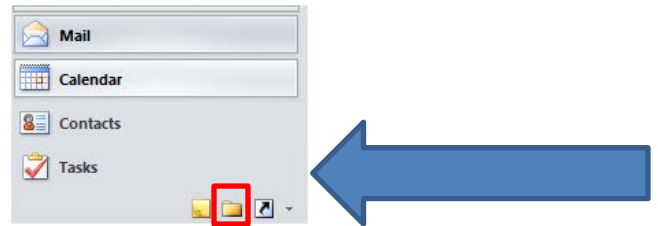


How to Book a Meeting Room in Outlook

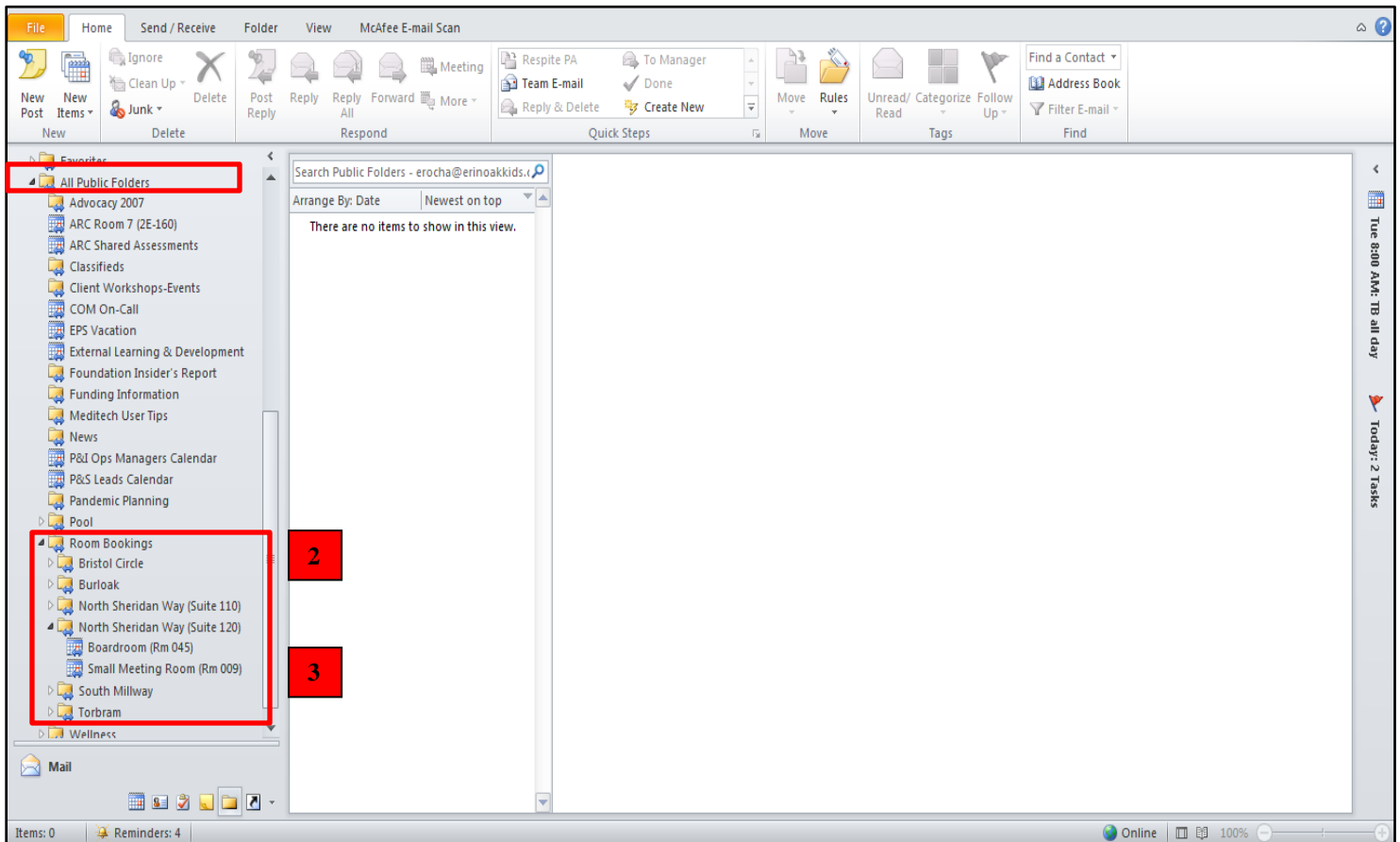
Purpose: The purpose of this job aid is to ensure consistency and accuracy in how non-therapeutic rooms are booked. Only staff who are designated Room Bookers are permitted to book rooms. Room Bookers will use the Public Folders in the Outlook calendar to book meeting rooms.

Note: Room bookers are able to see multiple rooms' availability on one screen by adding rooms to Favourites. Public calendars that have been added to Favourites can be used to book a meeting room. For more information, see the job aid on How to Add a Room to Favourites (<P:\Operational Readiness Training Materials>)

Step 1: Go to All Public Folders which can be accessed by clicking on the folder icon located in the bottom, left-hand corner of the Outlook screen



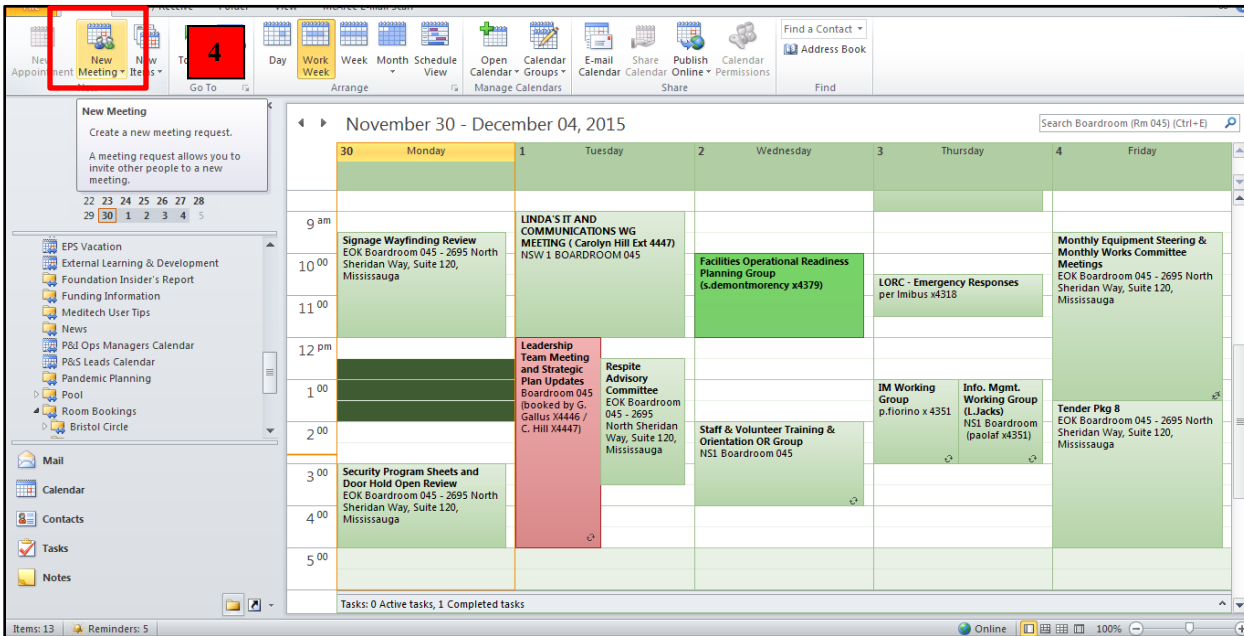
Step 2: Open Room Bookings under All Public Folders



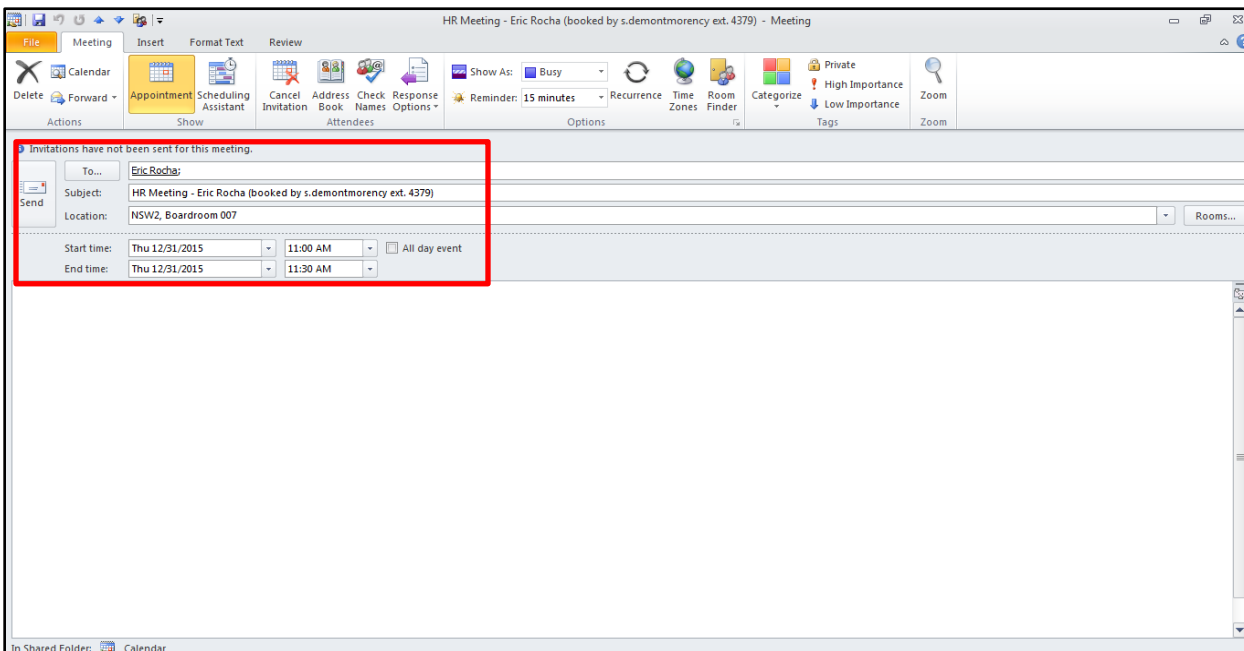
Step 3: Select site and preferred room

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Step 4: Select a New Meeting based on the requested date, time and room availability.



Step 5: Identify the meeting topic in the subject line, along with who has requested the room, who booked the room and their phone extension. *Example: HR Meeting - Eric Rocha (booked by s.demontmorency ext. 4379)*



Step 6 (a): Send meeting request to the person requesting room, which serves as confirmation that the room is booked. This will also act as a trigger if room needs to be released due to cancellation of meeting.

Step 6 (b): Remind the person who requested the booking to send out meeting invite to attendees from his or her personal calendar once room booking has been confirmed by Room Booker.