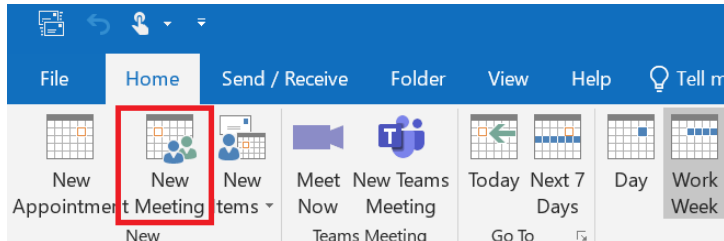


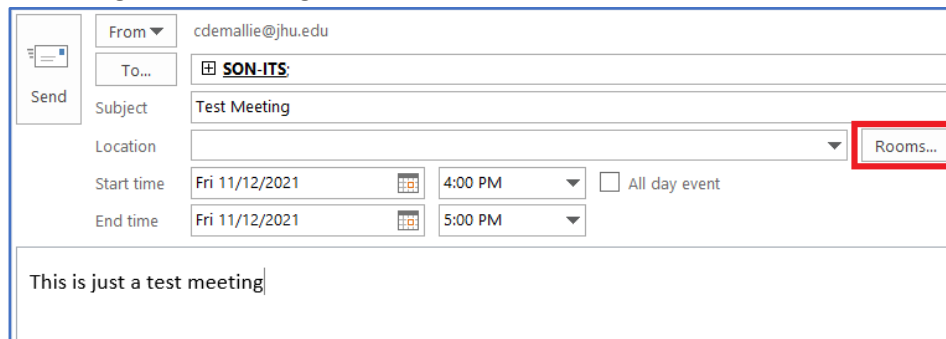
Wald Room Scheduling

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.

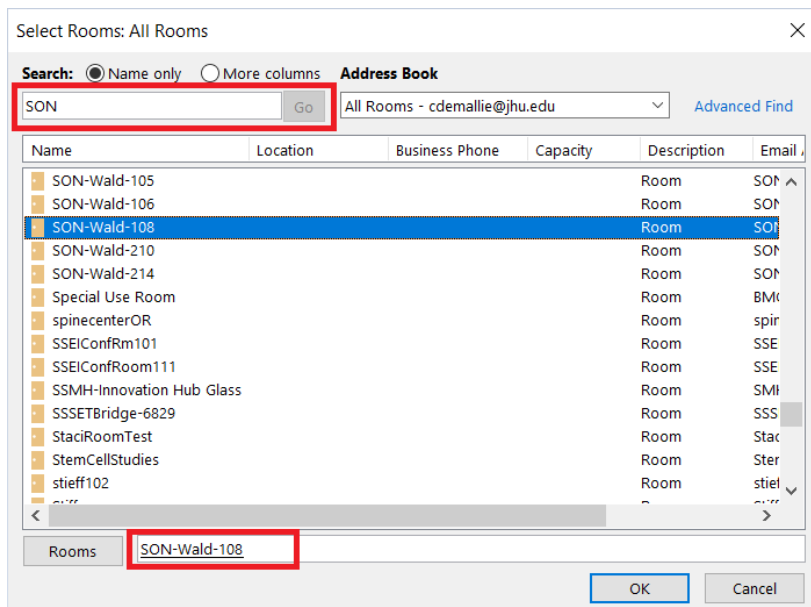
1. Open Outlook and navigate to your calendar. Click the **Home** tab if isn't already selected and click the **New Meeting** button.



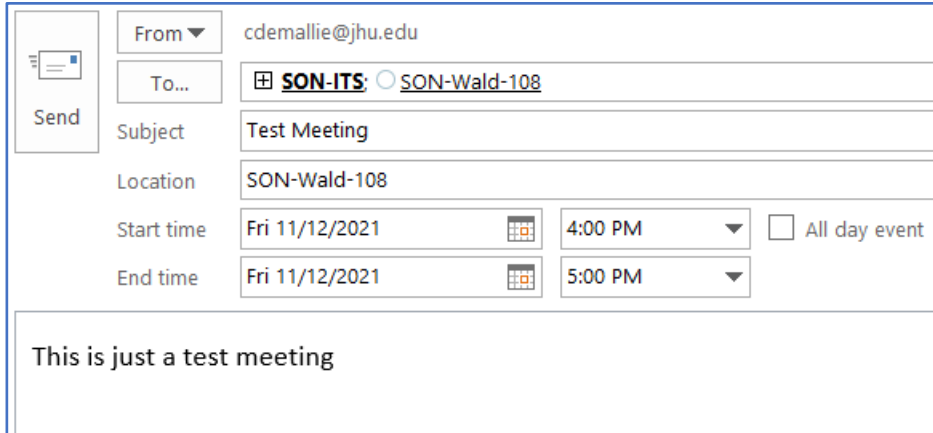
2. Add participants, enter a subject, meeting day/time, and meeting details as you normally would. Note it is essential that you have already verified that the room you are going to select is available at the time you have specified for this meeting.
3. After entering all the meeting details, click on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



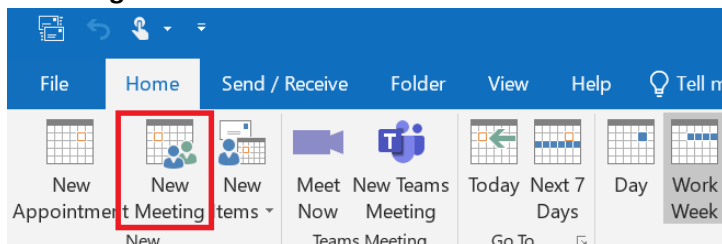
From	cdemallie@jhu.edu	
To...	SON-ITS; SON-Wald-108	
Subject	Test Meeting	
Location	SON-Wald-108	
Start time	Fri 11/12/2021 4:00 PM	<input type="checkbox"/> All day event
End time	Fri 11/12/2021 5:00 PM	
This is just a test meeting		

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.

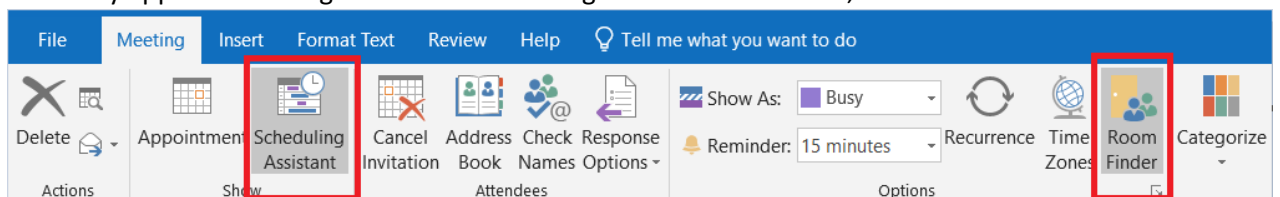
Using Room Finder

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 Wald 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.

The screenshot shows the Outlook Room Finder interface. On the left, there is an 'Attendees' list with 'Craig DeMallie' and 'SON-ITS' listed. The main area is a calendar grid for Tuesday, November 16, 2021, with a time slot from 11:00 AM to 12:00 PM highlighted in blue. On the right, the 'Room Finder' pane is open, showing a calendar for November 2021 and a 'Show a room list:' dropdown menu. The dropdown menu is highlighted with a red box and shows 'SON Wald Rooms' selected. Below the dropdown, there is a list of available rooms: 'None', 'SON-Wald-105', 'SON-Wald-106', 'SON-Wald-108', 'SON-Wald-210', and 'SON-Wald-214'. At the bottom of the room finder, there are 'Suggested times' with conflict counts: '8:00 AM - 9:00 AM' (1 conflict: SON-ITS (1)), '1:00 PM - 2:00 PM' (2 conflicts: SON-ITS (2)), '1:30 PM - 2:30 PM' (2 conflicts: SON-ITS (2)), and '2:00 PM - 3:00 PM' (2 conflicts: SON-ITS (2)).

The screenshot shows the 'Outlook Options' dialog box, specifically the 'Work time' section. The 'Work hours' are set to 8:00 AM to 5:00 PM. The 'Work week' is set to Monday through Friday, with checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The 'First day of week' is set to Sunday, and the 'First week of year' is set to Starts on Jan 1.

- 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.