

Booking a Meeting Room

O365 Vocabulary:

Appointment = when you want to book an event for yourself and/or a room

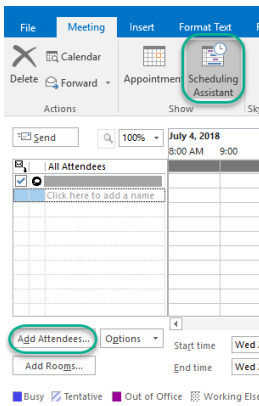
Meeting = when you want to book an event with other people and/or a room

How to Book a Meeting Room

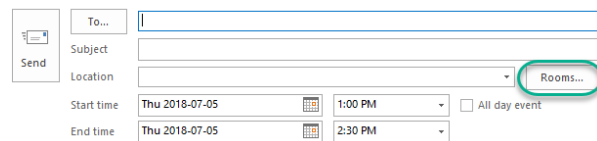
1. From your Calendar, click on the “New Meeting” button



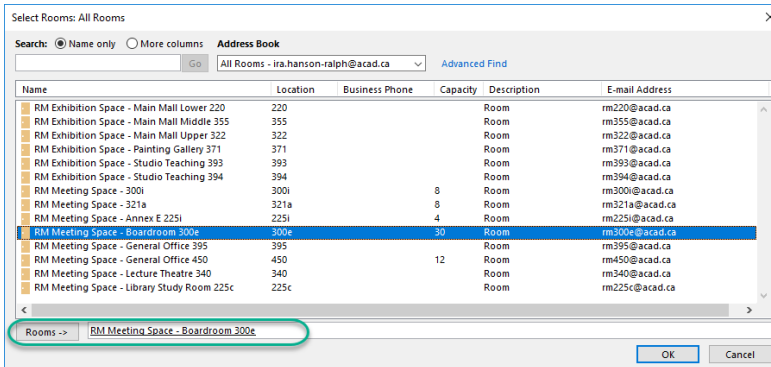
2. Add a Subject and choose the start and end times
3. If you wish to add other meeting attendees, click the “To...” button, or choose Scheduling Assistant and click “Add Attendees...”



4. To add a room from the Scheduling Assistant view, click on the “Add Rooms...” button, OR
5. To add a room from the Appointment view, click on the “Rooms...” button



6. Select a room from the Address Book



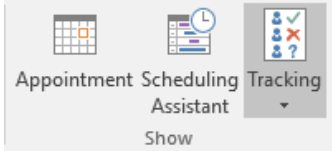
7. Note the availability of the attendees and the meeting room to ensure maximum participation. When you are satisfied with the details of your appointment, click “Send” to notify the attendees and the meeting room of your request to have a meeting.

IMPORTANT: simply typing the name “Boardroom” in the Location field does not reserve the room – you must invite the room and receive an auto-acceptance reply email from the room in order to have it reserved.

How to Track Participant and Meeting Room Acceptance

After you have invited participants and a meeting room, you can track attendee participation and ensure your meeting room booking request was approved by the meeting room. To track attendance and meeting room acceptance:

1. Open the Calendar event for your meeting
2. Click on the “Tracking” button



3. Check the Response column to ensure your attendees and the meeting room has accepted your invitation.

The following responses to this meeting have been received:

<input type="checkbox"/>	Name	Attendance	Response
<input checked="" type="checkbox"/>	[REDACTED]	Meeting Organizer	None
<input checked="" type="checkbox"/>	<input type="checkbox"/> RM Meeting Space - 300i	Resource (Room or Equipment)	Accepted
	Click here to add a name		

NOTE: You should have also received an email confirmation from the meeting room with a response of “accepted” or “rejected” depending on availability.