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.

4. Enable Room Finder:

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

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.

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.
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.
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.

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.