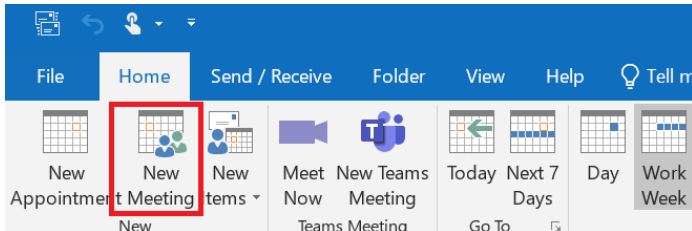


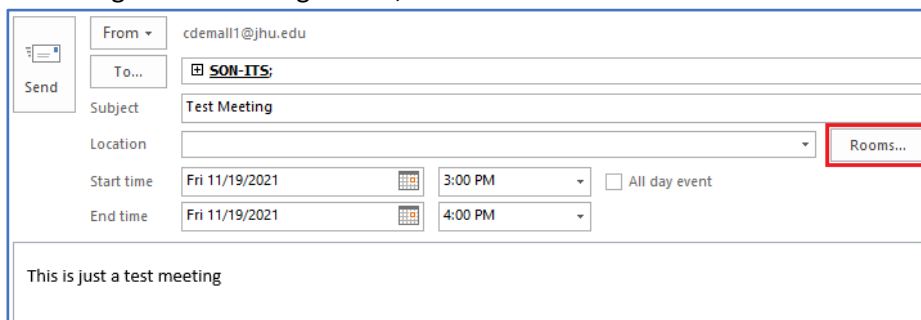
## SON Room Scheduling

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 [Using Room Finder](#) section below. Note, for quick reference, the seating capacity for each room appears in parenthesis next to its name.

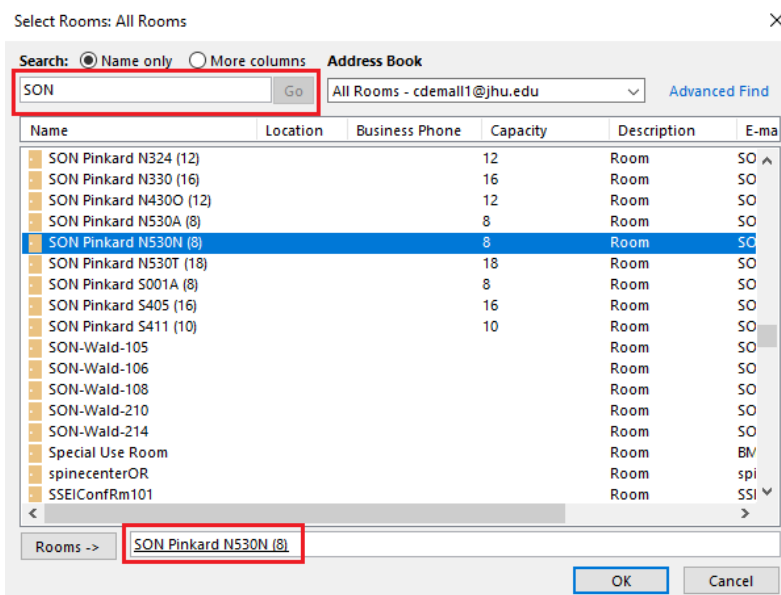
1. Open Outlook and navigate to your calendar. Click the **Home** tab if it isn't already selected and click the **New Meeting** button.



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.



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**.



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.

From: cdemall1@jhu.edu

To: SON-ITS; SON Pinkard N530N (8)

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

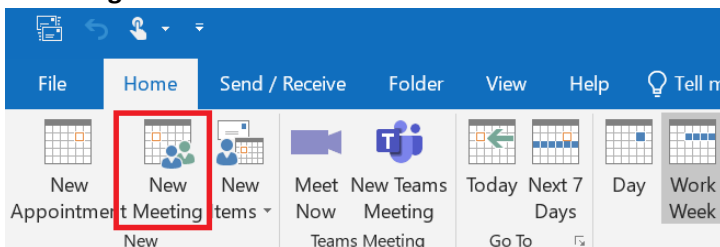
This is just a test meeting

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.

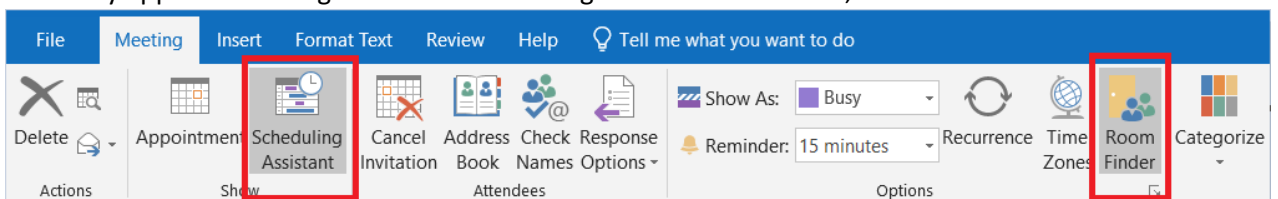
## Using Room Finder

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.

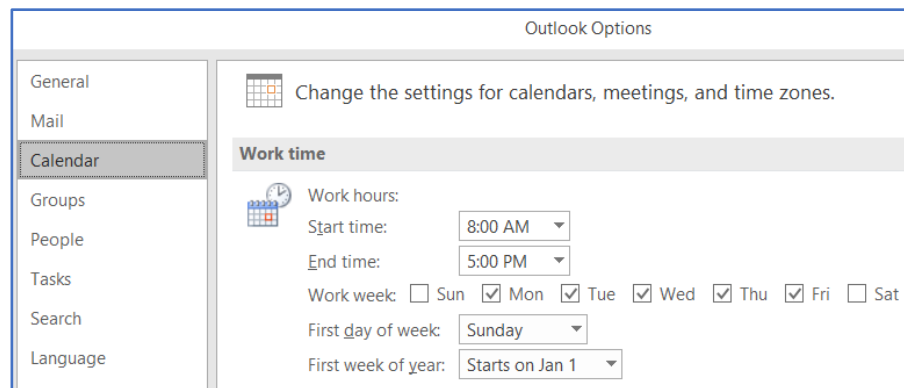
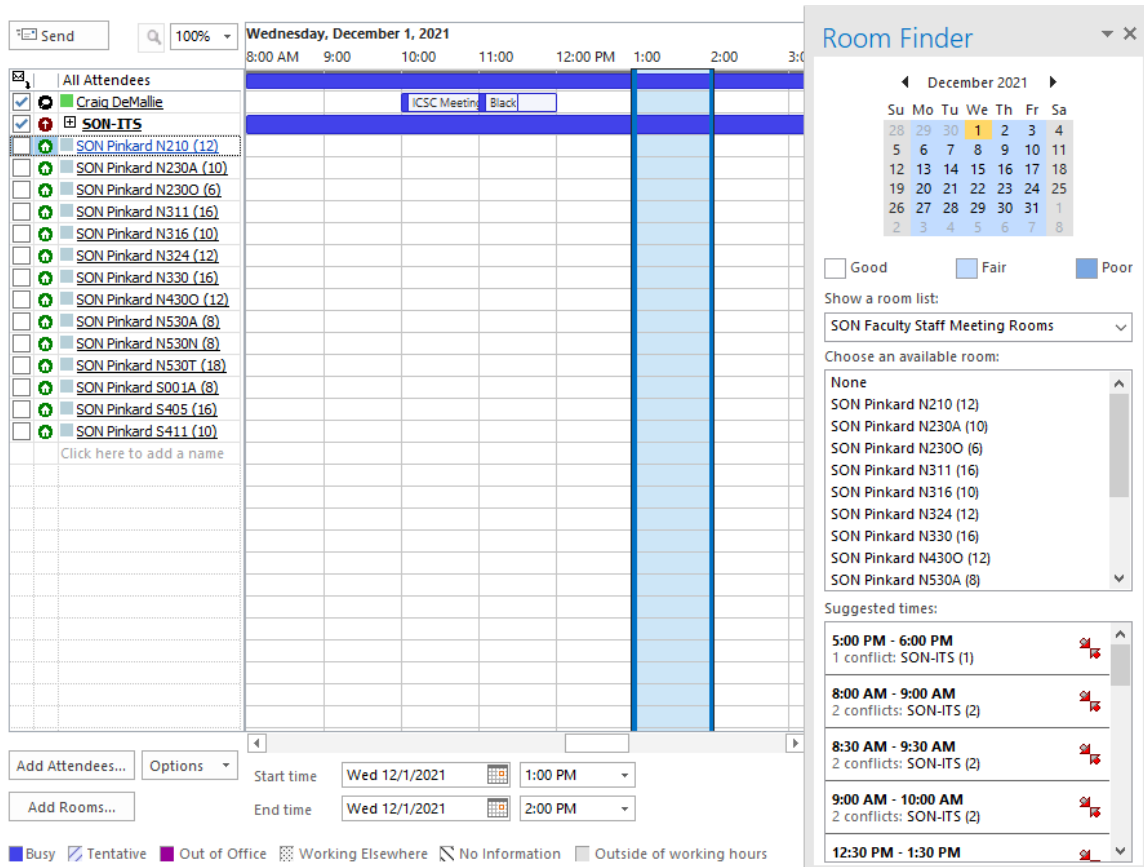
1. Open Outlook and navigate to your calendar. Click the **Home** tab if it isn't already selected and click the **New Meeting** button.



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.



- 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.



- 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.
- 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.