



7 January 2022

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# Viewing H0 Meeting Room Calendar Bookings

**Terra Industrial New Zealand Ltd**

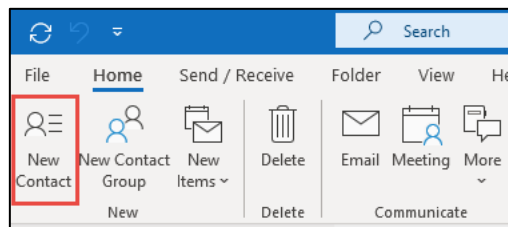
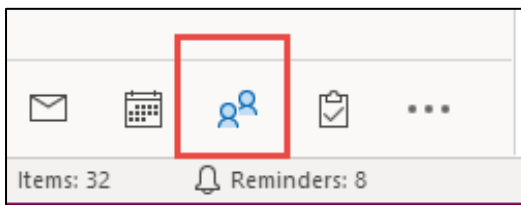
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To be able to view the head office meeting room calendar entries, you need to add the rooms in as a contact in Outlook. The steps below show you how to do this.  
You will need to add the rooms into outlook as separate contacts – you can now find these in the Global Address list by following the steps provided below.

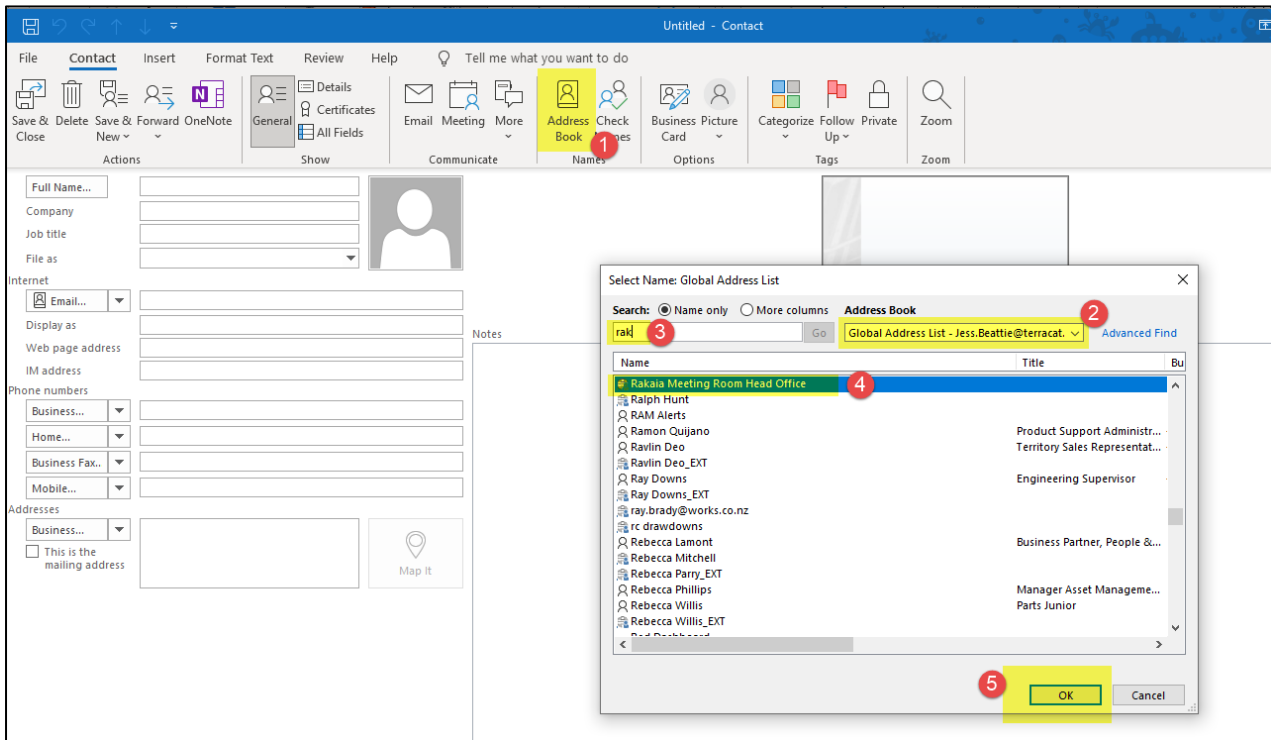
- Rakaia Meeting Room Head Office
- Avon Meeting Room Head Office

**Note:** Please be considerate when booking meetings for these rooms as they are owned by Sime Darby Transport Group and we are very fortunate to be able to continue using them. If you have a small number of people, please use the Avon room so that the Rakaia room can be used for larger meetings.

1. At the bottom left of Outlook, select the **people** icon
2. Then select **new contact** at the top



3. Select **Address Book** at the top
4. Change the **Address Book** to **Global Address List**
5. In the **Search** box, type the name (eg. Rakaia/Avon)
6. Select the room that comes up
7. Select **OK**

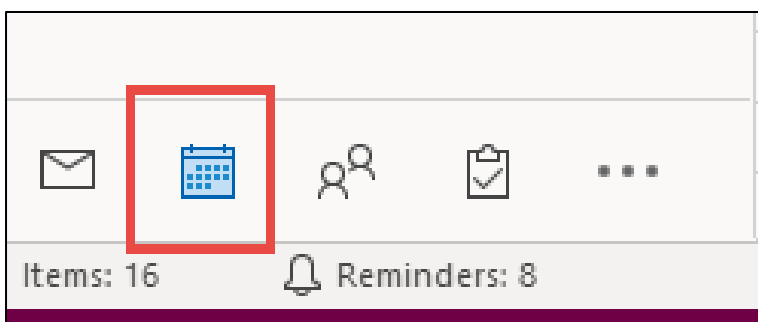


8. Put in a name associated with the room
9. Select **Save & Close**

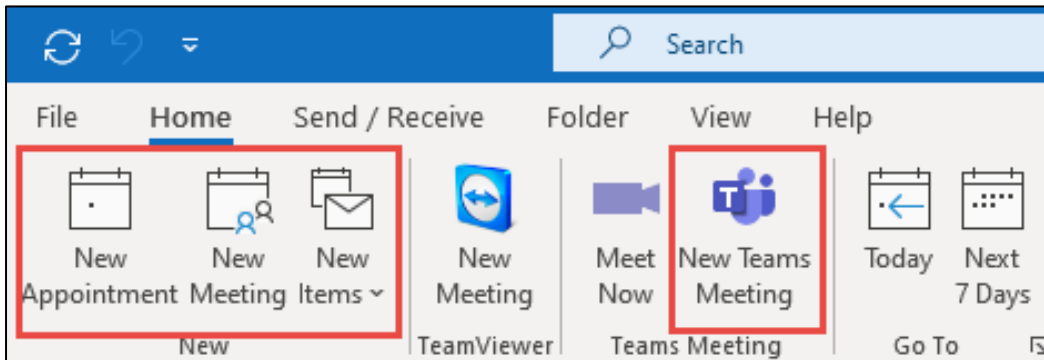
The screenshot shows the 'Contact' form in Microsoft Outlook. The ribbon at the top includes 'File', 'Contact', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Contact' ribbon has several groups: 'Actions' (Save & Close, Delete, Save & Forward New, Forward, OneNote), 'Show' (General, Details, Certificates, All Fields), 'Communicate' (Email, Meeting, More), 'Names' (Address Book, Check Names), and 'Options' (Business Card). The 'Full Name' field is highlighted in yellow and contains the text 'Rakaia Room', with a red circle and the number '1' next to it. The 'Email' field contains 'chch\_ho\_cbr@simedarbynz.onmicrosoft.com'. The 'Display as' field contains 'Rakaia Meeting Room Head Office (chch\_ho\_cbr@simedarbynz.onmicrosoft.com)'. The 'Web page address' and 'IM address' fields are empty. The 'Phone numbers' section has four rows: 'Business...', 'Home...', 'Business Fax..', and 'Mobile...', each with a dropdown menu and an empty text field. The 'Addresses' section is at the bottom. A 'Notes' pane is on the right side of the form.

(Do the same thing for the other room)

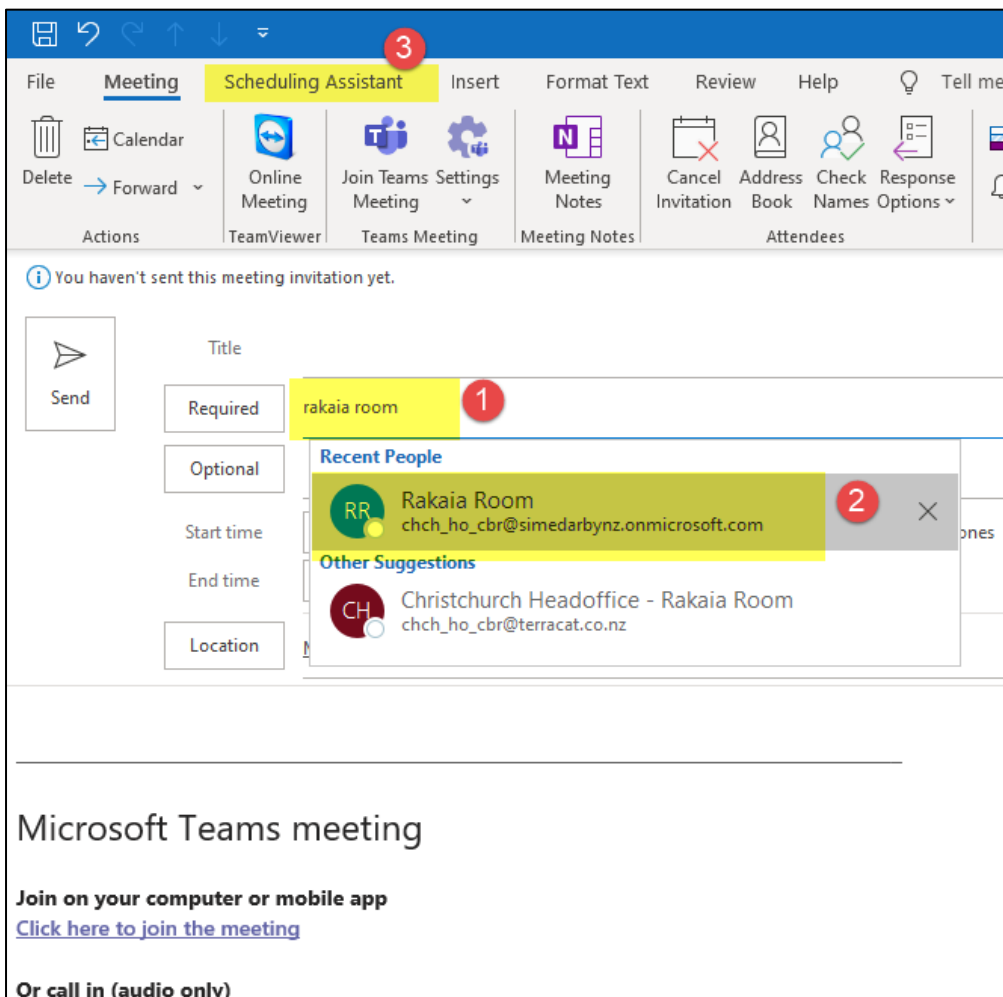
10. Now click on the **calendar** icon on the bottom left of Outlook



11. Select one of the below to create a new meeting



12. In the **required** field, type in the contact you created for the room you are after
13. Select **scheduling assistant** at the top



14. In here you can now see all booked out times for that room

File Meeting **Scheduling Assistant** Insert Format Text Review Help Tell me what you want to do

Refresh Availability AutoPick Add Attendees Add Rooms Room Finder Options Options

Send

Start time Thu 16/09/2021 10:00 am ☐ All day ☐ Time zones

End time Thu 16/09/2021 10:30 am [Make Recurring](#)

	Wednesday, 15 September 2021								Thursday, 16 September 2021					
	2 pm	3 pm	7 am	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	7 am	8 am	9 am
All Attendees														
▼ Required Attendee														
<input checked="" type="checkbox"/> <a href="#">Jess Beattie</a>														
<input checked="" type="checkbox"/> <a href="#">Rakaia Room</a>														
Add required attendee														
▼ Optional Attendee														
Add optional attendee														
▼ Resource (Room or Equip...)														
Add resource														