

New Room Booking Procedure

You do not need to view or edit a Calendar to make a booking in it. All you need to do is make a new event in your own calendar, and **invite the room** as an attendee.

1. Make a new event
2. Select the room you want to book
3. Check that it's available and invite it
4. Send the invite

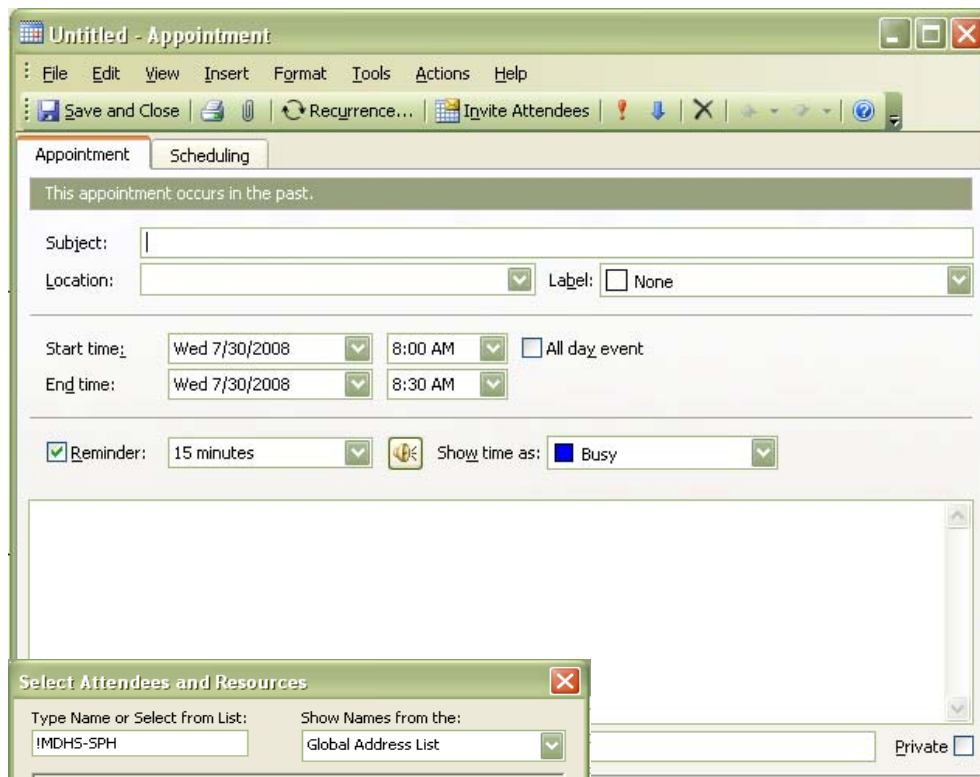
Please read below for full instructions:

1 Making a new event

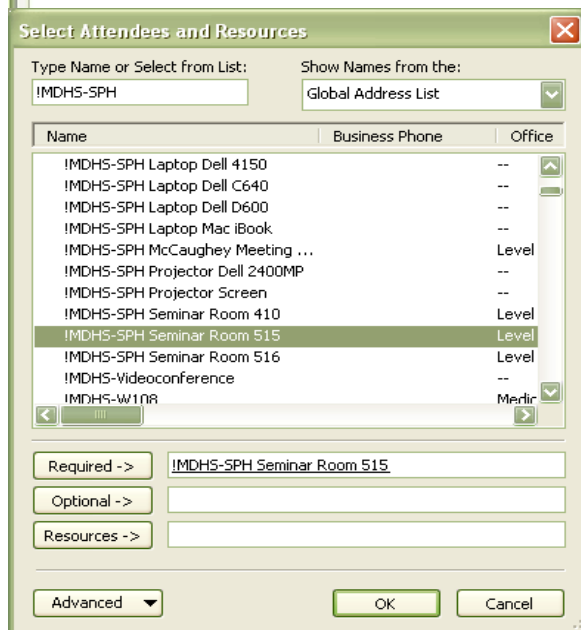
Switch to Calendar view in Outlook and click select the **New** button

Enter the details you need such as Subject, Start Time, End Time and notes.

You don't have to be exact in the Location field here, because we'll navigate to the exact room in the next step.



The screenshot shows the 'Appointment' dialog box in Outlook. The 'Appointment' tab is selected. The 'Subject' field is empty. The 'Location' field is empty. The 'Start time' is set to 'Wed 7/30/2008' at '8:00 AM'. The 'End time' is set to 'Wed 7/30/2008' at '8:30 AM'. The 'Reminder' is set to '15 minutes'. The 'Show time as' is set to 'Busy'. The 'Scheduling' tab is also visible.



The screenshot shows the 'Select Attendees and Resources' dialog box. The 'Type Name or Select from List' field contains '!MDHS-SPH'. The 'Show Names from the:' dropdown is set to 'Global Address List'. The 'Name' column lists various resources, including 'IMDHS-SPH Seminar Room 515', which is highlighted. The 'Business Phone' and 'Office' columns are empty. The 'Required ->' field contains '!MDHS-SPH Seminar Room 515'. The 'Optional ->' and 'Resources ->' fields are empty. The 'Advanced' dropdown is set to 'Advanced'. The 'OK' and 'Cancel' buttons are visible.

2 Choosing the room

26/2009 9:25:00 AM K:\Public\550 Swanston Street\Room

Click on **Invite Attendees** and click on the **To** Button to bring up the selection screen.

In "Show Names from list" field, make sure that **Global Address List** is selected.

In the "Type Name or select from List" field type in **!MDHS-SPH** to display all SPH Resources.

All Resources in the Uni will have an "!" at the beginning of them. Select the room that is required and click on the **Required** button.

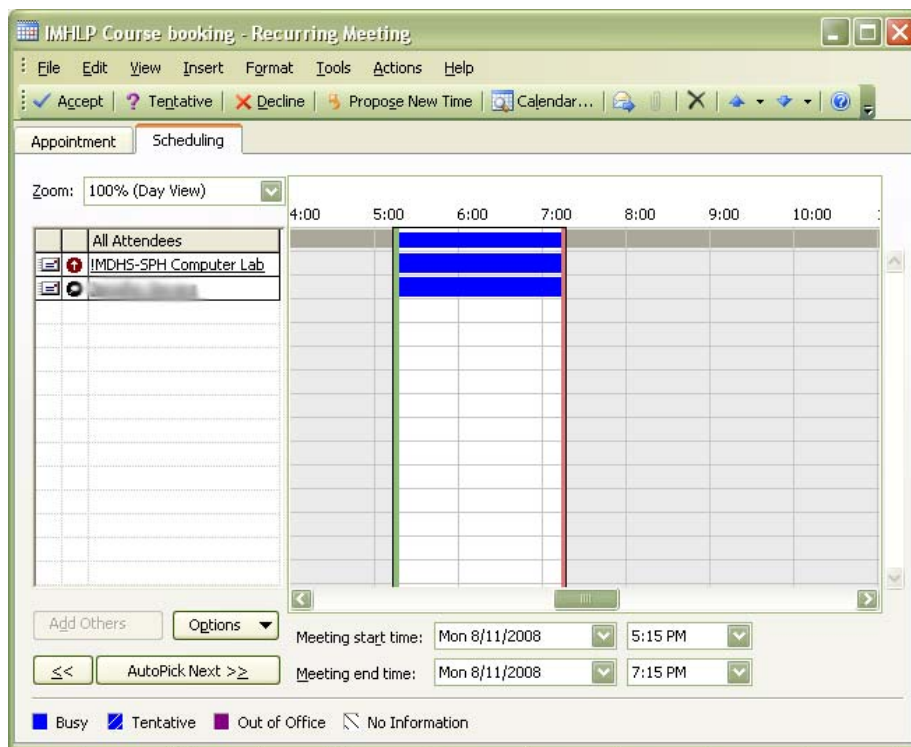
At this point you may also search for people that you wish to invite to a meeting by entering their names into the search field.

3 Check that it is available

To check the room is available click on the **Scheduling** Tab.

A blue line indicates that the room has been booked.

The red arrow indicates the room you're looking at the black circle indicates who has booked it.



4 Send your invite

Hit **Send** when you have finished

You will receive an email from the confirming your booking, and the meeting will be visible in your calendar. Should you wish to make a change, you can do it from your own calendar.

Bookings will be declined if there is already something scheduled or if the appointment is in the past.

To make a request for full editing access to a room, please log a job with SPH IT at <http://servicedesk.unimelb.edu.au/itsc/mdhs/>. Please note that we will limit full access to Managers and Administration staff of certain areas.