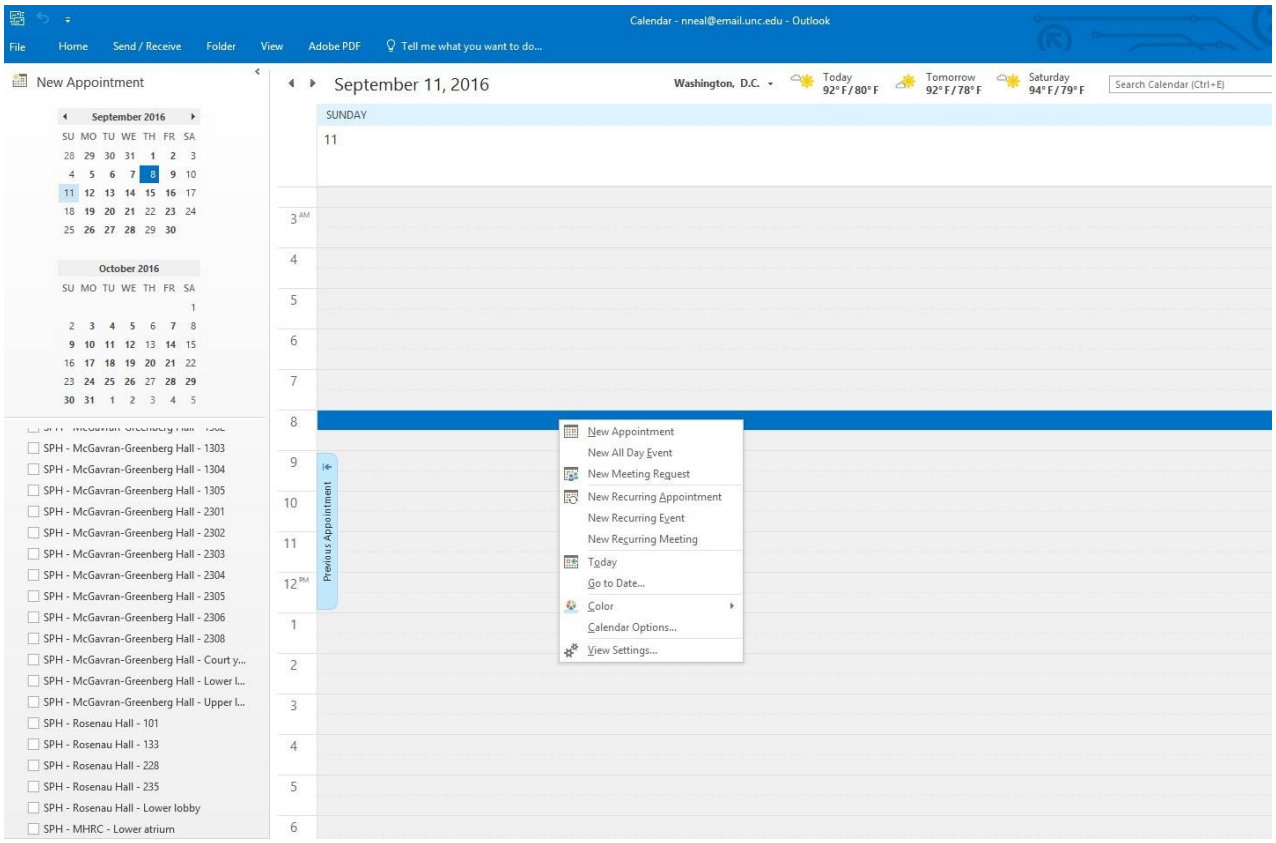
Scheduling Rooms and Meetings in Gillings School of Global Public Health

[Instructions for a PC user]

[Instructions for a MAC user]

How to book a room using Outlook 2013 on a PC

1. Open **Outlook**.
2. Click on **Calendar** in the bottom bar and find the date you want to reserve a room on.
3. Next, find the specific start time under that date. Click on it.



4. Right Click and select "**New Meeting Request**" button on the menu.

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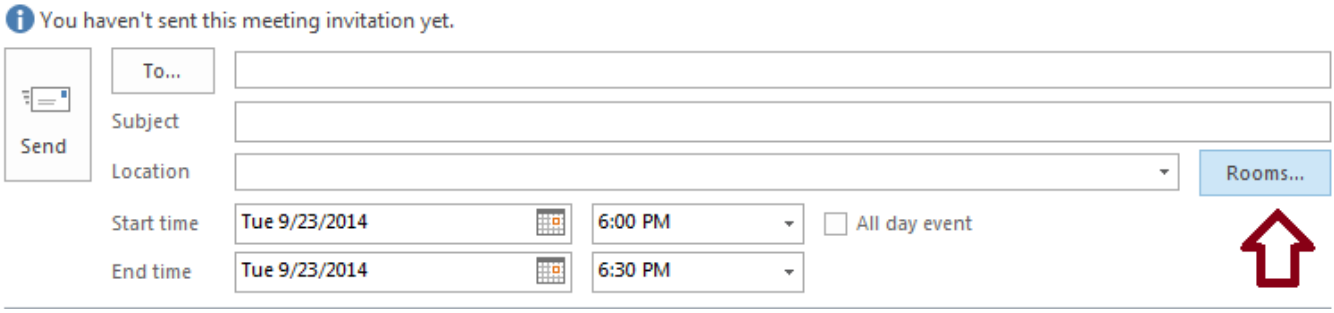
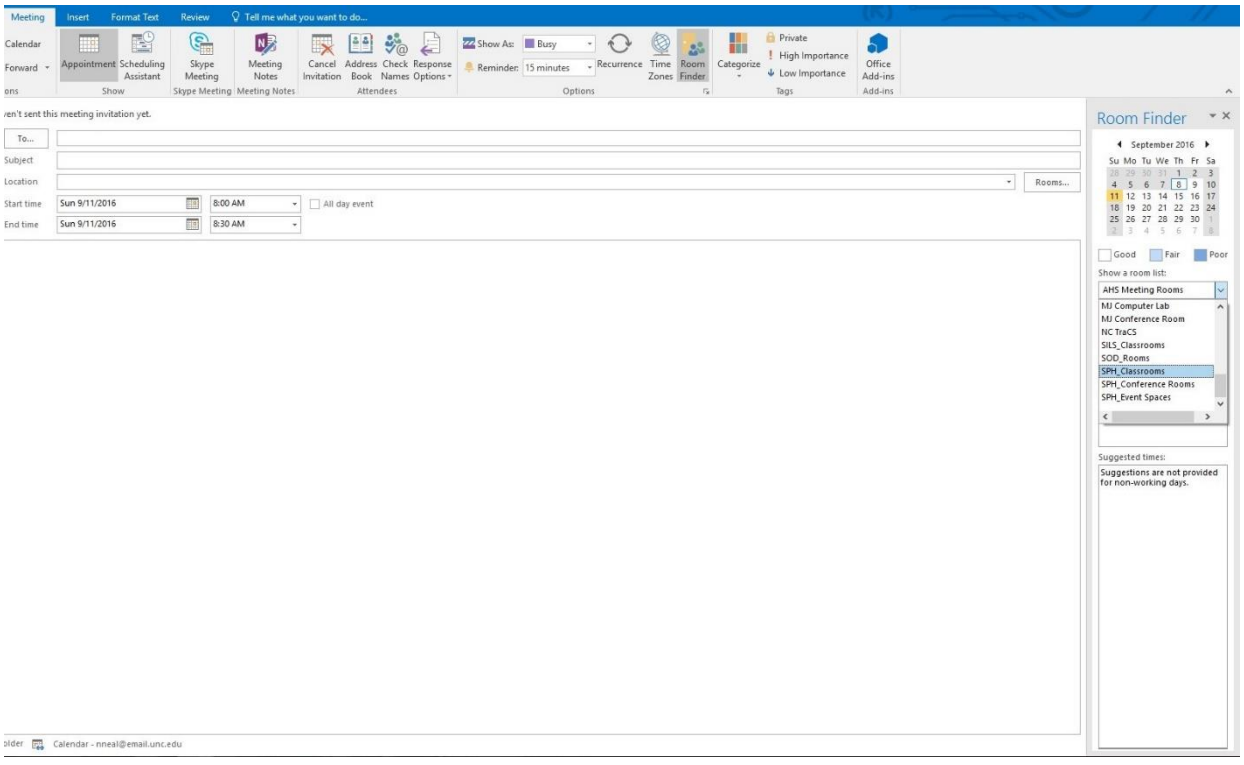
5. Beside the **Location** box, click the "**Rooms...**" button.



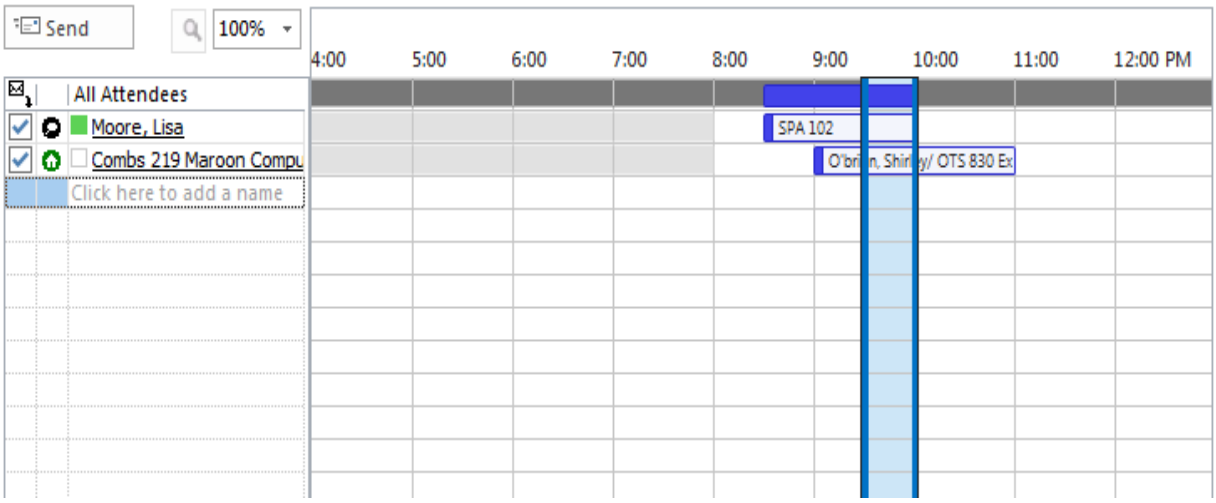
6. Find your room on the room list.
7. You could also use the **Room Finder** option on the right of your screen.

8. Under the Show a room list, select the drop down menu and search for either, **SPH Classrooms** or **SPH Conference rooms**, depending on what size room you need for your meeting.



9. Double check to make sure that your date, start, and ends times are correct. Never select "**All Day Event**" as this will make your reservation not appear on the calendar and you run the risk of not having a reservation at all.

10. You can check to be sure that the room is open for your date/time request by clicking the **Scheduling Assistant** link. Any conflicts will show up there as a dark blue bar. The image below is an example of what it would look like in Scheduling Assistant if there were a conflict.



11. In the subject line please type your **Subject or Meeting Description** (example: Capstone Weekly Meeting) or organization or training name (example: Student Affairs student assistant training).

12. Click the "**Send**" button.
13. You will receive an automatic response and the room request will appear on your calendar. This is to let you know that your request was successful but it does not mean that the room has been reserved for you yet.
14. Once your request is accepted by the Office for Student Affairs you will receive another email saying that it was approved.

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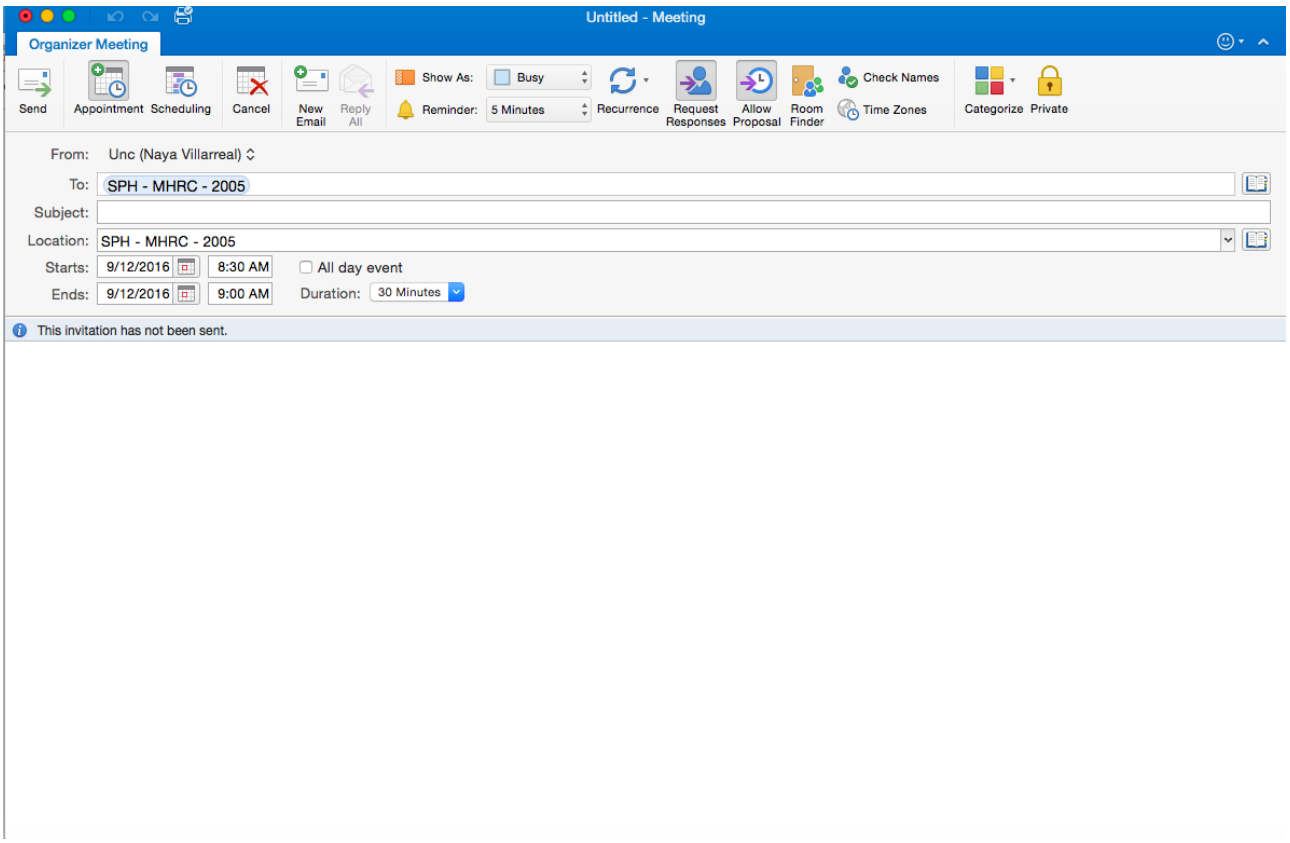
How to book a room using Outlook 2011-2016 for Mac / Office 365

When scheduling a meeting with Outlook 2011–2016 for Mac, particularly a meeting where attendees will attend in person, you'll need to include a meeting room in the invitation. If you know the name of the meeting room, you can enter that name directly in the **Location** field. If you don't know the name, or if you're scheduling a meeting in a location that is unfamiliar, you can use Room Finder.

Open Room Finder

The Room Finder button is on the ribbon in the meeting invitation. (Create a meeting invitation)

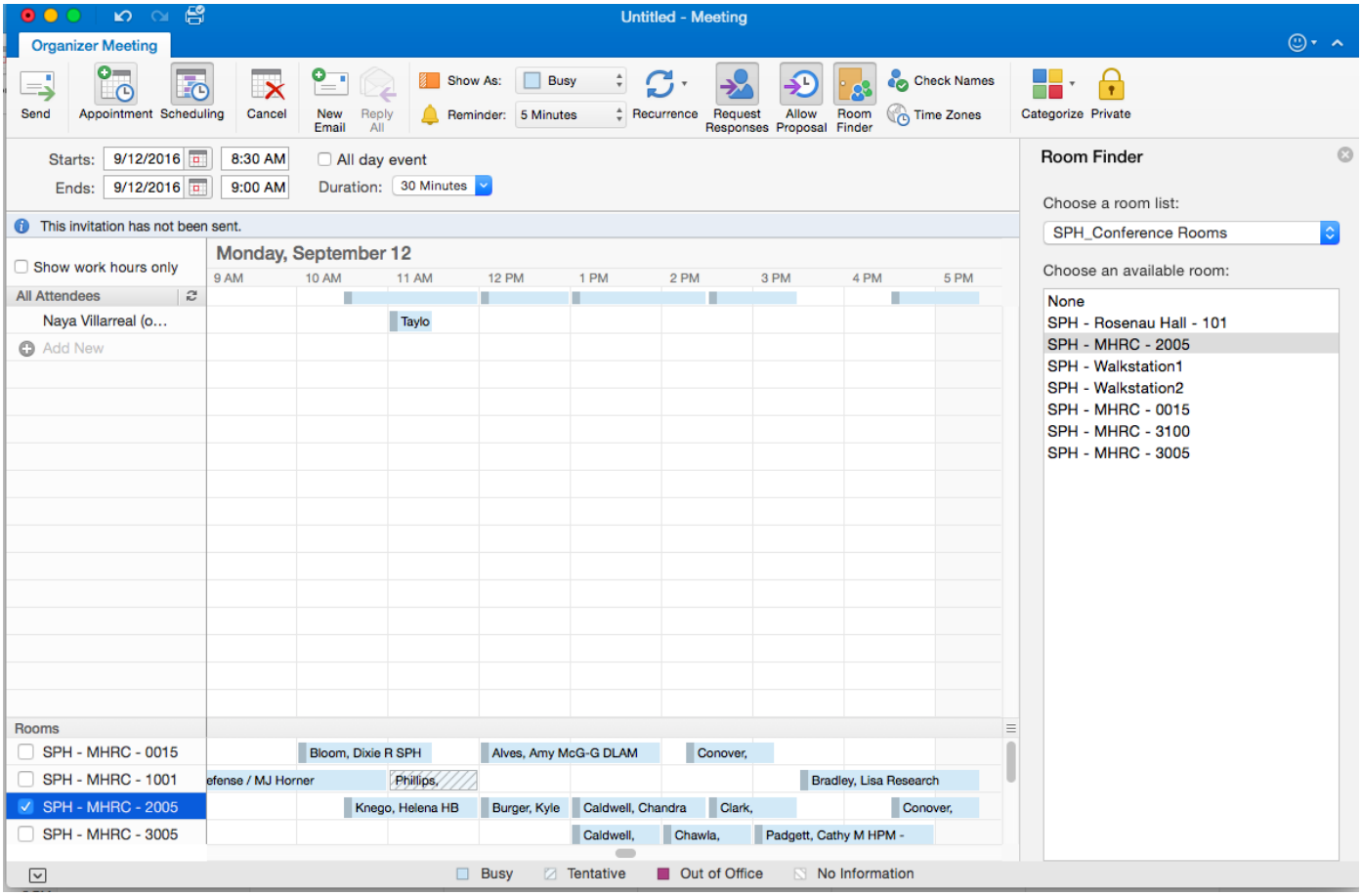


A tour of Room Finder

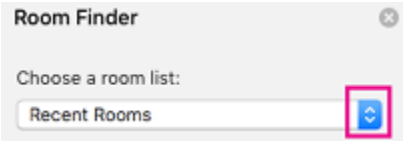
Room Finder opens in the scheduling page of your meeting invitation.

1. Select **Recent Rooms** in **Choose a room list** to see any recent rooms you've scheduled.
2. Select one of your recent rooms and it will be added to the Rooms list on the left side of the page. Its free/busy information will be shown in the scheduling grid.

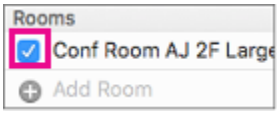
Scheduling Rooms and Meetings in Gillings School of Global Public Health



3. Selecting the arrows in **Choose a room list** shows buildings and/or locations in your company. When you pick a room list, you'll see a list of all the conference rooms in that building or location that are available during the specified meeting time.

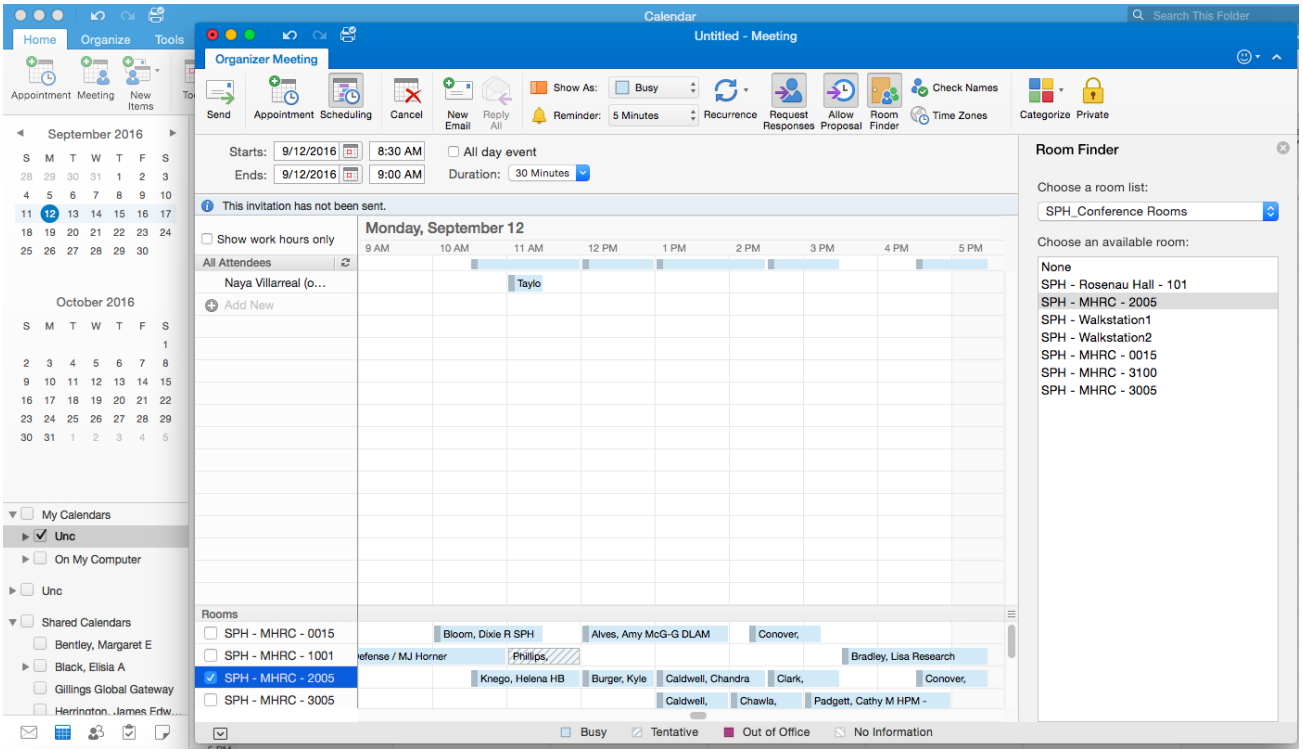


4. Once you've found an available room, check the box next to its name to include it in your invitation.



Tip: You can hide the Room Finder pane by clicking the **Room Finder** button again or by clicking the **x** at the top right of the Room Finder pane.

Scheduling Rooms and Meetings in Gillings School of Global Public Health



To create a meeting invitation

1. At the top of the navigation panel, click **Appointment.**

2. In the **To** box, enter the names of people or resources to include for the meeting.
3. In the **Subject** box, enter a description of the meeting.
4. Enter the details about the event.
5. When you complete your invitation, on the **Organizer Meeting** tab, click **Send**.

6. Click **"Send".**

7. You will receive an automatic response and the room request will appear on your calendar. This is to let you know that your request was successful- but does not mean that the room has been approved for your use.

8. Once your request is accepted you will receive another email saying that your request has been approved.