

Booking Rooms in Outlook

Schulich Med Dent rooms are available to book using Outlook's Room Finder feature. This feature may be used simply by searching for a room code in the location field of an Outlook meeting invitation, or you can see when a room is available in a calendar format using the Scheduling assistant.

Please see below for detailed instructions for using the [Room Finder](#) and [Scheduling Assistant](#).

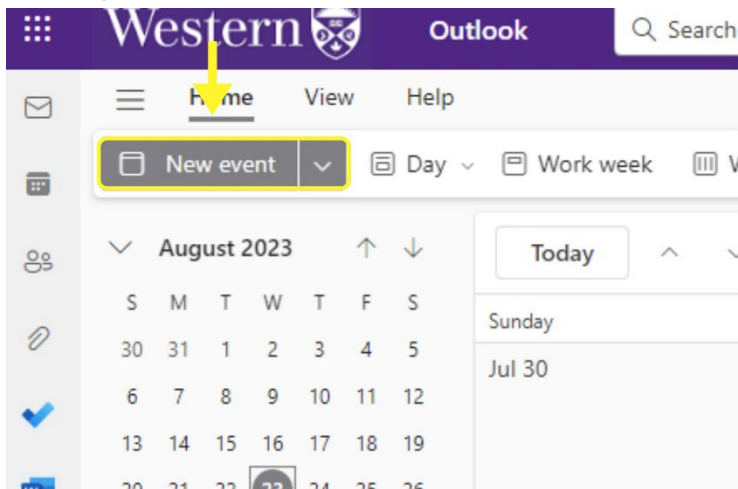
Using Room Finder

1. Open Outlook Calendar:

Launch Microsoft Outlook 365 (web or desktop) and make sure you're signed in to your **UWO account**. Navigate to your Outlook Calendar.

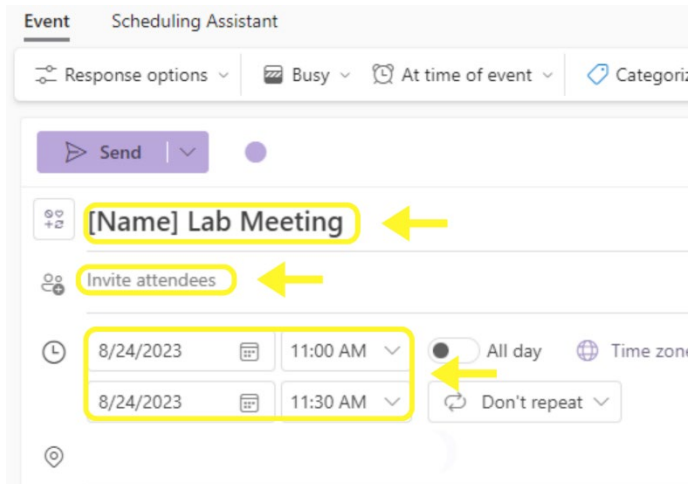
2. Create a New Meeting:

Click on the **"New Event"** button or navigate to your Calendar and select **"New Meeting"** from the toolbar.



3. Set Meeting Details:

Fill in the meeting subject, start time, end time, participants, and any other necessary details for your meeting.

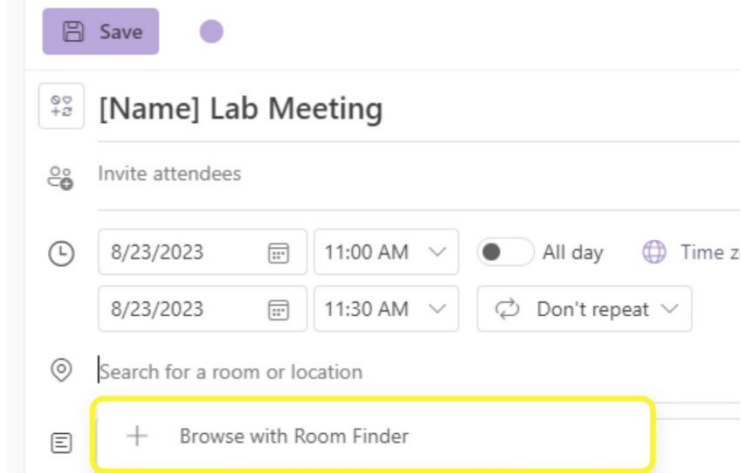


The screenshot shows the 'Event' scheduling interface. At the top, there are tabs for 'Event' and 'Scheduling Assistant'. Below the tabs are several settings: 'Response options', 'Busy', 'At time of event', and 'Categories'. A 'Send' button is visible. The main section contains the following details:

- Subject: [Name] Lab Meeting (highlighted with a yellow box and an arrow pointing to it)
- Invite attendees (highlighted with a yellow box and an arrow pointing to it)
- Date and Time: 8/24/2023, 11:00 AM (highlighted with a yellow box and an arrow pointing to it)
- Date and Time: 8/24/2023, 11:30 AM (highlighted with a yellow box and an arrow pointing to it)
- Options: All day (unchecked), Time zone (selected), Don't repeat (selected)

4. Enable Room Finder:

Click on the **Room Finder** button located in the "Location" section of the meeting window.

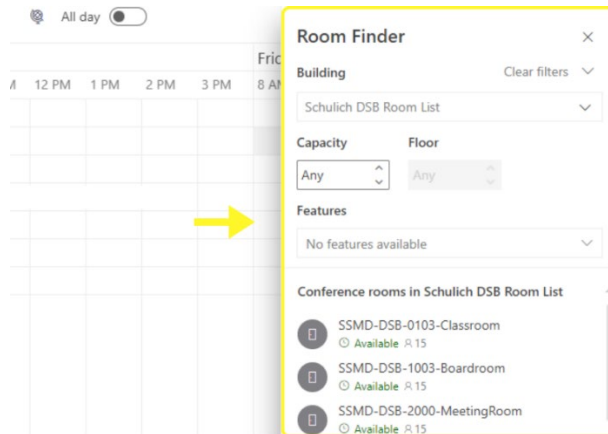


The screenshot shows the 'Event' scheduling interface. At the top, there is a 'Save' button. Below it are the following details:

- Subject: [Name] Lab Meeting
- Invite attendees
- Date and Time: 8/23/2023, 11:00 AM (with 'All day' checked and 'Time zone' selected)
- Date and Time: 8/23/2023, 11:30 AM (with 'Don't repeat' selected)
- Location: Search for a room or location
- Room Finder: + Browse with Room Finder (highlighted with a yellow box)

5. Select a Room:

A **Room Finder pane** will appear on the right side of the window. Use the drop-down menus to select your preferred location, date, and time. Available rooms will be displayed.



i Common Meeting Room Codes:

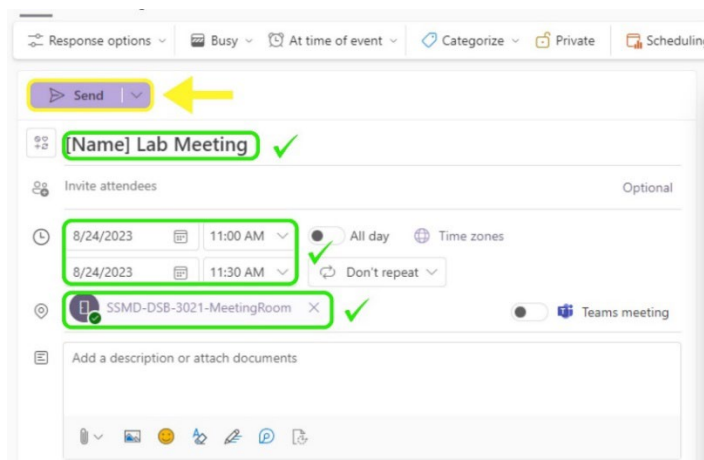
DSB 3021:
SSMD-DSB-3021-MeetingRoom

SDRI 217/218:
SSMD-SDRI-217-MeetingRoom
SSMD-SDRI-218-MeetingRoom

Browse through the available rooms and click on the room you want to book. The room's availability and scheduling details will be shown.

6. Send Meeting Request:

Once you've added all the necessary information, click the **"Send"** button to send the meeting request to all participants, including the selected room.



7. Confirmation:

You'll receive a confirmation email when the room is successfully booked. The room's availability will also be updated in your Outlook calendar.

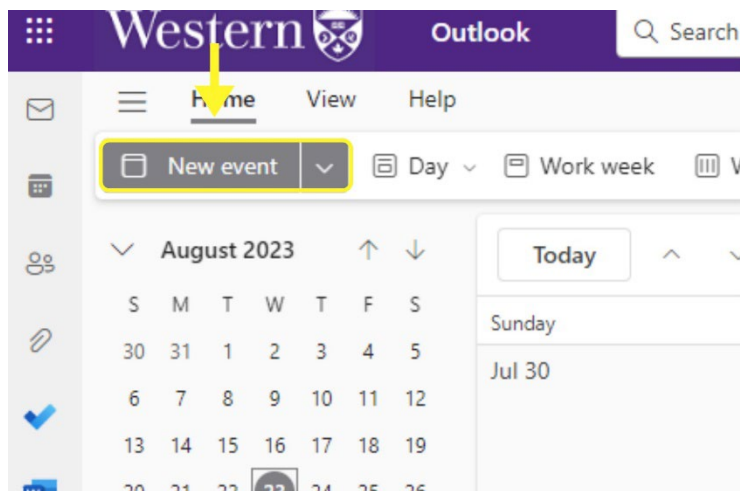
Using the Scheduling Assistant

1. Open Outlook:

Launch Microsoft Outlook 365 (web or desktop) and make sure you're signed in to your **UWO account**. Navigate to your Outlook Calendar.

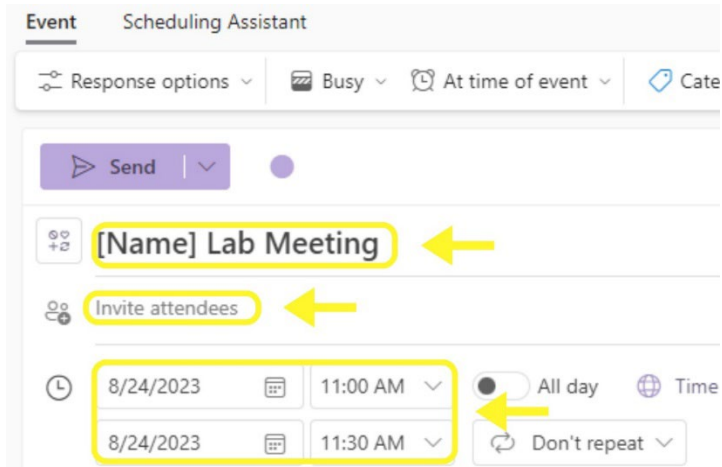
2. Create a New Meeting:

Click on the **"New Event"** button or navigate to your Calendar and select **"New Meeting"** from the toolbar.



3. Set Meeting Details

Fill in the meeting subject, start time, end time, participants, and any other necessary details for your meeting.



Event Scheduling Assistant

Response options Busy At time of event Cate

Send

[Name] Lab Meeting

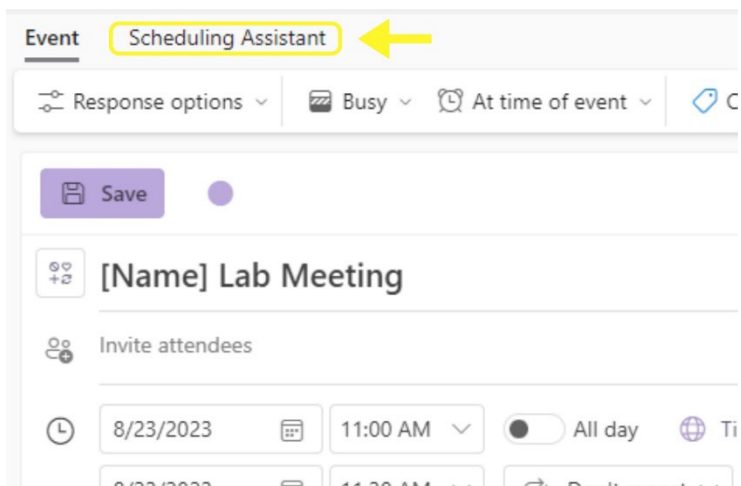
Invite attendees

8/24/2023 11:00 AM All day Time

8/24/2023 11:30 AM Don't repeat

4. Open Scheduling Assistant:

After completing the meeting details, click on the **"Scheduling Assistant"** tab located in the ribbon at the top. This will open the **Scheduling Assistant** pane.



Event Scheduling Assistant

Response options Busy At time of event C

Save

[Name] Lab Meeting

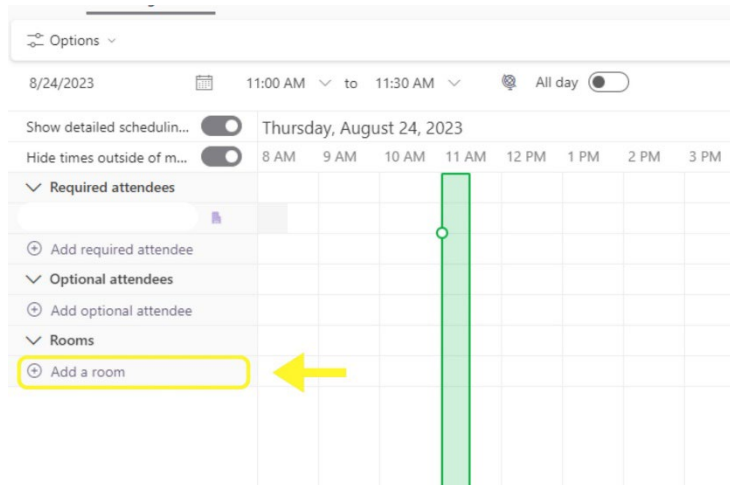
Invite attendees

8/23/2023 11:00 AM All day Ti

8/23/2023 11:30 AM Don't repeat

5. Add Rooms:

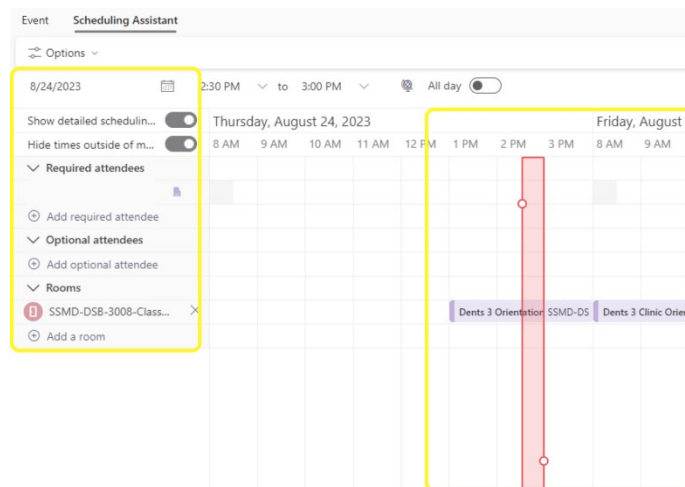
To add rooms, click on the **"Add Rooms"** button within the **Scheduling Assistant pane**. A pop-up window will appear.



In the pop-up window, choose the desired room list from the drop-down menu. This list includes various departmental or location-based rooms.

6. View Availability:

As you adjust the meeting time, the **Scheduling Assistant pane** will update to show the availability status of the selected rooms and participants. Busy times will be indicated with color-coded bars.



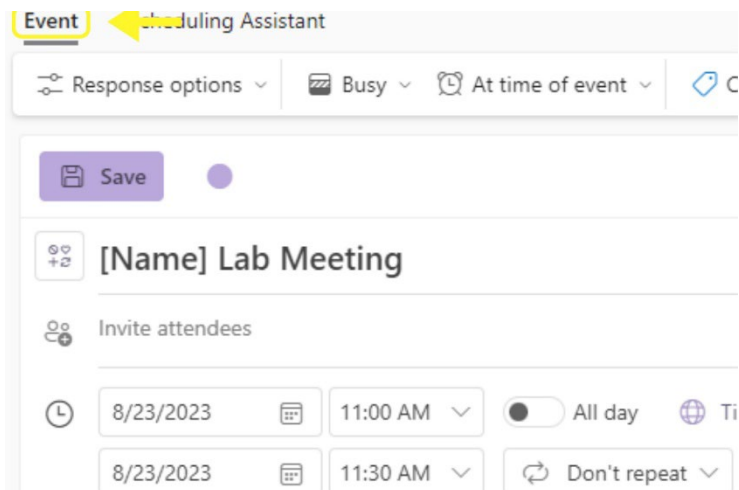
i Common Meeting Room Codes:

DSB 3021:
SSMD-DSB-3021-MeetingRoom

SDRI 217/218:
SSMD-SDRI-217-MeetingRoom
SSMD-SDRI-218-MeetingRoom

7. Send Meeting Request:

Once you're satisfied with the room selection and meeting details, navigate back to the event tab, and click the "Send" button to send the meeting request to participants and book the chosen room.



Event ← Scheduling Assistant

Response options ▾ Busy ▾ At time of event ▾ C

Save

[Name] Lab Meeting

Invite attendees

8/23/2023 11:00 AM ▾ All day Ti

8/23/2023 11:30 AM ▾ Don't repeat ▾

8. Confirmation:

You will receive a confirmation email, and the booked room's details will be added to your Outlook calendar.

Edit or Cancel:

You can edit or cancel the meeting by opening the event from your calendar and making the necessary changes.