

ENGINEERING MEETING ROOMS

Dear ENG Faculty Staff,

Meeting rooms have been identified across the faculty for shared use and are bookable through Outlook.

The ENG Meeting Room document contains detailed information about each room including: size, capacity, configuration, description, helpful notes and a contact for the room for further information.

To book a room using your Outlook Calendar:

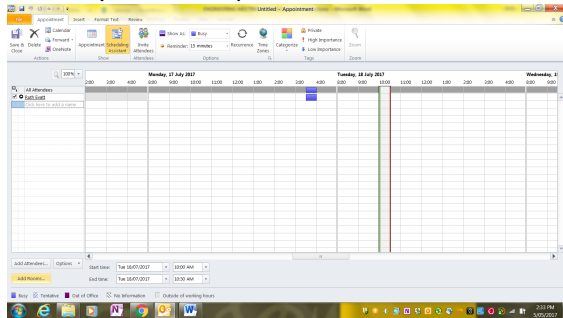
From your Mail Inbox, click on Calendar (bottom left corner menu).

Double click on the day and time you need a room

At the top click on Scheduling Assistant

At the bottom left click on Add Rooms and in the popup type in the room name* into the search bar and the room will appear in the drop down box, then select your room; OR, scroll through the list to identify/select the room you require, then select it. (* Outlook Room Names are shown in the ENG Meeting Room document).

You may want to Open the Calendar on the Calendar Home Page and add it to your side bar

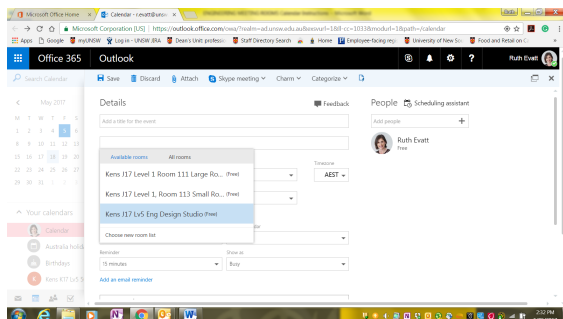


To book a room using Office 365 on the Web:

Go to your Office 365 Outlook Calendar:

Double click on the date and time you would like to book a room

A pop up box will appear and under 'Add location or a room' you can drop down to find the room you need and check its availability. Initially you will need to go to choose new rooms and then type in the Calendar name from the Meeting Room document.



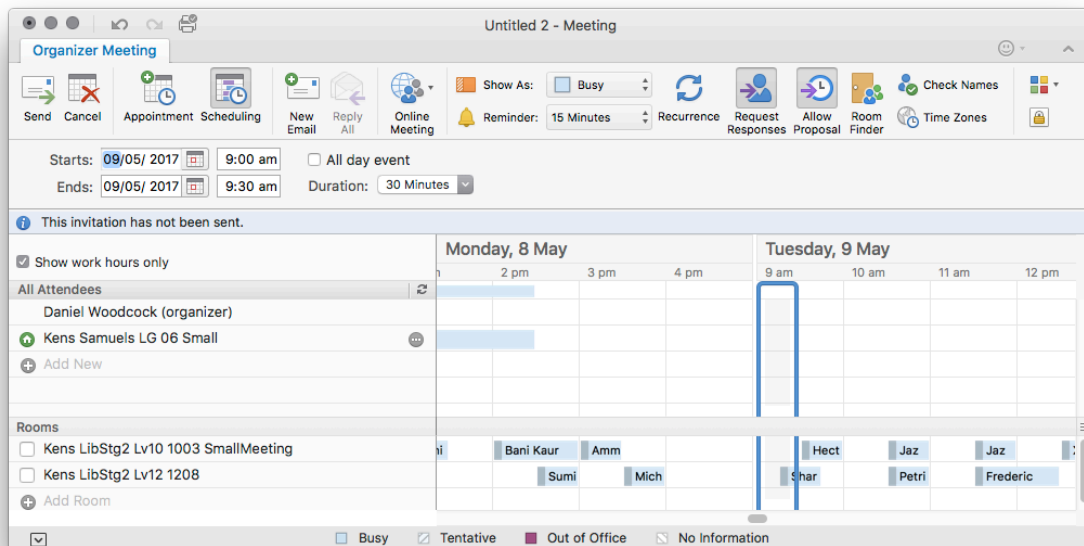
To book a room using a Outlook For Mac Computers:

- 1- Create a calendar meeting or appointment
- 2- Click on the day and time you need a room
- 3- In the To: invite the room to the meeting by inputting the name of the desired room. The name needs to be entered beginning to end exactly for the room to be found.

For Example if you want to book the Level 1 Seminar Room 113, you would need to input Kens K17 Lv1 113

A list of the all engineering meeting rooms exact name can be found at in the **ENG Faculty Meeting Rooms** PDF document

- 4- Once you have invited your room and attendees, you can check the invitees and rooms availability by clicking on the “Scheduling” button. The button is found just above the “To” and “From” fields. Once clicked you will get a window similar to this:



Please note that rooms in CSE will be bookable from 1 June, currently greyed out.