

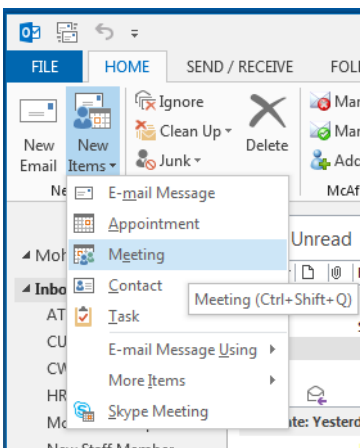
Room Scheduling with Outlook

Summary:

Rooms in Outlook are treated like people as far as scheduling is concerned. To reserve a room, you will have to send a “meeting invitation” to the room. Best practice is to invite everyone you are meeting with and the room you are meeting in using the same meeting invitation – that way everyone has the meeting time and location on their calendars.

Step-by-step instructions:

Step 1: In Outlook, open the “New Meeting” window. Home tab > New Items > Meeting

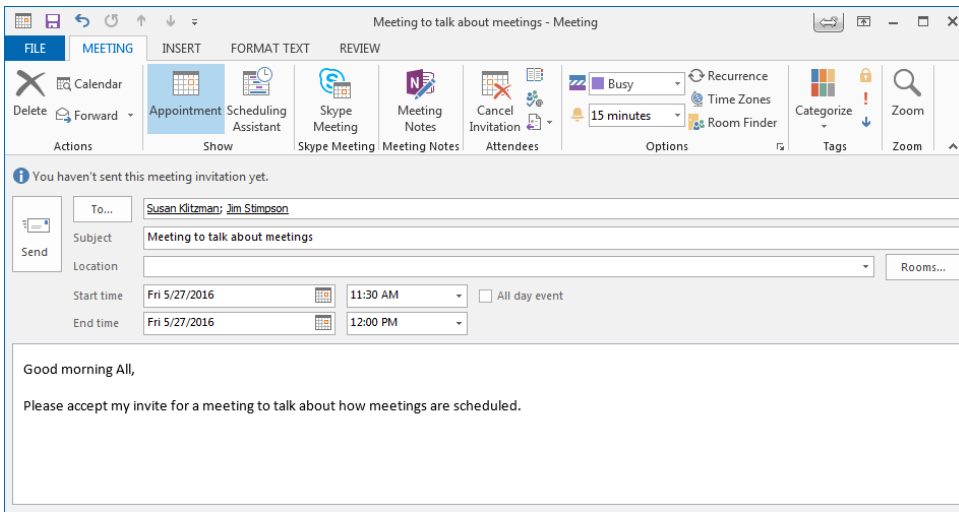


Step 2: People, Subject, and Message

Add people to the meeting as you would add them to an email.

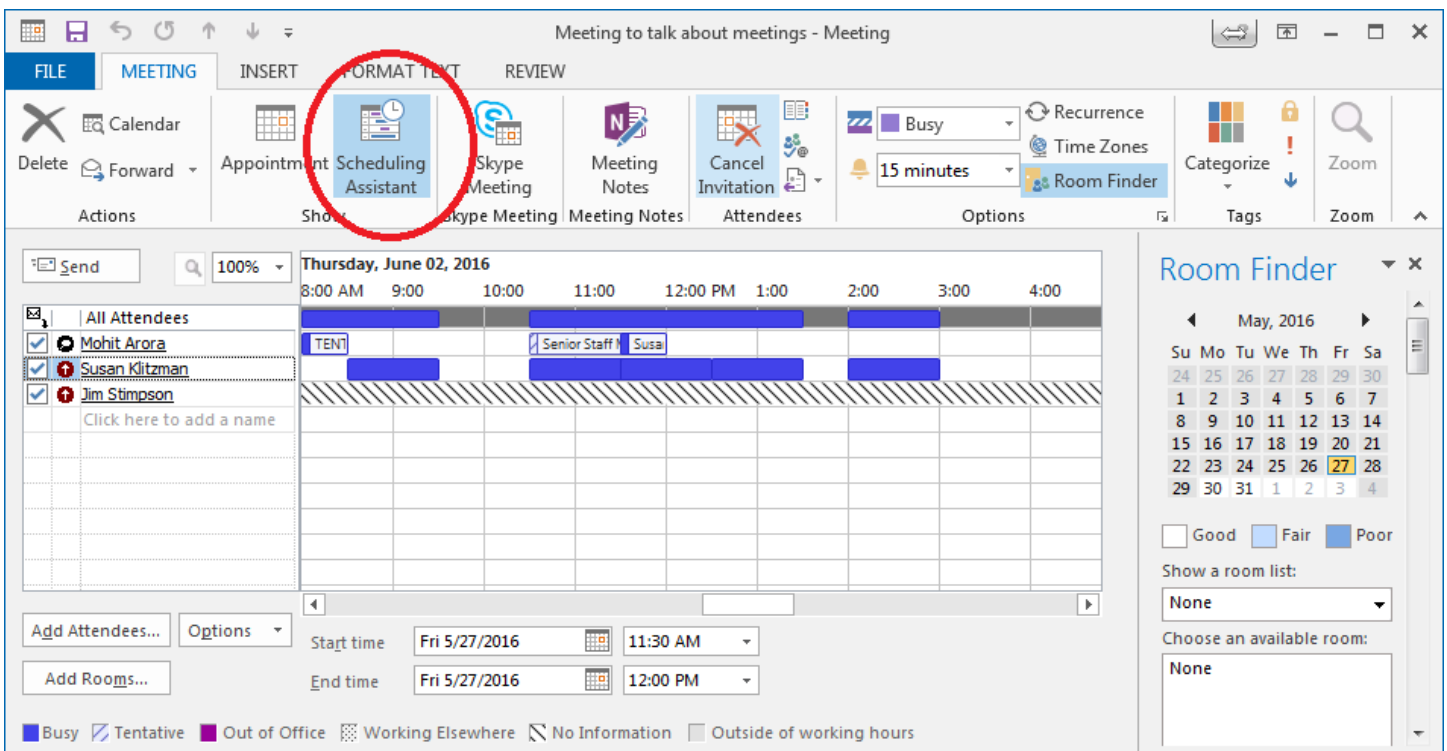
The “Subject” is essentially your meeting title. This is what is displayed on calendars and reminders – both on your desktop calendar and on any mobile devices you have setup. Make this descriptive and short and remove any prefixes (e.g. RE:, FWD:, etc.).

Use the “Message” area, the body of the invite, to add details. This could include the reason for the invite, what you’d like to discuss, any conferencing links or phone numbers, etc. You can even include attachments by clicking on the “Insert” tab.

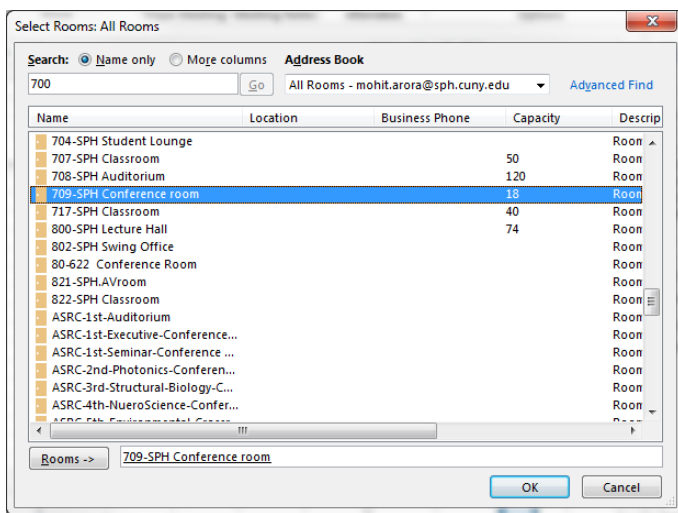
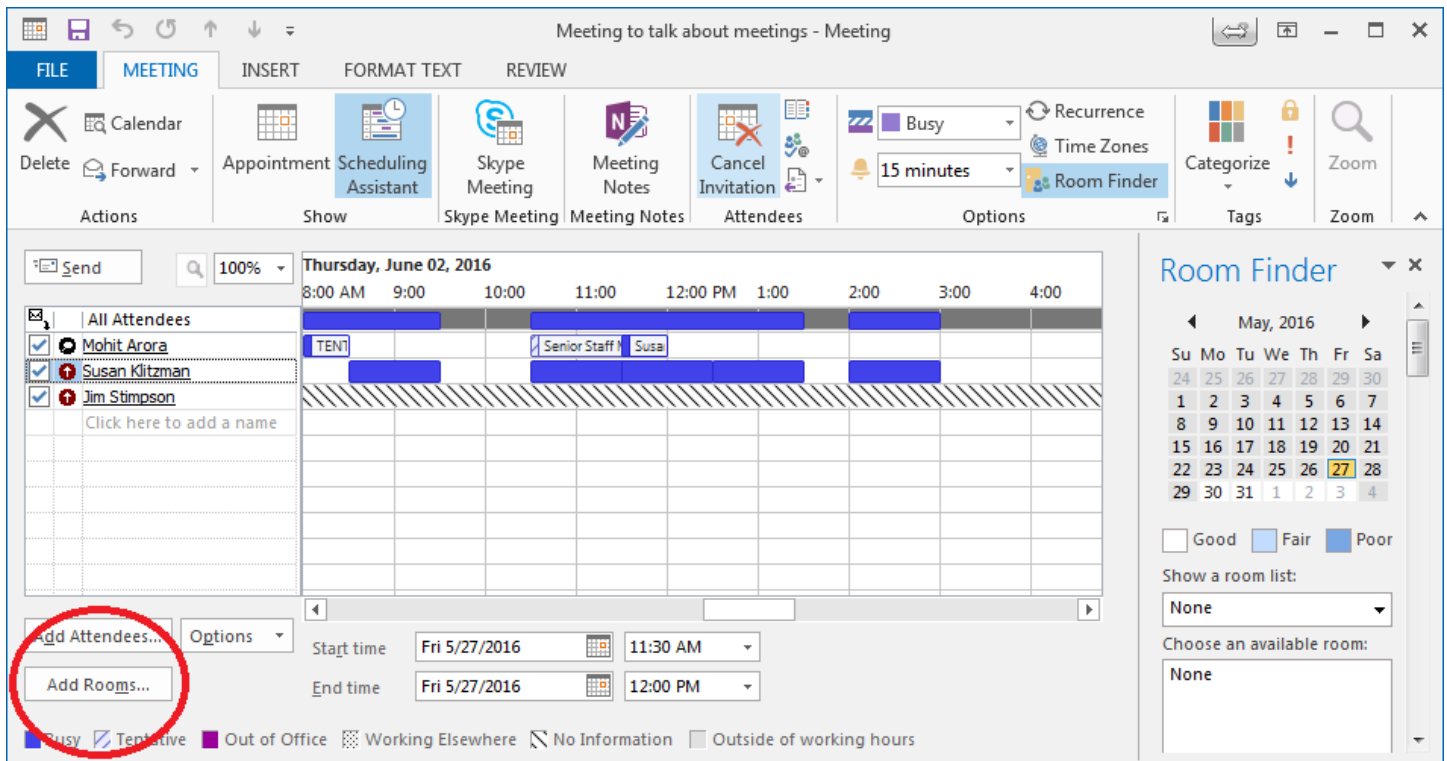


Step 3: Rooms

On the menu bar of the “New Meeting” window, click on “Scheduling Assistant”



Click on the “Add Rooms” button and search for the room by name. (A list of rooms is available at the end of this document).



Since our email servers are managed by CUNY central, the list of rooms includes all rooms that are in the CUNY central system. This makes searching for a room at SPH a little bit difficult. For your reference, the names of rooms, as they are listed in the system, are included at the end of this document.

Step 4: Date and Time

Specify the date and time of the meeting. The grid in the middle of the window can be scrolled. If your invitees have enabled in their calendars, you will be able to tell what times they are available / busy. Busy times are marked in dark blue.

In the screenshot below, Susan’s free / busy times are available, Jim’s are not.

The times when the room is available are also indicated in the same way.

Meeting to talk about meetings - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Calendar Appointment Scheduling Assistant Skype Meeting Meeting Notes Cancel Invitation Attendees Options Tags Zoom

Send 100% Thursday, June 02, 2016

All Attendees

- Mohit Arora
- Susan Klitzman
- Jim Stimpson
- 709-SPH Conference room

Start time: Fri 5/27/2016 11:30 AM

End time: Fri 5/27/2016 12:00 PM

Room Finder

May, 2016

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Good Fair Poor

Show a room list:

Custom

Choose an available room:

None

709-SPH Conference room

Busy Tentative Out of Office Working Elsewhere No Information Outside of working hours

Highlight the date / time for your meeting request by clicking and dragging with your mouse. Or use the dropdowns on the bottom of the window.

Untitled - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Calendar Appointment Scheduling Assistant Skype Meeting Meeting Notes Cancel Invitation Attendees Options Tags Zoom

Send 100% Thursday, June 02, 2016 Friday, June 03, 2016

All Attendees

- Mohit Arora
- Susan Klitzman
- Jim Stimpson
- 709-SPH Conference room

Start time: Thu 6/2/2016 3:00 PM

End time: Thu 6/2/2016 4:00 PM

Room Finder

Good Fair Poor

Show a room list:

Custom

Choose an available room:

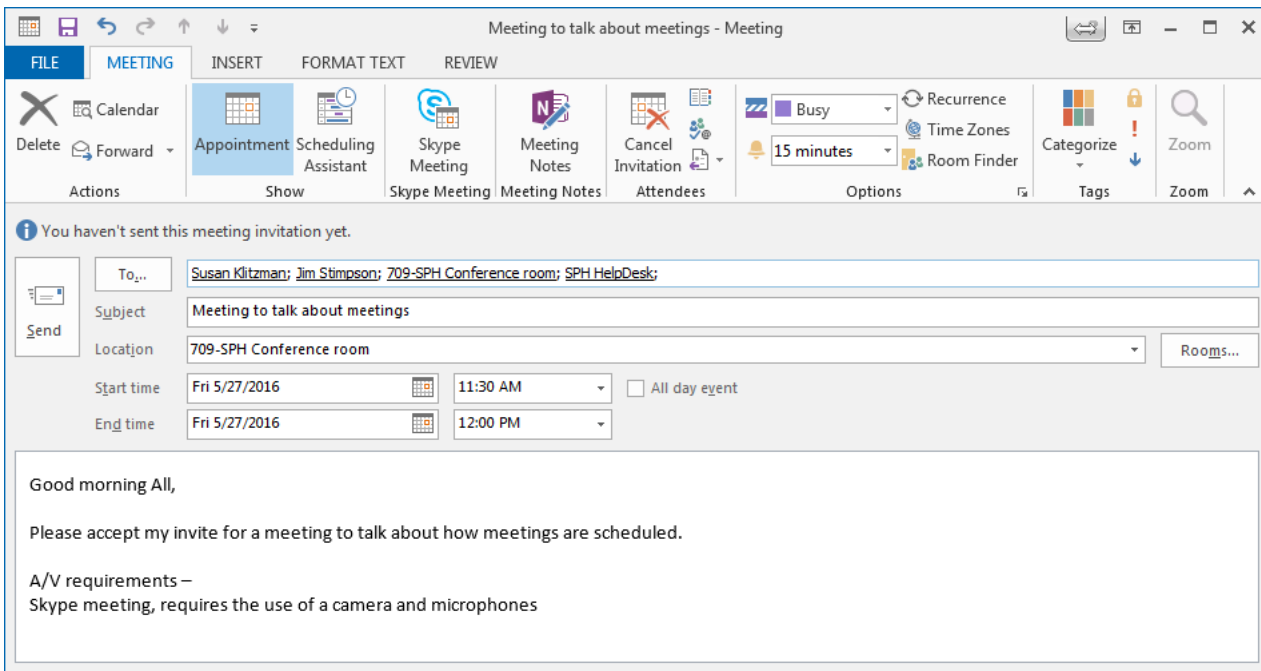
None

709-SPH Conference room

Busy Tentative Out of Office Working Elsewhere No Information Outside of working hours

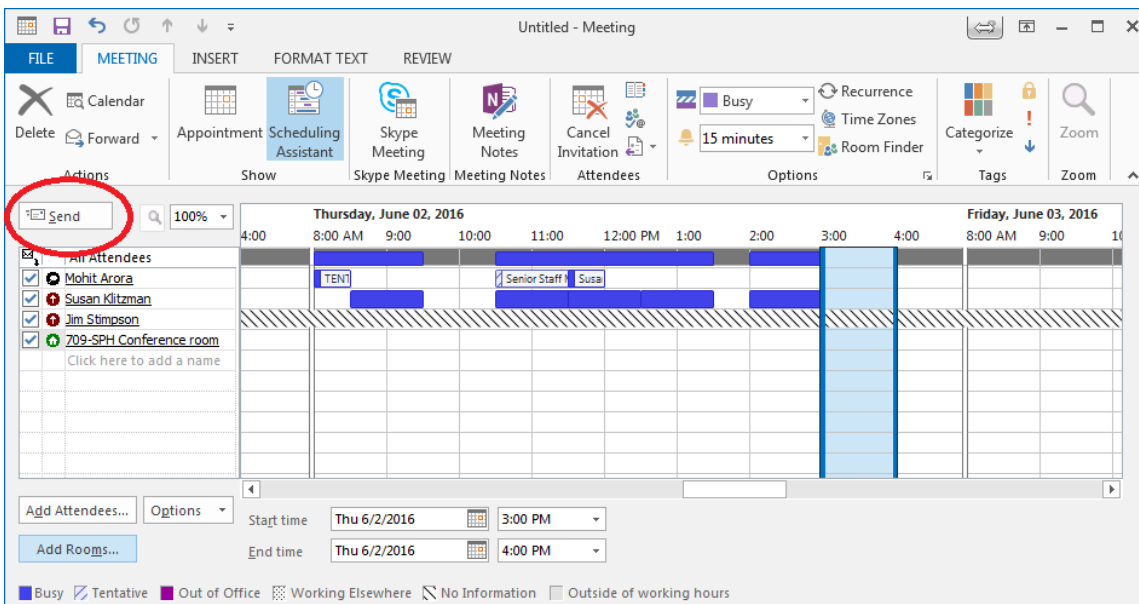
Step 5: A/V requests

If you have specific A/V needs for your meeting, please CC the meeting invite to the SPH Helpdesk at helpdesk@sph.cuny.edu and provide details of your requirements in the body of the invite.



Step 6:

Click on the "Send" button to send your meeting request.



Step 7:

Wait for confirmations from your invitees and room – these will show up as emails in your inbox.

Room scheduling is complete!

List of Rooms

Description	Outlook Calendar Name	Unrestricted Capacity	6-Foot Capacity
Classroom - 102	102-SPH Open Area	58	15
Classroom - 503	503-SPH.Classroom	26	OFFLINE
Classroom – 504	504-SPH.Classroom	25	OFFLINE
Classroom – 534	534-SPH.Classroom	30	6
Classroom – 539	539-SPH.Classroom	32	6
Conference Room – 547	547-SPH.Conferenceroom	14	3
Conference Room – 628	628-SPH.Conferenceroom	18	3
Classroom / Computer Lab – 707	707-SPH Classroom	41	13
Auditorium – 708	708-SPH Auditorium	121	35
Classroom – 717	717-SPH Classroom	40	7
Classroom – 800	800-SPH Lecture Hall	48	48
Video Recording Room – 821	821-SPH.AVroom	1	13
Classroom – 822	822-SPH Classroom	32	8