Booking a Room in Outlook

To book a room in Outlook you need to invite the room when scheduling a meeting.

- Rooms display in the Flinders Global Address List and are prefixed with 'Room'. Hint: Enter 'room' in the Search field to quickly access the list of rooms. Most rooms are area grouped:
 - FNT Flinders Northern Territory
 - FURCS Flinders University Rural Health
 - FUVS Flinders University Victoria Square
 - TON Tonsley
 - U Bedford Park

Select Attendees and Resources: Global Address List- Staff X										
Search: Name only OMore colu	umns	Address Book								
room	Go Global Address List- Staff - Advanced Find									
Name			Title	Business Phone	4					
Room - TON_T1_3.06 (3)										
Room - TON_T1_3.30_Video Conference Meeting Room_(12)										
Room - TON_T1_3.31_Small Meeting Room_(6)										
Room - TON_T1_3.32_Small Meeting Room_(6)										
Room - TON_T1_4.28_Standard Meeting Room_(12)										
Room - TON_T1_4.29_Small Meeting Room_(6)										
Room - TON_T1_4.30_Small Meeting Room_(6)										
Room - TON_T1_5.01_Small Meeting Room_(4)										
Room - TON_T1_5.18_Small Meeting Room_(4)										
Room - TON_T1_5.21_Standard Meeting Room_(10)										
Room - U_BIOL_029_Meeting Roor										
Room - U_EASC_210_Meeting Room_(14)										
Room - U_EDUC_4.27_Meeting Room_(10)										
Room - U_EDUC_4.63_Meeting Room_(9) 18333										
Room - U_EDUC_4.76_Student Me	Room - U_EDUC_4.76_Student Meeting Room_(1)									
Room - U_EDUC_4.76A_Meeting Room_(2)										
Room - U_EDUC_5.64_Meeting Ro	om_(10)			18333						
Room - U_ENGR_308_Meeting Room	Room - U_ENGR_308_Meeting Room_(16)									
Room - U_ENGR_335_Meeting Room	Room - U_ENGR_335_Meeting Room_(15)									
Room - U_ENGR_336_Meeting Room_(16) 18333										
Room - U_ENGR_432_Meeting Room	om_(6)									
Room - U_ENGR_434_Meeting Room	om_(16)									
Decom 11_ENGP_440_Meeting Poom_(24) 18333										
Room - U_ENGR_450_Meeting Room				18333						
Reem U_5NCR_451_Meeting Ree										
Poom 11 FNGD 462 Meeting Poo K	nm (6)			>						
Paguirad					f					
Required										
Optional					1					
Resources Room - U ENGR 450 Meeting Room (36)										
				OK Cancel	1					

- 2. To invite a room to the meeting, select the room and click on the **Resources** button.
- 3. Add other meeting attendees as required and click on the **OK** button.

4. The room defaults in the **Required** and **Location** fields on the meeting request.

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Delete	ctions	vard ~	T M Team		Meetin Notes Meeting N	g C s Inv	ancel itation		Names	Response Options ~		Show As:	Busy None Options	• Recurrence
(i) You I	haven't	sent this	meetii	ng invitati	on yet.									
\geqslant		From	~											
Send	1	Title		Meet	ing									
		Requir	ed	Attendee1; Attendee2;						ing Room (3	<u>36)</u>			
		Optior	nal											
		Start ti	me	Tue 30)/03/2021	÷	11:0	0 AM	-	🗌 All day] 👲 Time	zones	
		End tir	ne	Tue 30)/03/2021	÷	11:1	5 AM	•	🕂 Make I	Recu	rring		
		Locati	on	<u>Room -</u>	U ENGR 45	i0 Meeting	g Room	n <u>(36)</u>						

- 5. Click on the **Scheduling Assistant** button to check room (and other attendees) availability.
- 6. Complete the remainder of the meeting request as required and **Send**.

Some rooms have been setup to automatically accept or decline a booking, based on whether the room is free or busy. In these instances, if the room is free an email is automatically sent back to the meeting organiser accepting the invitation and booking the room. If the room is busy, an email declining the invitation is sent.

Other rooms have a manual approval process. When a booking is made for these rooms, a designated staff member is sent an email and they subsequently accept or decline the booking and notify the meeting organiser accordingly. As this is a manual process, there may be a delay between sending a meeting request and receiving the email notification.