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[Mslab] OAT Meeting room booking information
1 message

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To: "rycolab@lists.inf.ethz.ch" <rycolab@lists.inf.ethz.ch>, "mslab@lists.inf.ethz.ch" <mslab@lists.inf.ethz.ch>, "odi@lists.inf.ethz.ch" <odi@lists.inf.ethz.ch>

Dear all

Please find the instructions from Dean Bakker how to book conference and group rooms in the OAT as follows.

All the members for a group will be able to book their group rooms. Each AA for a specific group will have admin rights (able to delete/modify any entry as well as create) for the meeting rooms they manage.

For the joint meeting rooms on the 14th floor, all group members will be able to book them, all the AAs will have admin rights to all the rooms.

Here is a quick list of the meetings rooms:

Room	Floor	Account Name	Display Name	AA/Admin	OUs
S 12.1	14	sizi_oat_s_12_1	Sitzungszimmer OAT S 12.1		Shared
S 12.2	14	sizi_oat_s_12_2	Sitzungszimmer OAT S 12.2		Shared
S 13	14	sizi_oat_s_13	Sitzungszimmer OAT S 13		Shared
S 15	14	sizi_oat_s_15	Sitzungszimmer OAT S 15		Shared
S 16	14	sizi_oat_s_16	Sitzungszimmer OAT S 16		Shared
S 17	14	sizi_oat_s_17	Sitzungszimmer OAT S 17		Shared
S 18	14	sizi_oat_s_18	Sitzungszimmer OAT S 18		Shared
S 21	14	sizi_oat_s_21	Sitzungszimmer OAT S 21		Shared
V 10.5	17	sizi_oat_v_10_5	Sitzungszimmer OAT V 10.5	Daniela Campanile, Timo Schneider	HPCS
V 10.6	17	sizi_oat_v_10_6	Sitzungszimmer OAT V 10.6	Daniela Campanile, Timo Schneider	HPCS
W 10.5	18	sizi_oat_w_10_5	Sitzungszimmer OAT W 10.5	Claudia Günthart, Andrea Salow, Simon Schug (für Angelika Steger)	TI
W 10.6	18	sizi_oat_w_10_6	Sitzungszimmer OAT W 10.6	Claudia Günthart, Andrea Salow, Simon Schug (für Angelika Steger)	TI
W 20.7	18	sizi_oat_w_20_7	Sitzungszimmer OAT W 20.7	An Jacobs	SDSC
W 27 Workspace	18	sizi_oat_w_27	Sitzungszimmer OAT W 27 Workspace	An Jacobs	SDSC
X 10.3	19	sizi_oat_x_10_3	Sitzungszimmer OAT X 10.3	Natalia Marciniak	AI Center
X 20.5	19	sizi_oat_x_20_5	Sitzungszimmer OAT X 20.5	Natalia Marciniak	AI Center
X 20.6	19	sizi_oat_x_20_6	Sitzungszimmer OAT X 20.6	Natalia Marciniak	AI Center
Y 10.3	20	sizi_oat_y_10_3	Sitzungszimmer OAT Y 10.3	Rita Klute, Patrizia Napoli	ML

Y 16 Workspace	20 sizi_oat_y_16_worksp	Sitzungszimmer OAT Y 16 Workspace	Rita Klute, Patrizia Napoli	ML
Y 20.5	20 sizi_oat_y_20_5	Sitzungszimmer OAT Y 20.5	Rita Klute, Patrizia Napoli	ML
Y 20.6	20 sizi_oat_y_20_6	Sitzungszimmer OAT Y 20.6	Rita Klute, Patrizia Napoli	ML
Z 10.3	21 sizi_oat_z_10_3	Sitzungszimmer OAT Z 10.3	Claudia Günthart, Andrea Salow, Simon Schug (für Angelika Steger)	TI
Z 20.5	21 sizi_oat_z_20_5	Sitzungszimmer OAT Z 20.5	Claudia Günthart, Andrea Salow, Simon Schug (für Angelika Steger)	TI

Outlook Meeting room booking:

https://learn.microsoft.com/en-us/microsoft-365/admin/manage/room-and-equipment-mailboxes?view=o365-worldwide#use-room-and-equipment-mailboxes

Go to the calendar

Click on new meeting (not new appointment)

Click on "room finder" to expand the room search field

In the "Show a room list", select "OAT room" and then you can select the room

Otherwise you can add the room to your calendar:

Go to the calendar view

Click on Open calendar in the top menu

Choose, "From address Book"

Type or paste : sitzungszimmer OAT

Select the room you want to add

OWA

https://support.microsoft.com/en-us/office/use-the-scheduling-assistant-and-room-finder-for-meetings-in-outlook-2e00ac07-cef1-47c8-9b99-77372434d3fa#ID0EDD=Web

Go to the calendar and create a new meeting

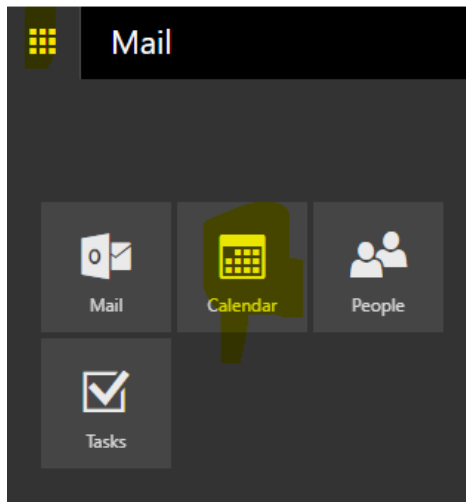Click in the area "Add a location or a room"

Click on Add Room

Click on Choose New Room list

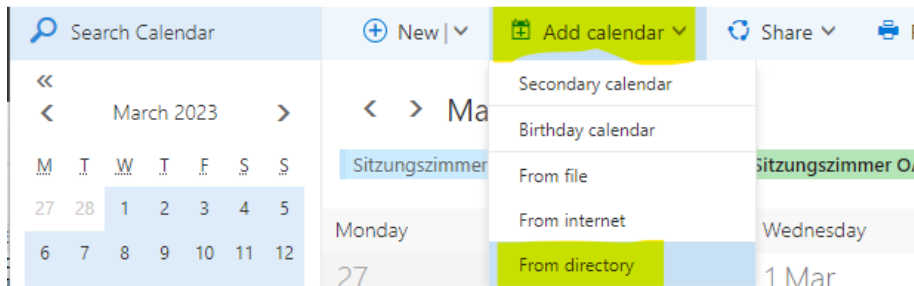Select OAT Rooms

Select the room you want to use

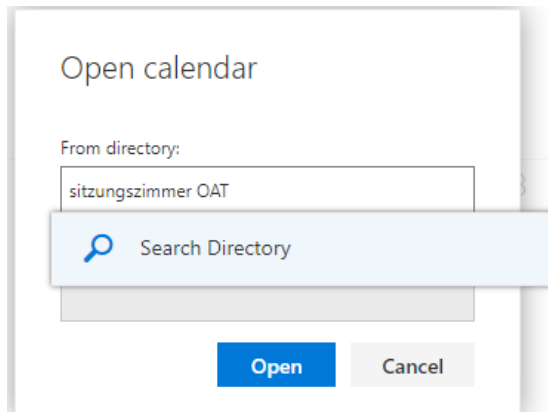To add the room to your calendar view:

Click on "Add Calendar"

Choose from Directory

Click on the box "From directory"

Type or paste: "sitzungszimmer OAT"

Click on Search Directory

Then choose the meeting room you want to add

Open calendar

From directory:

sitzungszimmer OAT

Sitzungszimmer OAT S 12.1
sizi_oat_s_12_1@ethz.ch

Sitzungszimmer OAT S 12.2
sizi_oat_s_12_2@ethz.ch

Sitzungszimmer OAT S 13
sizi_oat_s_13@ethz.ch

Sitzungszimmer OAT S 15
sizi_oat_s_15@ethz.ch

Sitzungszimmer OAT S 16
sizi_oat_s_16@ethz.ch

Sitzungszimmer OAT S 17
sizi_oat_s_17@ethz.ch

Sitzungszimmer OAT S 18
sizi_oat_s_18@ethz.ch

Sitzungszimmer OAT S 21
sizi_oat_s_21@ethz.ch

Sitzungszimmer OAT U 10.5
sizi_oat_u_10_5@ethz.ch

Sitzungszimmer OAT U 20.5
sizi_oat_u_20_5@ethz.ch

Top 20 results

30   31   1 Apr

Regards,
Dean

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Mslab mailing list
Mslab@lists.inf.ethz.ch
https://lists.inf.ethz.ch/mailman/listinfo/mslab