Booking a Meeting Room in Outlook 2010

Introduction

Booking for meeting rooms is now done in Outlook 2010 (hosted on Microsoft Exchange 2010). Meeting rooms can now be requested by using a “Meeting Request”, and selecting an available room in the “Location” field of the meeting request.

You no longer have to wait to have your meeting approved while pending, if the bookable meeting room is available, you can book it.

Contained in this document are instructions on how to:

- Book a room in Outlook
- Find available rooms using the Scheduling Assistant in Outlook
- Use the scheduling tools and address book room list in Outlook
Booking a meeting room starts with a **Meeting Request** in Outlook. Please follow the below steps to book a meeting room.

1. With Outlook open, click on the Calendar button in the bottom left.
2. **Create** a new meeting request by clicking on **New Meeting** button, located on the “Home” tab of the Ribbon

3. Use the dropdowns underneath the location to select a start and end time/date for the meeting. Click on the **Rooms...** button. **Note**: Conflicts will show on the right hand side of the meeting request in the **Room Finder** section. **Note** that if you are booking a meeting for greater than one day, you will need to use the **Recurrence** button on the ribbon.
4. In the room list, the meeting rooms are prefixed with “Bookable”. Select one room, or a few rooms that you wish to check for availability and click on the Rooms -> button to add the room that you have selected. After you are done selecting rooms, click OK

5. Add the people you want to attend the meeting, and then click on the Send button to send the meeting request to the Bookable Room that you selected, and to attendees. 

   **Note:** Remember to include a subject for your meeting. Be as clear as possible with a meeting name (preferably no acronyms should be used).
Using the Scheduling Assistant to Find a Room in Outlook

**Note:** The **Scheduling Assistant** can be used when booking large meetings with many participants. It is not necessary to use the Scheduling Assistant to book a meeting room. The basic steps for booking a meeting room are contained in the above section.

1. With Outlook open, click on the **Calendar** button in the bottom left
2. Create a new meeting request by clicking on **New Meeting** button, located on the “Home” tab of the Ribbon

3. Click on the **Scheduling Assistant** button on the “Meeting” tab of the Ribbon
4. The “Scheduling Assistant” can help to find an available room in a preferred time slot. To check for available rooms, click on Add Rooms...

5. In the room list, the meeting rooms are prefixed with “Bookable”. Select each room that you wish to check for availability and click on the Rooms -> button to add the room that you have selected. After you are done selecting rooms, click OK.
6. You can now use the mouse to select a time slot that is available. You can also add attendees to your meeting request, so that you can see their availability and the room availability through the scheduling assistant. On the right hand side of the screen, suggested times are provided for the rooms you selected.

When you are done, make sure to DESELECT the rooms you do not want by un-ticking the checkboxes next to the rooms, OR by clicking on the room you do want in the “Choose an available room:“ area on the right hand side. Click on the Appointment button on the “Meeting” tab of the ribbon when you are done.
7. You can now use the **Send** button to send the meeting request to the Bookable Room that you selected, and to attendees, if any were put in. Don’t forget to include a subject for your meeting.

![Meeting Request Screenshot](image)

**Note:** If you want to print out a confirmation of your meeting, Right click on the calendar entry and select quick print from the drop down menu. This confirmation will print to your printer.
Opening a Meeting Room Calendar

Opening the calendar for a meeting room can be advantageous when you are booking the same room on a regular basis or booking a room for multiple days in a row.

1. With Outlook open, click on the Calendar button in the bottom left

2. Click on the Open Calendar button (on the Ribbon) and select From Room List...
3. In the room list, the meeting rooms are prefixed with “Bookable”. Select each room that you wish to open the calendar for and click on the **Rooms ->** button to add the room that you have selected. After you are done selecting rooms, click **OK**.

4. The room(s) that you selected will now show up on the left hand side of Outlook under the heading **Rooms**, and you will be able to see the calendar for that room. Room calendars will stay in your Outlook until you remove them.