How to book meetings in meeting room (resource) 16-Jul-18 calendars

GOAL	Request booking in a meeting room calendar
AUDIENCE	Microsoft Outlook Users
REQUIREMENTS	
AUTHOR	Shane Dahlstrom
CREATED ON	16-Jul-18
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

8 5			+ = Untitled - Meeting								
File	Meeting	Insert Form	at Text R	eview 🔇	🖓 Tell me	what you w	ant to do				
X 🛱 Delete 😋 -	C App Scho	ointment eduling Assistant	Skype Meeting	Meeting Notes	Cancel Invitation	Addre So Check	rss Book Names Inse Options *	Show As: Busy Reminder: 15 minutes	Recurrence ORecurrence ORecurrence ORecurrence ORecurrence ORecurrence	<	
Actions		Shaw		_		Attende	es	Option	15	ŝ	
You have	ven't sent l	this meeting in	Invit	e Peop	le			Select Room		R	
	Tom	Shane Dahlstrom	; 🖽 <u>Kams</u>	101							
1=1	Subject										
Send	Location								* Rooms.		
3	Start time	time Tue 17/07/2018			8:00 AM	*	All day ever	it			
3	End time	Tue 17/07/2018			8:30 AM	÷				-	
		le is								1.	

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

_	To _{st}	Shane Dahlstrom; Groun	nd Floor West	Large meeting R	oom - VC	Teleconference		
Send	Subject	Test Meeting - please ignore						
20110	Location	Ground Floor West Large meeting Room - VC - Teleconference						
	Start time	Tue 17/07/2018		8:00 AM		All day event		
	End time	Tue 17/07/2018		8:30 AM				

Notice the meeting room is then added to the attendees list

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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.