



MERISTEM

WEALTH MANAGERS
FINANCIAL ADVISORS
STOCKBROCKERS
TRUSTEES
REGISTRARS & PROBATE

contact@meristemng.com

[f](#) [i](#) [in](#) [t](#) [v](#) @Meristemng

You've come
this far
Let's take
you farther

MEETING ROOM BOOKING SYSTEM

- Purpose
- Key Definitions
- How to Book a Meeting Room
- Approving a Meeting Room
- Canceling a Booking

You've come
this far

Let's take
you farther

Status

Completed

Ongoing

Delayed

Yet-to-commence

PURPOSE

This document serve as guide on how to schedule a meeting on the meeting room booking system on Microsoft Outlook. This document will provide step by step instruction on how to create a meeting, book a meeting room and cancel a booking

Users will be able to check a booked meeting room from their respective Microsoft outlook and the TV Screen provided at the Lobby of each floor.

Below are the list of Meeting Rooms and the floors they are located;

You've come
this far
Let's take
you farther

Status

Completed

Ongoing

Delayed

Yet-to-commence

PURPOSE

| LOCATION | NAME |
|-----------------------|-----------------------|
| 3 rd Floor | Meristar Delight |
| 3 rd Floor | Transparency |
| 4 th Floor | Einstein |
| 4 th Floor | Esprit –De-Corps |
| 4 th Floor | Professionalism |
| 4 th Floor | Timeliness |
| 4 th Floor | Integrity |
| 4 th Floor | Knowledge |
| 5 th Floor | Clientocracy |
| 5 th Floor | Kingly Service |
| 6 th Floor | Board Room/Green Room |

You've come
this far
Let's take
you farther

Status



- To create a meeting and book a room, do the following:
 1. Click **New Items**, select **Meeting**
 2. Type in the invitees in the **"To"** field
 3. Type in the subject of the meeting in the **Subject** field
 4. Click **Rooms** from the location field
 5. To add a room, do one of the following:
 - a) Double-click your desired room and click **OK**
 - b) Select your desired room, click **Rooms**, and then click **OK**

You've come
this far
Let's take
you farther

Status

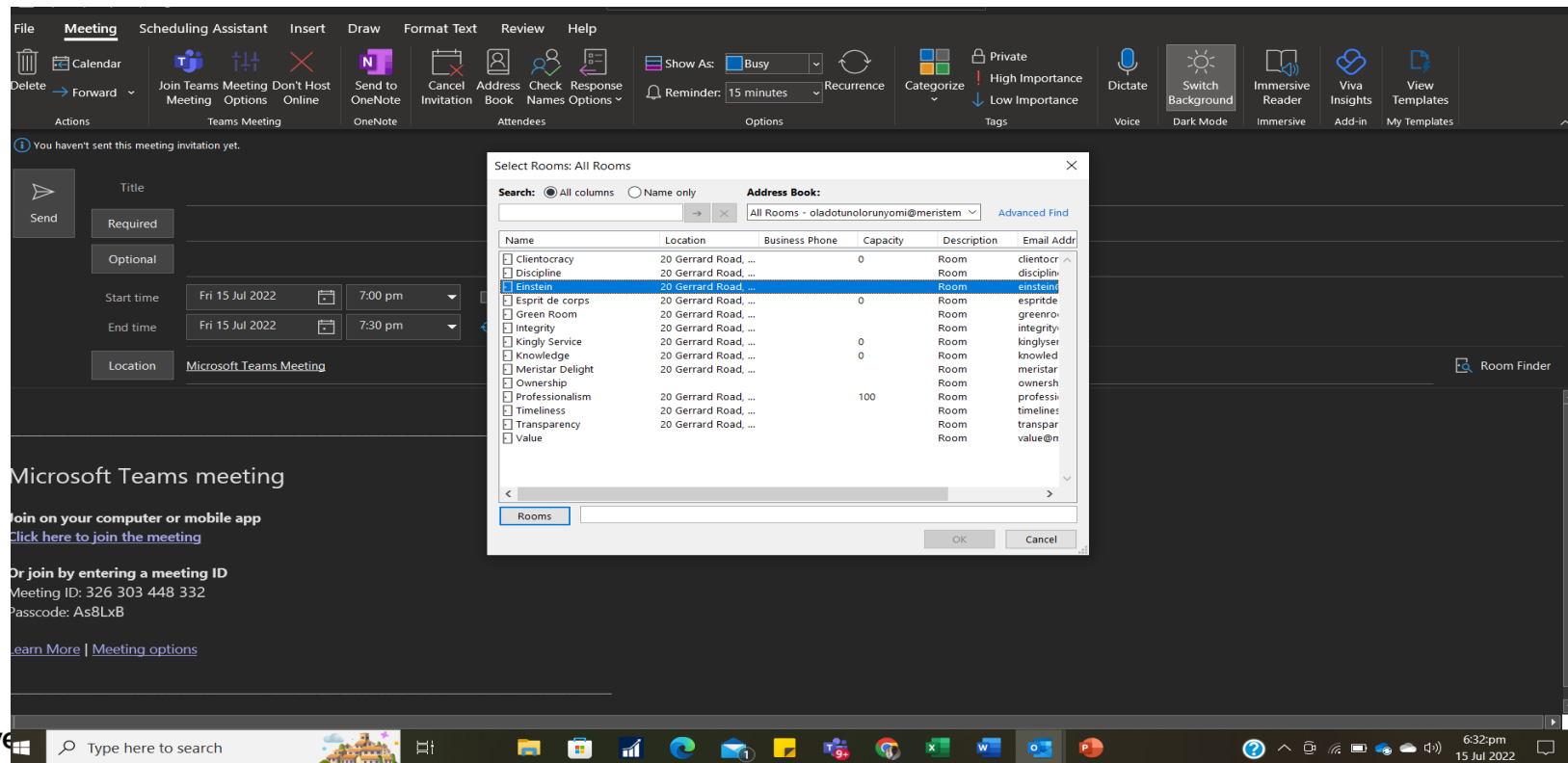
Completed

Ongoing

Delayed

Yet-to-commence

How To Schedule a Meeting



The screenshot shows the Microsoft Teams 'Meeting' tab in the top navigation bar. The 'Scheduling Assistant' pane is active, displaying a calendar view for Friday, July 15, 2022, from 7:00 pm to 7:30 pm. The location is set to 'Microsoft Teams Meeting'. A 'Select Rooms' dialog box is open, showing a list of rooms with columns for Name, Location, Business Phone, Capacity, Description, and Email Address. The room 'Einstein' is selected. The dialog box also includes a search bar and an 'Address Book' dropdown.

Select Rooms: All Rooms

Search: ☐ All columns ☐ Name only Address Book: All Rooms - oladotunlorunyomi@meristem Advanced Find

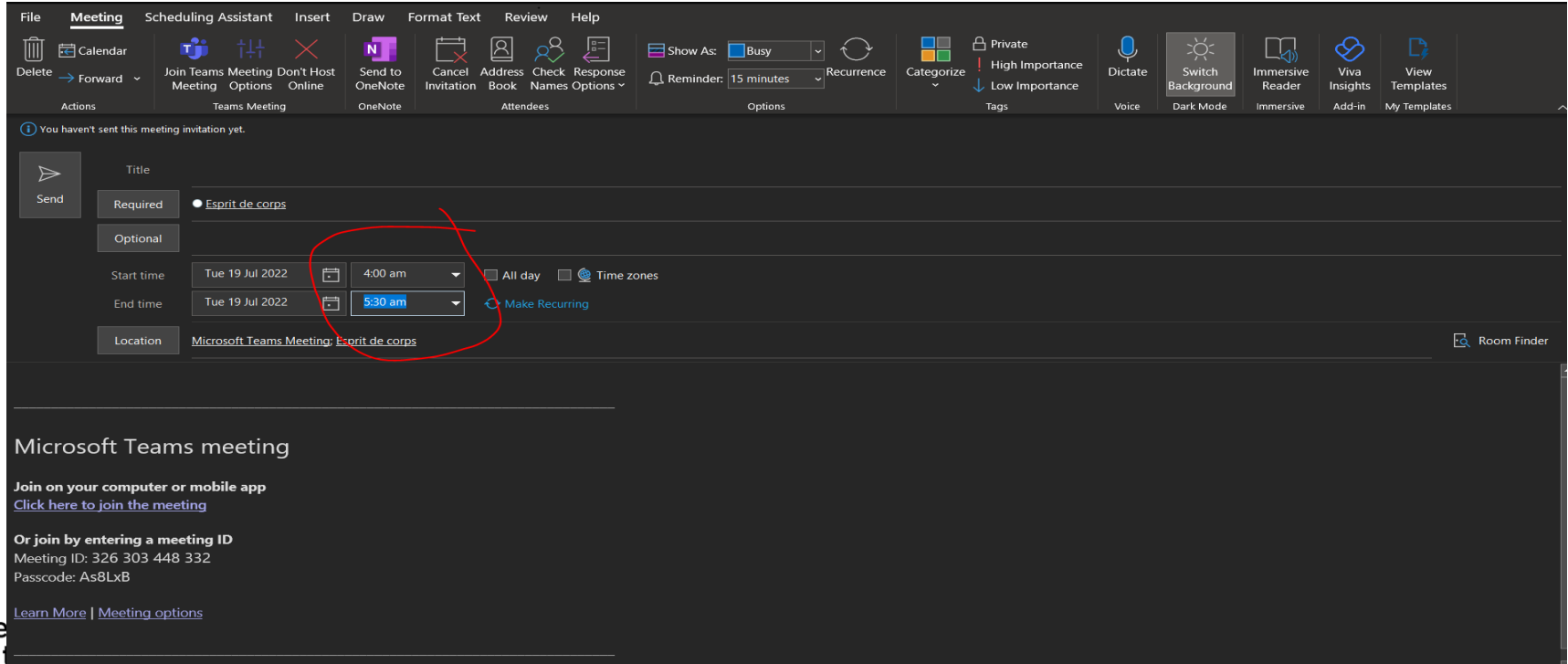
| Name | Location | Business Phone | Capacity | Description | Email Address |
|--|----------------------|----------------|----------|-------------|-------------------------|
| <input type="checkbox"/> Clientocracy | 20 Gerrard Road, ... | | 0 | Room | clientocr@meristem.com |
| <input type="checkbox"/> Discipline | 20 Gerrard Road, ... | | 0 | Room | disciplin@meristem.com |
| <input checked="" type="checkbox"/> Einstein | 20 Gerrard Road, ... | | 0 | Room | einstein@meristem.com |
| <input type="checkbox"/> Esprit de corps | 20 Gerrard Road, ... | | 0 | Room | espritde@meristem.com |
| <input type="checkbox"/> Green Room | 20 Gerrard Road, ... | | 0 | Room | greenro@meristem.com |
| <input type="checkbox"/> Integrity | 20 Gerrard Road, ... | | 0 | Room | integrity@meristem.com |
| <input type="checkbox"/> Kingly Service | 20 Gerrard Road, ... | | 0 | Room | kinglyser@meristem.com |
| <input type="checkbox"/> Knowledge | 20 Gerrard Road, ... | | 0 | Room | knowled@meristem.com |
| <input type="checkbox"/> Meristar Delight | 20 Gerrard Road, ... | | 0 | Room | meristar@meristem.com |
| <input type="checkbox"/> Ownership | 20 Gerrard Road, ... | | 100 | Room | ownersh@meristem.com |
| <input type="checkbox"/> Professionalism | 20 Gerrard Road, ... | | 0 | Room | profession@meristem.com |
| <input type="checkbox"/> Timeliness | 20 Gerrard Road, ... | | 0 | Room | timelines@meristem.com |
| <input type="checkbox"/> Transparency | 20 Gerrard Road, ... | | 0 | Room | transpar@meristem.com |
| <input type="checkbox"/> Value | 20 Gerrard Road, ... | | 0 | Room | value@meristem.com |

Rooms

You've
this far
Let's take
you farther

How To Schedule a Meeting

Set the start time and end time.



Meeting | Scheduling Assistant | Insert | Draw | Format Text | Review | Help

Actions: Delete | Forward | Join Teams Meeting | Options | Don't Host Online | Teams Meeting

Attendees: Send to OneNote | Cancel Invitation | Address Book | Check Names | Response Options

Options: Show As: Busy | Reminder: 15 minutes | Recurrence

Tags: Categorize | Private | High Importance | Low Importance

Voice: Dictate | Switch Background | Dark Mode

Immersive: Immersive Reader | Viva Insights | Add-in

My Templates: View Templates

Meeting Details:

- Title:** Esprit de corps
- Required:** ☒ Esprit de corps
- Optional:** ☐
- Start time:** Tue 19 Jul 2022 4:00 am
- End time:** Tue 19 Jul 2022 5:30 am
- Location:** Microsoft Teams Meeting: Esprit de corps

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Or join by entering a meeting ID
 Meeting ID: 326 303 448 332
 Passcode: As8LxB

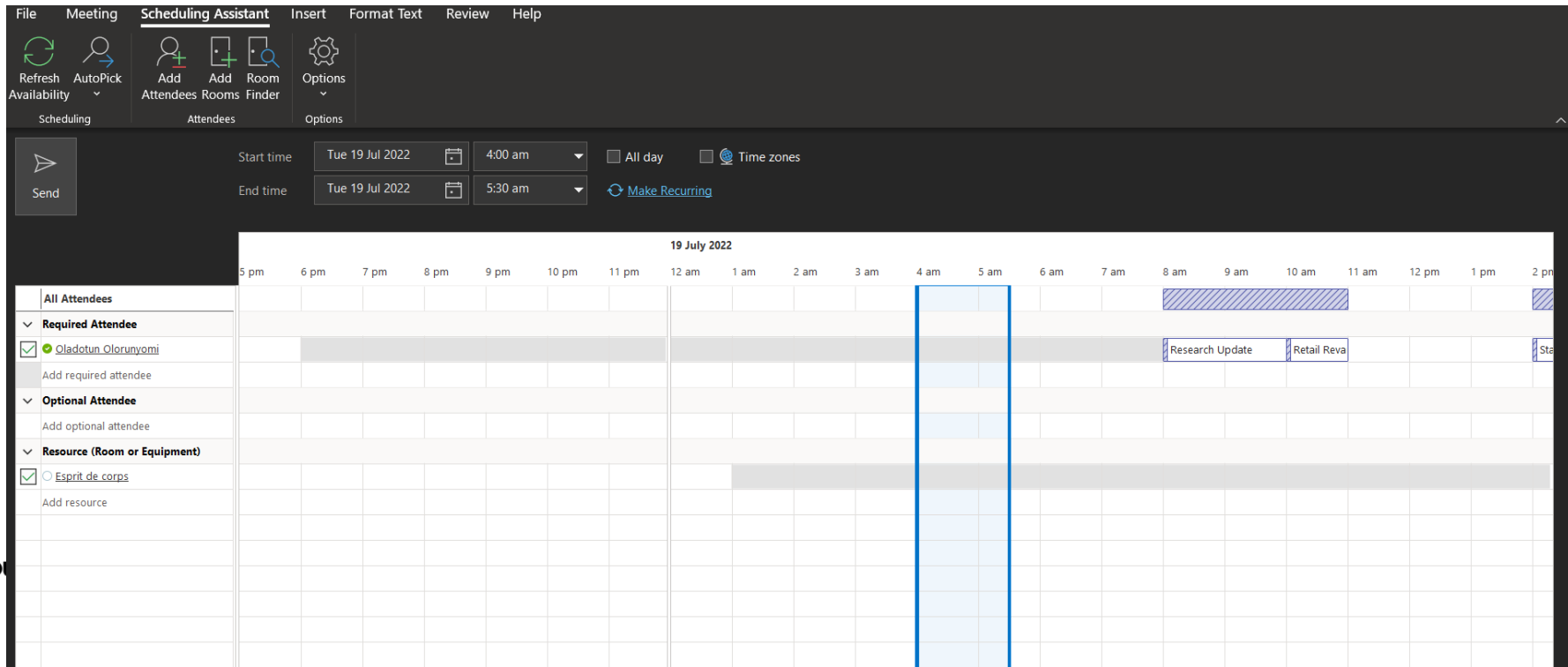
[Learn More](#) | [Meeting options](#)

You've

Let's take
you farther

How To Schedule a Meeting

NOTE: In the Scheduling assistant, you will be able to see if the particular room and time had been taken. If the desired time and location is taken, a **conflict** will be shown. You can then change your meeting time and room.



The screenshot displays the Microsoft Teams Scheduling Assistant interface. The top menu bar includes 'File', 'Meeting', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Scheduling Assistant' tab is active, showing a toolbar with icons for 'Refresh Availability', 'AutoPick', 'Add Attendees', 'Add Rooms', 'Room Finder', and 'Options'. Below the toolbar, there are fields for 'Start time' (Tue 19 Jul 2022, 4:00 am) and 'End time' (Tue 19 Jul 2022, 5:30 am), with checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link. The main area is a calendar grid for 19 July 2022, showing a conflict at 4:00 am. On the left, there is a list of attendees and resources: 'All Attendees' (Required Attendee: Oladotun Olorunyomi, Optional Attendee: Add optional attendee), and 'Resource (Room or Equipment)' (Esprit de corps). The calendar grid shows a conflict at 4:00 am, indicated by a blue vertical bar and a 'Conflict' message.

How To Schedule a Meeting

- Type in a brief description of the meeting in the message body
- Click **send**. This will add the meeting to your personal calendar entries and send the invite to the invitees. When they click **Accept**, the meeting will be automatically added to their personal calendar.

Cancelling a booking/meeting

To cancel a booking, please do the following:

Open your **Personal Calendar**.

Select the meeting you wish to cancel.

Right click on the selected meeting.

Select **Cancel Meeting**. This will open up the meeting cancellation window with the invitees emails populated.

Click **Send cancellation**. This will automatically cancel your initial request and remove all the associated entries from your calendar and the recipients'.



MERISTEM

WEALTH MANAGERS
FINANCIAL ADVISORS
STOCKBROCKERS
TRUSTEES
REGISTRARS & PROBATE

contact@meristemng.com

[f](#) [ig](#) [in](#) [tw](#) [yt](#) @Meristemng

You've come
this far

Let's take
you farther

Thank You