## **SON Room Scheduling**

If you already know the meeting time and room you want to reserve AND you know the room is available at that time, follow the steps below. If you don't know the room you will use or need to find a room that is available, skip to the <u>Using Room Finder</u> section below. Note, for quick reference, the seating capacity for each room appears in parenthesis next to its name.

1. Open Outlook and navigate to your calendar. Click the **Home** tab if it isn't already selected and click the **New Meeting** button.

	<b>€</b> - ₹							
File	Home	Send /	Receive	Folder	View	Hel	p Ç	) Tell m
				цi	•			
New	New	New	Meet	New Teams	Today Ne	ext 7	Day	Work
Appointme	r t Meeting	tems 👻	Now	Meeting	D	ays		Week
	New		Team	ns Meeting	Go To	Es.		,

- 2. Add participants, enter a subject, meeting day/time, and meeting details as you normally would. Note it is essential that you have already verified that the room you are going to select is available at the time you have specified for this meeting.
- 3. After entering all the meeting details, click on **Rooms...** button.

_	From +	cdemall1@jhu.edu				
Send	То					
Jena	Subject	Test Meeting				
	Location				•	Rooms
	Start time	Fri 11/19/2021	3:00 PM	- All day event		
	End time	Fri 11/19/2021	 4:00 PM	•		
This is	just a test m	neeting				

4. Type **SON** in the Search field and double-click the room you want to use. Ensure that the room appears in the box next to the **Rooms** button and then click **OK**.

Select Rooms: All Rooms	columns Address Book			~
SON	Go All Rooms - cdemall	1@jhu.edu	→ Advan	ced Find
Name	Location Business Phone	Capacity	Description	E-ma
SON Pinkard N324 (12)		12	Room	SO 🔺
SON Pinkard N330 (16)		16	Room	SO
SON Pinkard N430O (12)		12	Room	SO
SON Pinkard N530A (8)		8	Room	SO
SON Pinkard N530N (8)		8	Room	SO
SON Pinkard N530T (18)		18	Room	SO
SON Pinkard S001A (8)		8	Room	SO
SON Pinkard S405 (16)		16	Room	SO
SON Pinkard S411 (10)		10	Room	SO
SON-Wald-105 Room			Room	SO
SON-Wald-106 Room				SO
SON-Wald-108	SON-Wald-108 Room So			
SON-Wald-210			Room	SO
SON-Wald-214 Room			SO	
Special Use Room			Room	BM
spinecenterOR Room			Room	spi
SSEIConfRm101			Room	SSI 🗸
<				>
Rooms -> SON Pinkard N530	)N (8)			
			OK	Cancel

5. You should now see the room you selected listed in the participants list and the **Location** will be updated with the room name as shown below.

ت= Send	From +	cdemall1@jhu.edu						
	То	E SON-ITS; SON Pinkard N530N (8)						
Jena	Subject	Test Meeting						
	Location	SON Pinkard N530N (8)						
	Start time	Fri 11/19/2021 3:00 PM - All day event						
	End time	Fri 11/19/2021 4:00 PM +						
This is	This is just a test meeting							

6. Ensure all of your other meeting details are correct and click the **Send** button. You should immediately receive an "Accepted" reply from the room you selected. If the room was not available during the time you specified, you will get a "Declined" response.

## **Using Room Finder**

Room Finder allows you to see a list of available rooms at various times and pick one from a list for your meeting. Use this if you don't already know if the room you want to use is available at the time you want.

1. Open Outlook and navigate to your calendar. Click the **Home** tab if it isn't already selected and click the **New Meeting** button.



2. Add participants, enter a subject, meeting day/time (if you already know when it is needed), and meeting details as you normally would. Then click the **Scheduling Assistant** button. The Room Finder pane should automatically appear on the right side of the meeting window. If it doesn't, click the **Room Finder** button.



3. In the Show a room list: dropdown menu, select "SON Faculty Staff Meeting Rooms." Available rooms will be automatically filtered from the list based on the date and time you select. You will also see visually in the center pane when rooms are available and when they are not. This is particularly helpful if you are on the phone with someone and need to easily give the person some time options quickly and book the time they select. Note you will only be shown schedulable times based on the "Work Hours" configured in your Outlook Options. Outlook's default is Monday-Friday 8:00 AM – 5:00 PM. If you want to be shown time options outside these hours, you will need to modify these hours in your settings. See the second screenshot below.



	Outlook Options		
General Mail	Change the settings for calendars, meetings, and time zones.		
Calendar	Work time		
Groups	Work hours:		
People	Start time: 8:00 AM		
Tasks	End time: 5:00 PM  Work week: Sun V Mon V Tue V Wed V Thu V Fri Sat		
Search	First <u>d</u> ay of week: Sunday 🔻		
Language	First week of year: Starts on Jan 1 🔻		

- 4. Select the room you want to use in the **Choose an available room:** list and a check mark will be placed next to it in the Attendee list.
- 5. Ensure all of your other meeting details are correct and click the **Send** button. You should immediately receive an "Accepted" reply from the room you selected.