

# How to book meetings using Outlook



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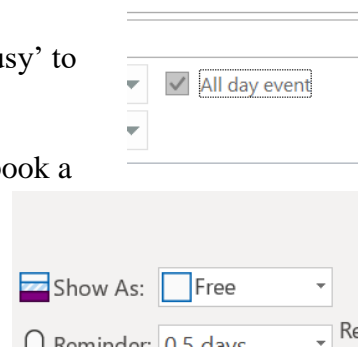
## Where to book meeting rooms

Meeting rooms can be booked directly through your Outlook calendar. When booking a room, it is possible to directly invite meeting members or book the room by itself without inviting anyone. When checking the meeting rooms status, it will show who booked it and the subject of the meeting. Meeting details will not be shown if added to the booking.<sup>1</sup>

You can book a room max. 7 days a row and max 1 year ahead. For meeting room in the meeting centre, you can book 2 years ahead.

**NOTE!** When booking all day meetings Outlook will automatically change the status of the meeting from 'Busy' to 'Free'.

You have to change this back to 'Busy' if you want to book a meeting room, the system cannot do this for you. This change is necessary as the system allows 'Free' resources to be booked to others.



Also: Be aware of meetings that are booked and displayed on different public displays around campus, they will show the subject field. It is not possible to censor this out, so please be aware of what is written in the subject field, grammar and choice of words.

Catering is booked in a separate system via (<http://kantine.cas.dtu.dk/>).

A guide on how to use this can be found on [inside.dtu.dk](http://inside.dtu.dk).

## How to get started

All meeting rooms can be found in the address book of Outlook. The rooms are named after location, building and room number. Rooms in Lyngby starts with LY, Risø RI, Ballerup BA, Silkeborg SI and Hirsthals HI.

The number in the parenthesis ( ) shows how many people the room is equipped to hold.

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<sup>1</sup> Some meeting calendars will only show that the room is booked/busy, and not the person who booked it or the subject of the meeting.

All employees are given the rights to book meeting rooms at DTU. Access is given through a series of DTUbase lists. “Open” meeting rooms can be booked by all employees at DTU, there are, however, rooms with limitations as to who can book them.

Those limitations could be:

- You can see them, but are unable to book any of them
- You can't see them and therefore not book any of them
- There is an approval procedure connected to the room, which indicates that an employee must accept your booking.

Another limitation as written above is a max. off 7 days in a row and 1 year ahead, for rooms in the meeting centre 2 year ahead.

## **Book one or more rooms**

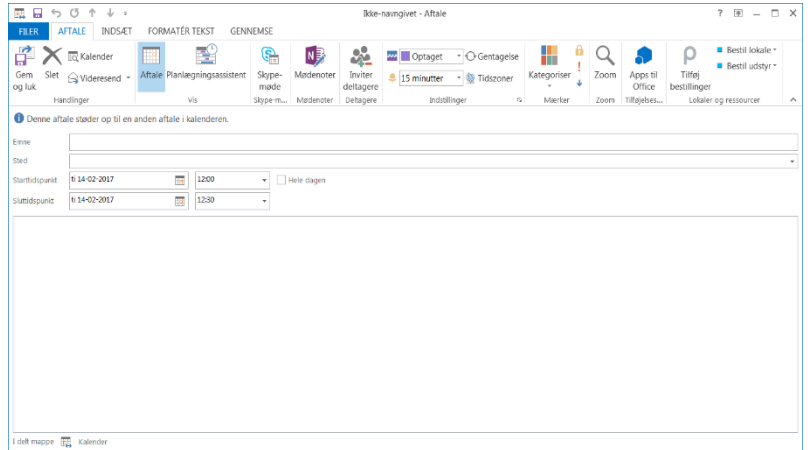
If you need to book a meeting room for your meeting, you just need to create an invitation in your Outlook calendar, invite participants and/or the meeting room itself. All participants including the room itself will get the notification. In the meeting room calendar, only the person who booked it and the subject of the meeting will be visible.

The Outlook calendar gives users multiple options, as to how to book a meeting room – meeting room. They can be found beneath:

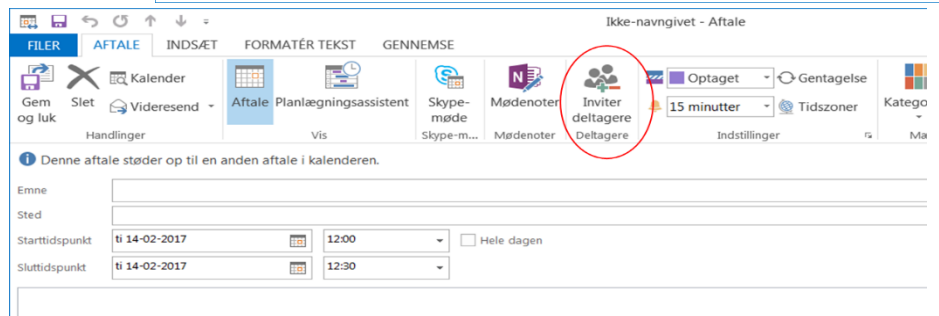
- If you want a room at a certain time, you can use the “Invite participants” function, that will give you a local search.
- If you want a certain room for your meeting, you can use the “Schedule assistant”. Using this will give you a view as to when your participants are free and the room itself.
- Reuse a past booking without knowing if the room is already booked can also be used.

“Invite participants”: Find an available room

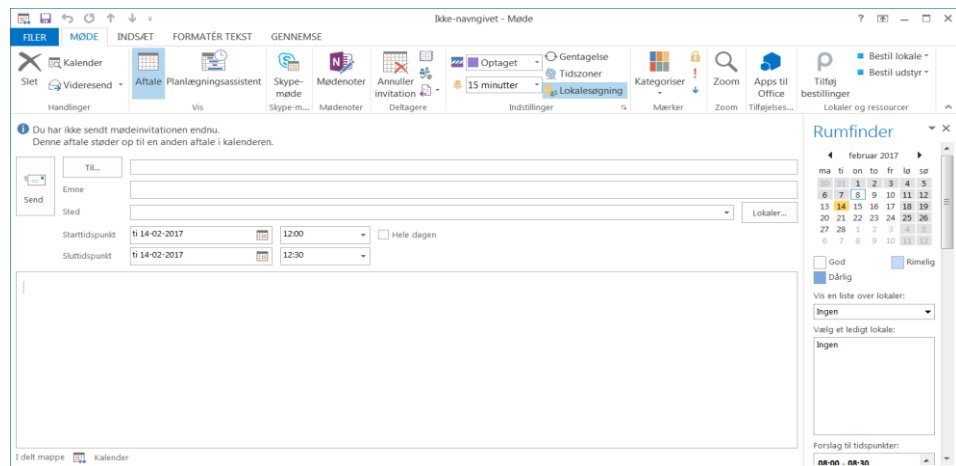
Find the correct time for your meeting



Click on "Invite participants"



Using the "To" field and adding your participants, looking to the right of your screen, you will also see a window with available rooms, at the time you previously chose. This



function is called Room Finder.<sup>2</sup>

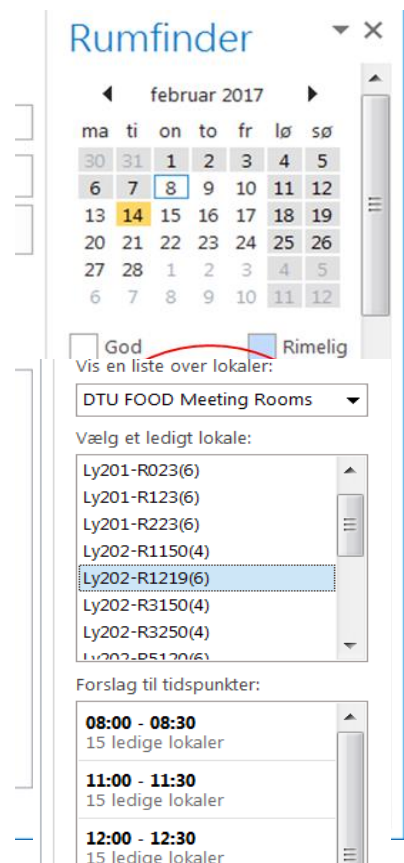
If using the Room Finder function, dates marked with blue show the current date and yellow indicates which day you want your meeting to be held.

Beneath the Calendar, there is a dropdown menu that shows all rooms. There is also a “show recent rooms” option that gives you a quick booking opportunity. There is also an option to show specific rooms belonging to different institutes/departments. Click the group or category.

It is now possible to highlight the room you want to use.

If no rooms are available, the list will be empty.

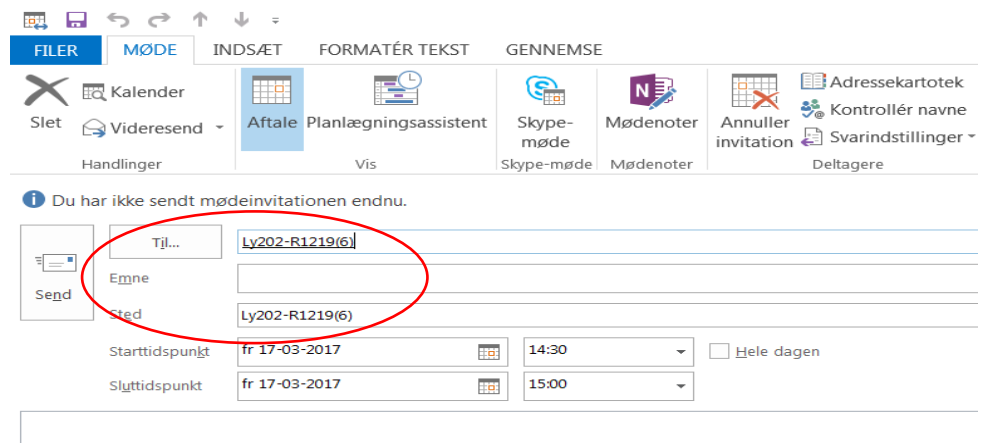
Changing the time or another list will give you the option to either book the room you initially wanted, or find another room for your meeting.



<sup>2</sup> Room Finder can only be used for bookings during 08:00-17:00. Bookings exceeding these hours must be booked using a different option e.g. Scheduling assistant

When you have found a room for your meeting, the room name will automatically appear in the “To” field alongside all of the participants you have selected.

Furthermore, the room name will be automatically added to the “Place” field.

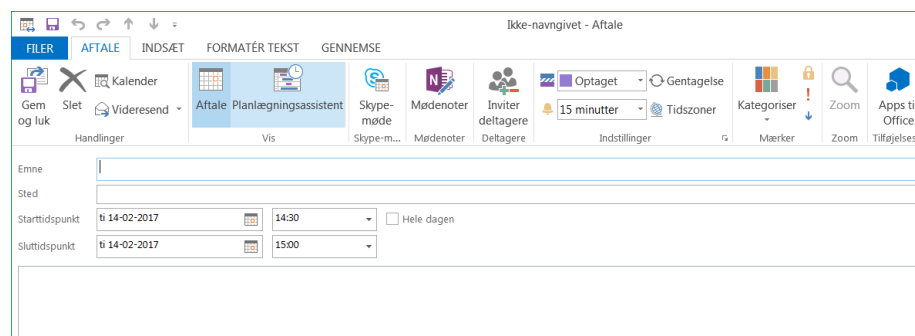


When all details are given, click the Send button. All meeting participants including the meeting room itself will now get the invitation/booking. The meeting room will automatically accept the booking.<sup>3</sup>

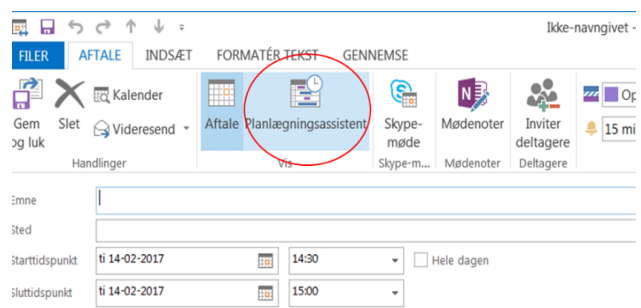
As explained earlier, some meeting rooms will have an approval procedure. In this case, a DTU employee, who is responsible for the room will have to accept the booking, before the actual meeting can begin.

### ”Scheduling assistant”:

By using the scheduling assistant, it is possible to see the room availability and the participants calendar at the current time you have chosen to book them.

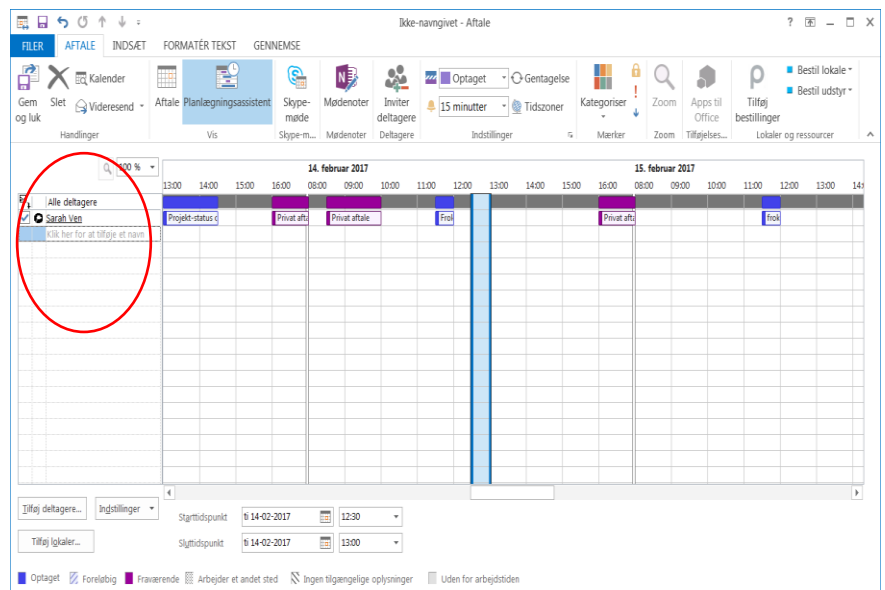


Click Scheduling assistant.

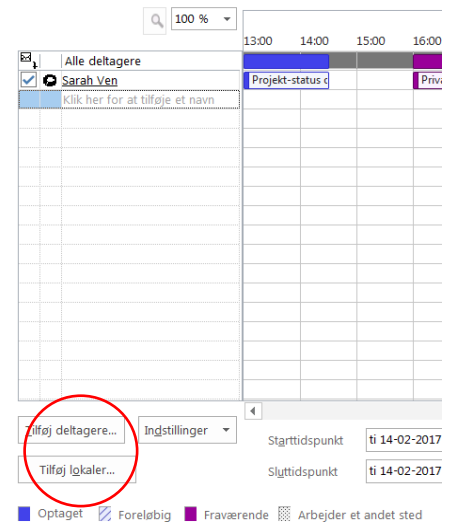


<sup>3</sup> In case that another person have booked the room in the meantime, the meeting room will reject your booking.

When using the scheduling assistant, the left pane gives the user an overview of all participants' calendar appointments occurring at the selected time, by simply adding their name. This will be under the pane "All Attendees". If you know the room number you want to book, you can add it here.



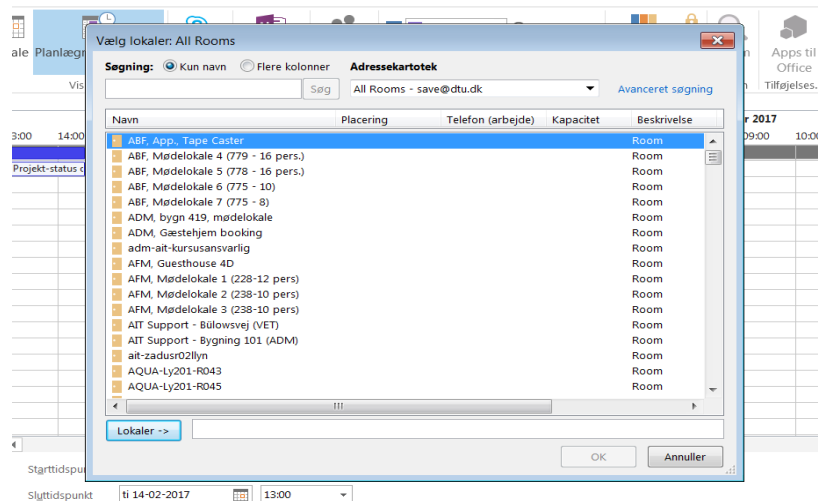
If you don't know the room number – click the "Add Rooms.." button.



A new window will open "Select Rooms: All Rooms".

From this point, you can:

- Use the search function. If using this option – you will have to know the room number.
- Use the scrolling option and find the room manually.



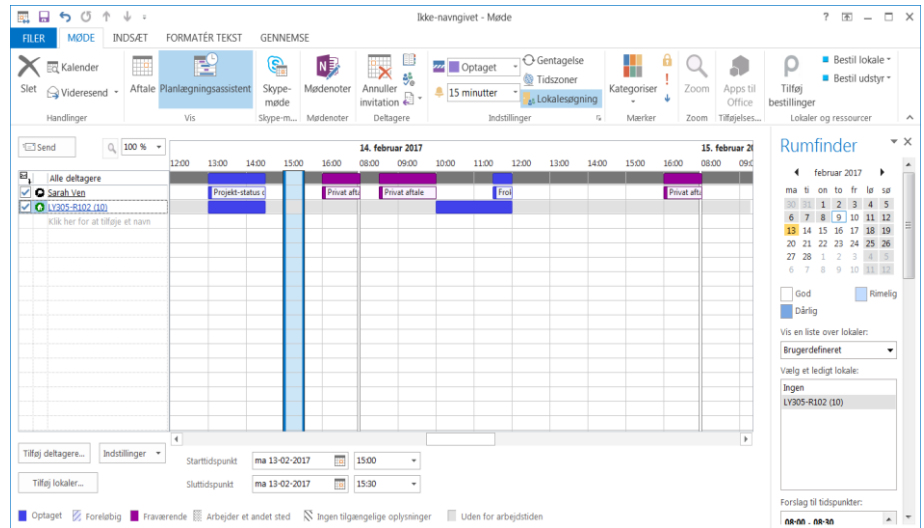
Choose the room you want to use.

It is possible to choose more than one and have them all visible in the "overview".

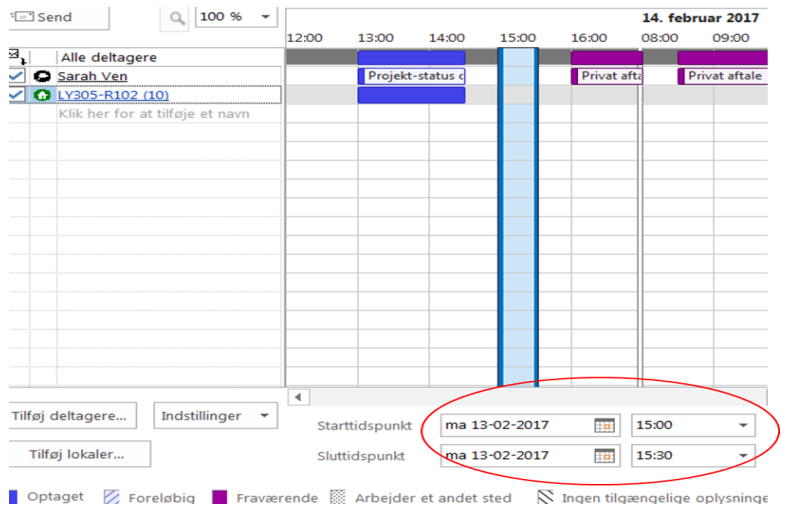


Click “OK”.

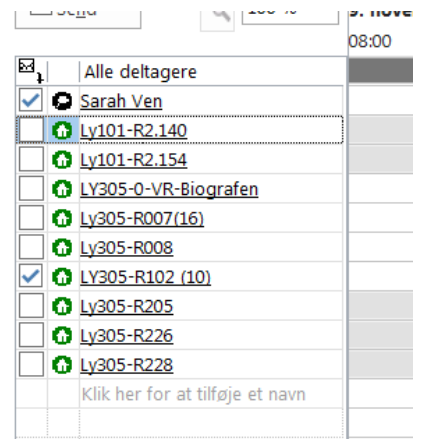
The rooms that were chosen, should now be visible in the ”All Attendees” pane,



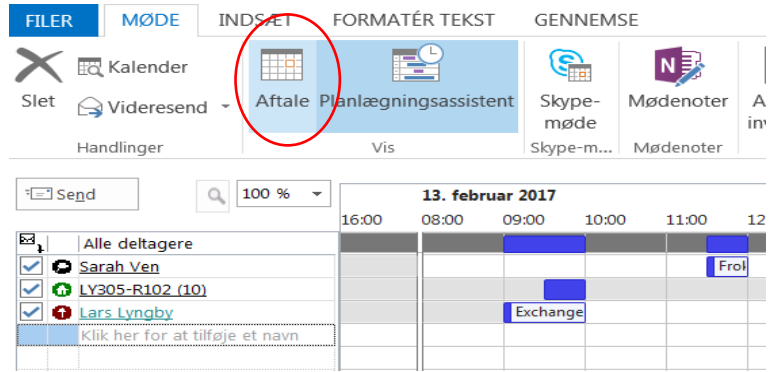
With everything checked/selected, you should now see a complete list/overview of all the Attendees and rooms that were selected.



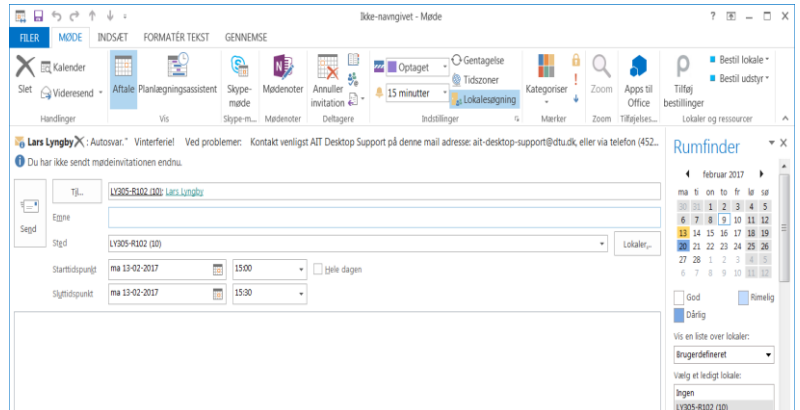
If you choose to use Rum finder together with Scheduling assistant, remember to mark the room you choose to use for your meeting.



Click the Appointment button. This will send you back to the meeting invitation part.



Room Finder will still be visible on the right side of your window. You can still add more rooms etc. if you choose to.

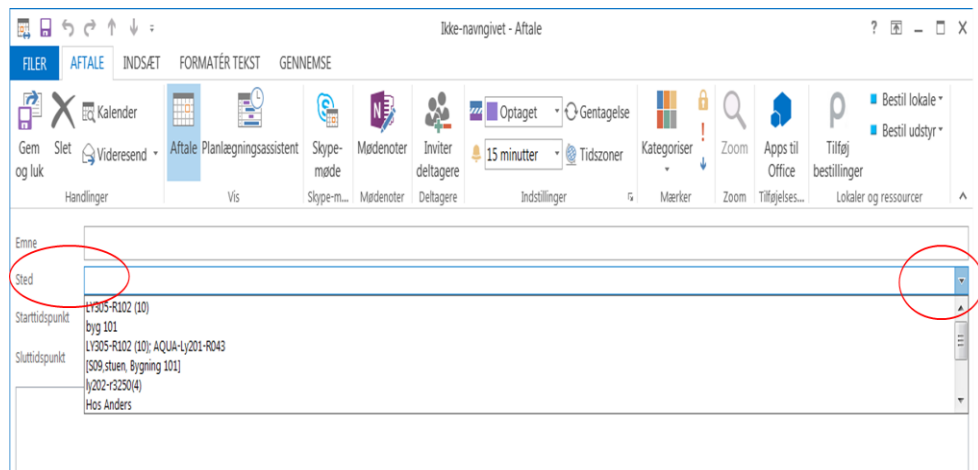


After completing all of the required steps, click "Send". All participants/attendees including the room itself will now get the invitation/booking. By default, the room will automatically be booked, but some meeting rooms will have an approval procedure. In this case, a DTU employee, who is responsible for the room will have to accept the booking, before the actual meeting can begin.<sup>4</sup>

### "The fast model"

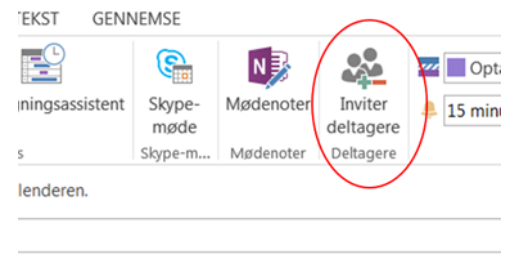
You know exactly which room you want, because of prior bookings.

Type the name of the room in the location bar, or use the drop-down menu.

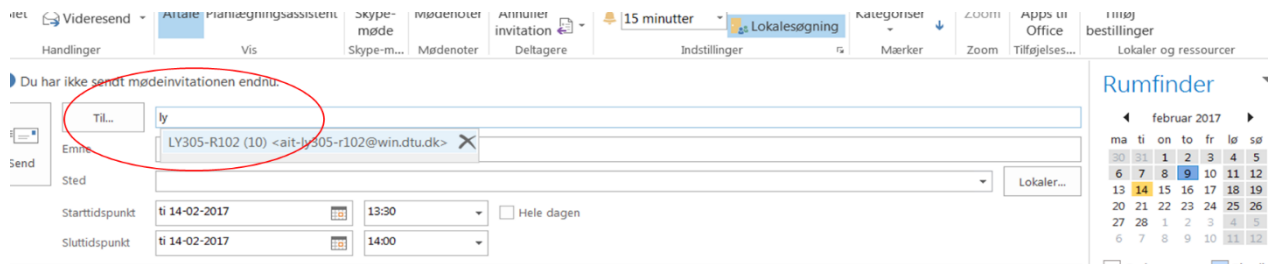


<sup>4</sup> There is a possibility that another person may have booked the room as you were booking it.

Remember to invite the room itself – the room MUST be in both the ”To..” and ”Location” field. Click the Invite attendees pane.<sup>5</sup>



Write the name of the room in the ”To....” field, and click send.



As explained earlier, some meeting rooms will have an approval procedure. In this case, a DTU employee, who is responsible for the room will have to accept the booking, before the actual meeting can begin.

### Room details<sup>6</sup> (not jet in use)

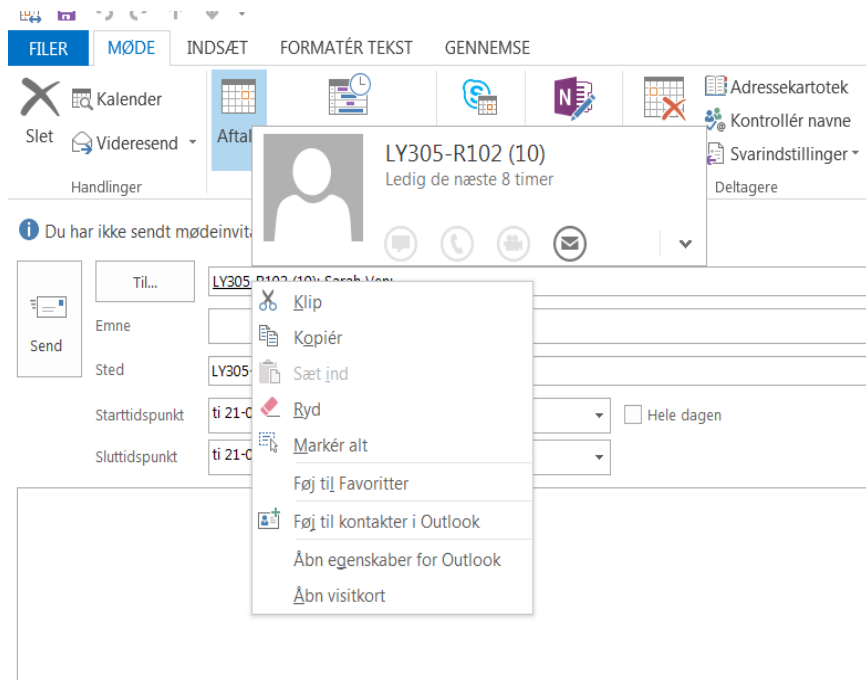
<sup>5</sup> By clicking ”invite attendees”, Room finder will open automatically (see page, 5-6).

<sup>6</sup> At this time, there is no information to be obtained when using room details – this is a work in progress and will be added later.

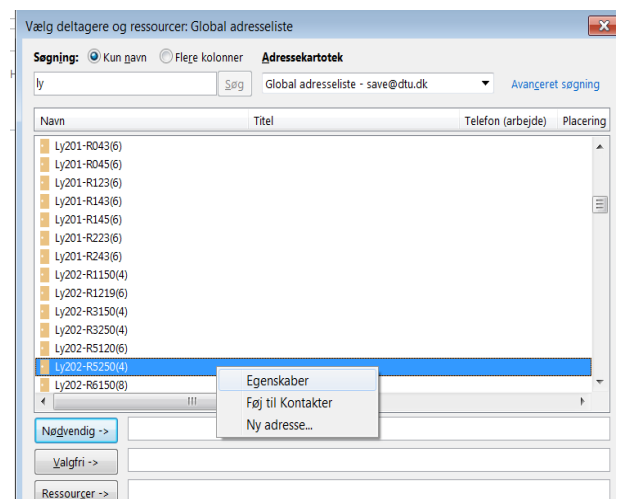
If you want more information about the room, besides the number of people it can hold, you can find the information either of these ways:

- Right-click on the room name in the "To..." field. A new window will open.
- Right-click the room name using scheduling assistant.

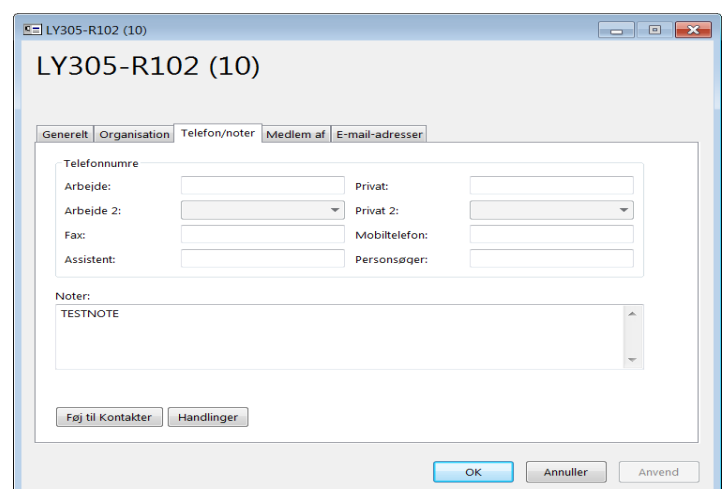
In both cases - choose "Open Outlook properties".



You can also use the address book, choose group, department etc. and then highlight the room and right-click. Click Properties to get to the details.



All three options regarding room details will open a new window. Choose the "phone/notes" pane. The note section will give you more details regarding the room, if entered when created.



### **Booking a room that requires approval**

Some meeting rooms will have an approval procedure. In this case, a DTU employee, who is responsible for the room will have to accept the booking, before the actual meeting/booking is valid.

## Changing a booking

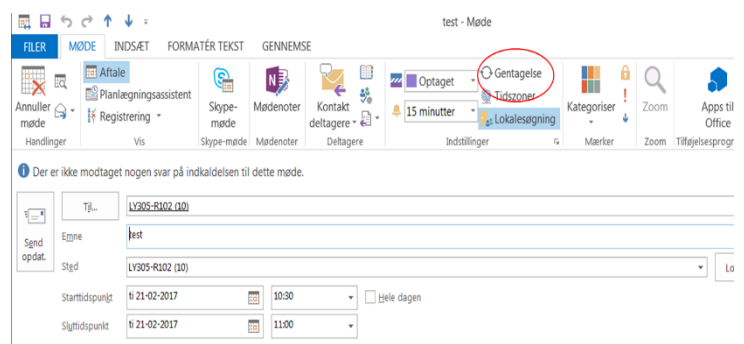
You can always change a booking, repeat or cancel it if working in your own calendar. By changing a meeting, the required participants and the room itself will get the notification. You are only able to do so, in your own calendar.<sup>7</sup>

### Moving a meeting

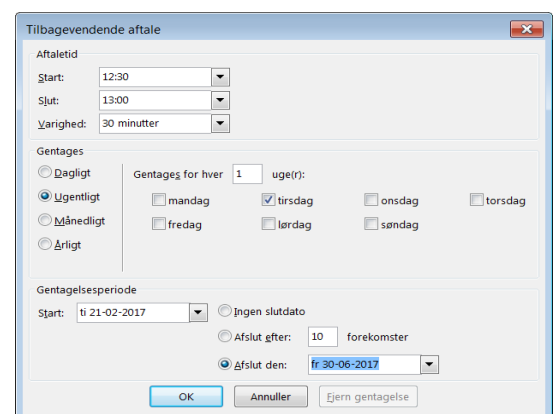
As before, it is possible to move a meeting through your Outlook client. You are free to use either “Invite Attendees” or the “Scheduling assistant” to do so. This way you can set a new date and time for your meeting. The benefits of using these tools is that you can see the participants calendars and different room calendars, when re-booking. It is also possible to select a new meeting room altogether.

### Meeting recurrence

Create the meeting using the above described steps. Click Recurrence and choose how you want the meeting to recur. (A new window will open).



Remember to use the end date function. A room is only bookable max. 7 day a row and 1 year ahead 2 years ahead for meeting centre rooms.



<sup>7</sup> Departments/institutes own rooms can be assigned to a specific person, that has the rights to book / edit / delete directly in the room calendar. This is given to specific people to help manage rooms and their co-workers.

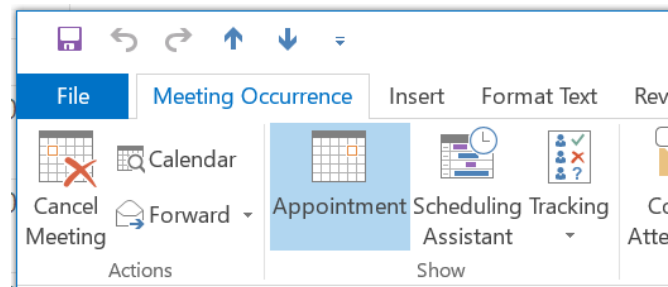
## Deleting a meeting

If you want to delete a meeting, you can click the Cancel meeting button in the upper left corner.

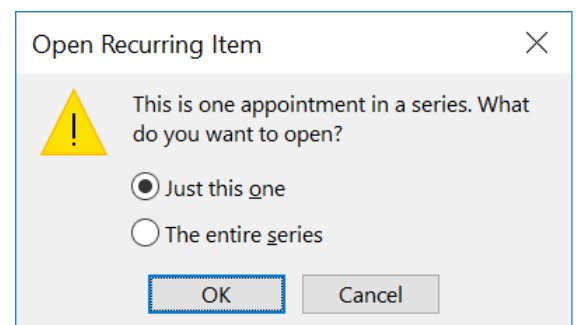
**If you just delete a meeting, you delete the meeting from your own calendar, the room will still be booked by you.**

All required attendees and the room calendar would get the notification when you cancel your meeting.

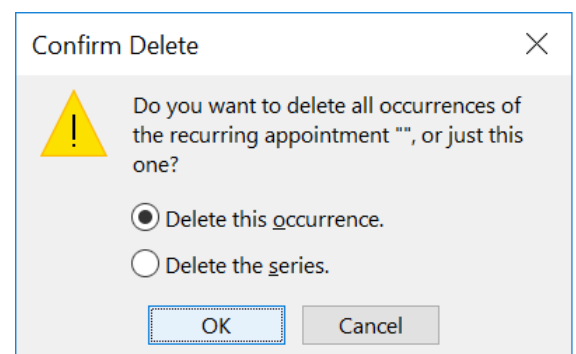
If you want to change/update only the meeting room – delete it from the "To..." field and add another. When clicking Send, all required attendees will get the notification.



If the meeting is part of a series you can still cancel it without deleting the entire series – open the meeting you want to cancel and click ok to just this one. Click cancel meeting.



Outlook will ask you if you want just the one meeting cancelled or the entire series. Choose what suits your need and click "Ok".



**OBS!!!** Outlook only sends an accepted, or declined mail when booking. It does not send a mail confirming the cancel or deleting of the meeting. It will simply be removed from the room calendar.