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How to book meetings in meeting room (resource) calendars

GOAL	Request booking in a meeting room calendar
AUDIENCE	Microsoft Outlook Users
REQUIREMENTS	
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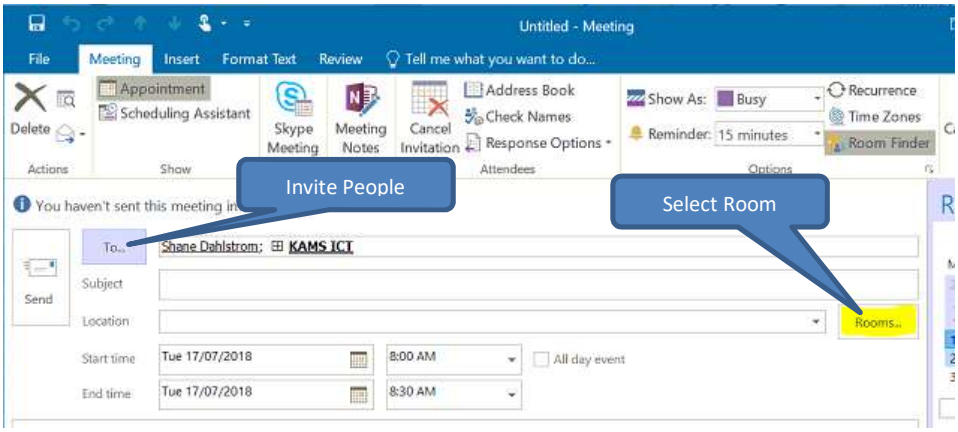
REVISION BY/DATE	

If you try and request a meeting in a meeting room or other resource calendar you may get the following message:

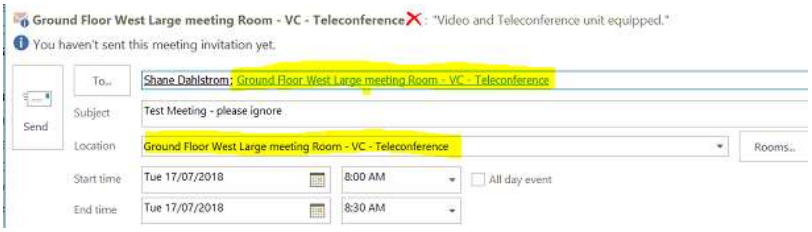
This is not an error, actually it's by design. Shared calendars and Meeting Room calendars by default are set to allow opening a shared calendar, and viewing entries in that calendar, but not directly adding a meeting to them.

To request space in the shared calendar:

1) Open a meeting request in <u>your own</u> calendar, and select who you are inviting as you would for a normal meeting

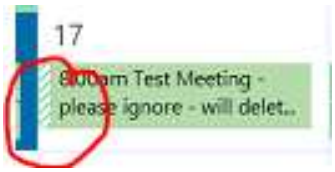


2) Click the "Rooms" button to list available meeting rooms – double click the room you want to book



Notice the meeting room is then added to the attendees list

3) Click “Send” to submit the request. After a few moments you will see the tentative booking show up in the selected calendar



Note the striped column on the left of the meeting – this indicates the meeting is tentative, and waiting for one of the calendar approval officers to approve the meeting request – this column will be a solid colour when the meeting is approved.

When somebody has approved the request you will be notified via email.