OF PAYROLL TO BPI

Location: Rose 3F Teamwork Room

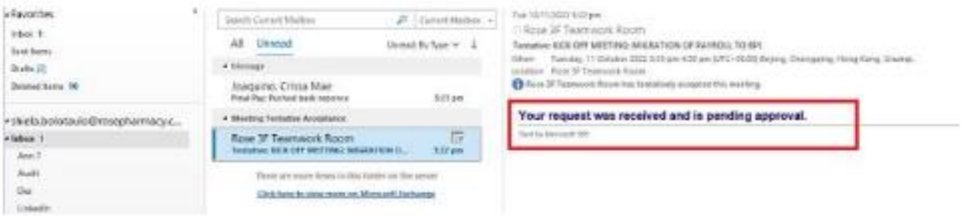
Start time: Tue 10/11/2022 2:30 pm Beijing, Chongqing, Hong K ☐ All day event

End time: Tue 10/11/2022 3:00 pm Beijing, Chongqing, Hong K

Blocking your calendar for a Kick-off meeting mentioned above subject. Thanks.

-Shiela-

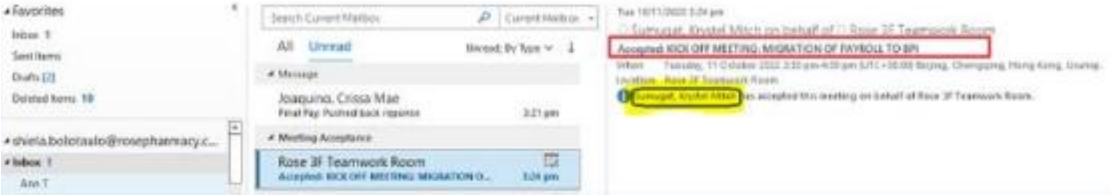
- Upon selecting the SEND [button], you will receive an auto-email notification informing you that your request was received and is pending approval.


Favorites
Inbox 1
shiela.bolotaulo@rosepharmacy.c...
Search Current Mailbox
All
Unread
Joaquino, Crissa Mae
Rose 3F Teamwork Room

Rose 3F Teamwork Room

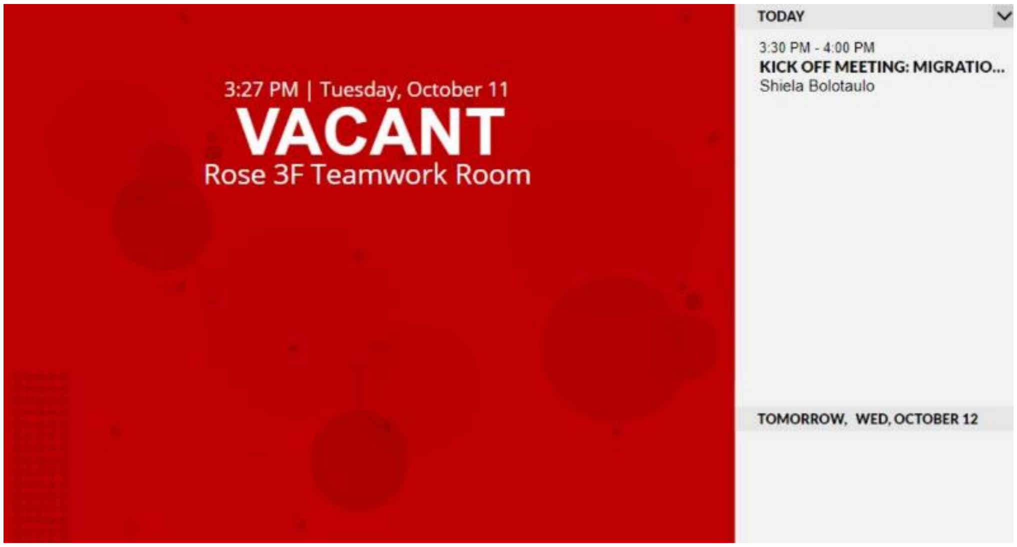
Your request was received and is pending approval.

- Once the approver approves your request, you will receive an auto-email notification confirming that your request has been approved.


Favorites
Inbox 1
Sent Items
Drafts [2]
Deleted Items 10
shiela.bolotaulo@rosepharmacy.c...
Search Current Mailbox
Current Mailbox
All
Unread
Message
Joaquino, Crissa Mae
Meeting Acceptance
Rose 3F Teamwork Room

Accepted: KICK OFF MEETING: MIGRATION OF PAYROLL TO BPI

- In the tablet, you will also see your booking reservation.



3:27 PM | Tuesday, October 11

VACANT

Rose 3F Teamwork Room

TODAY

3:30 PM - 4:00 PM

KICK OFF MEETING: MIGRATIO...

Shiela Bolotaulo

TOMORROW, WED, OCTOBER 12