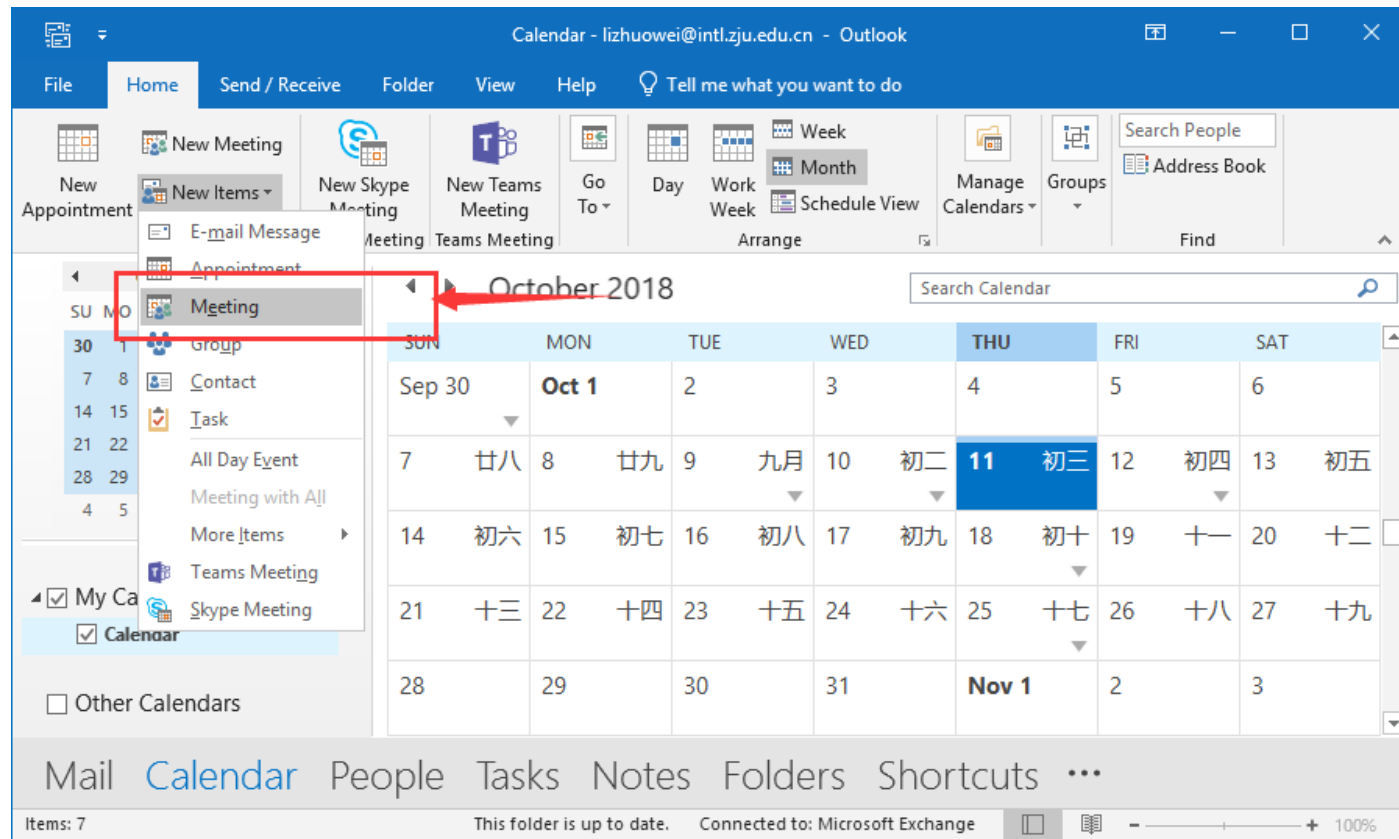


How to book meeting room by Office 365

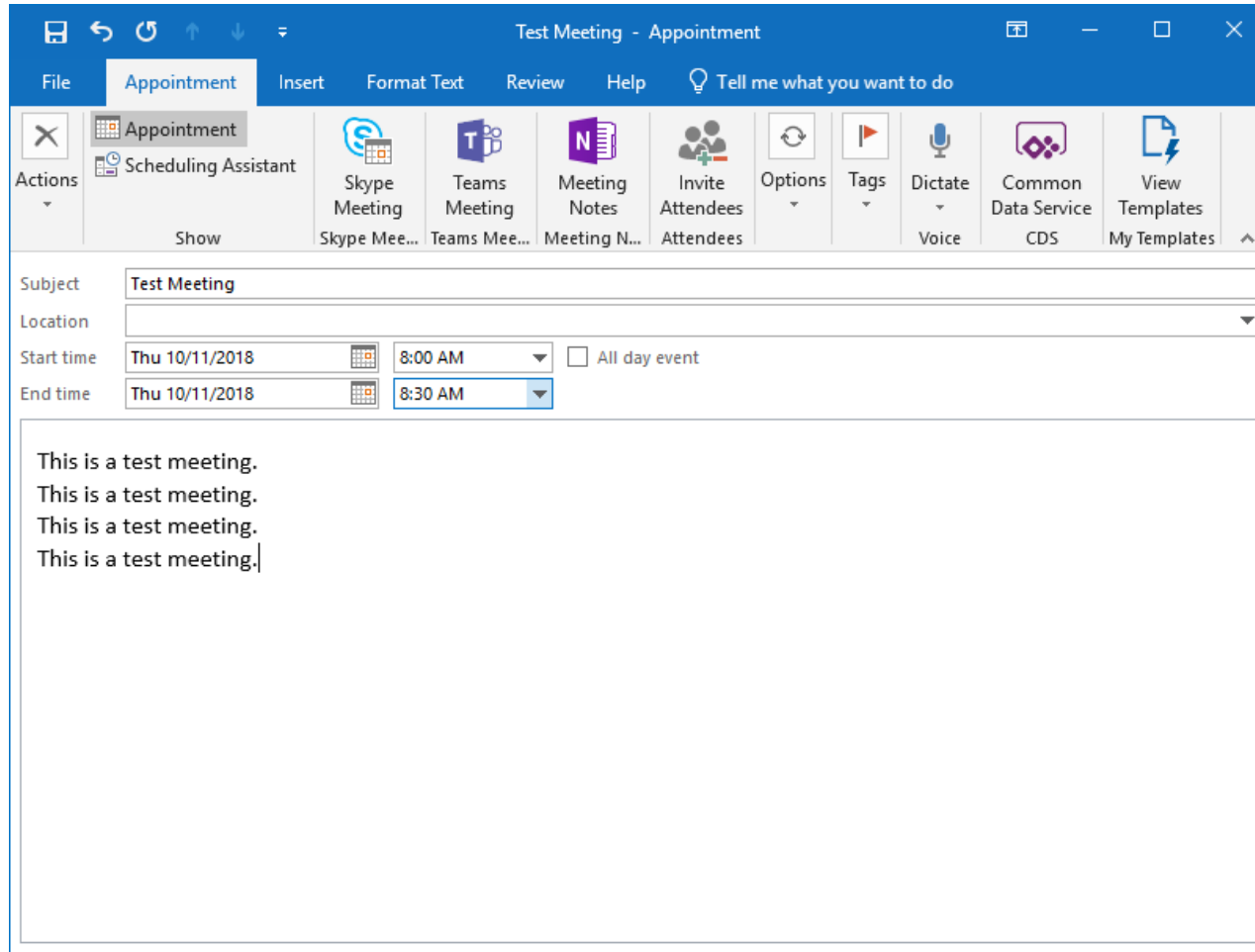
This guide is about how to book public rooms, You can check these rooms' availability in Office 365 since they are already imported into Office 365.

Steps are as follows:

Step 1: Open Outlook, click New Items -> Meeting



Step 2: Enter Start time, End time, Subject, and the message body.



Step 3: View and select the room and invite attendees.

1. Click 'Scheduling Assistant'

Untitled - Event

File Event Insert Format Text Review Help Tell me what you want to do

Appointment
Scheduling Assistant

Save & Delete Close

Actions

Skype Meeting

Teams Meeting

Meeting Notes

Invite Attendees

Options

Tags

Dictate

Common Data Service CDS

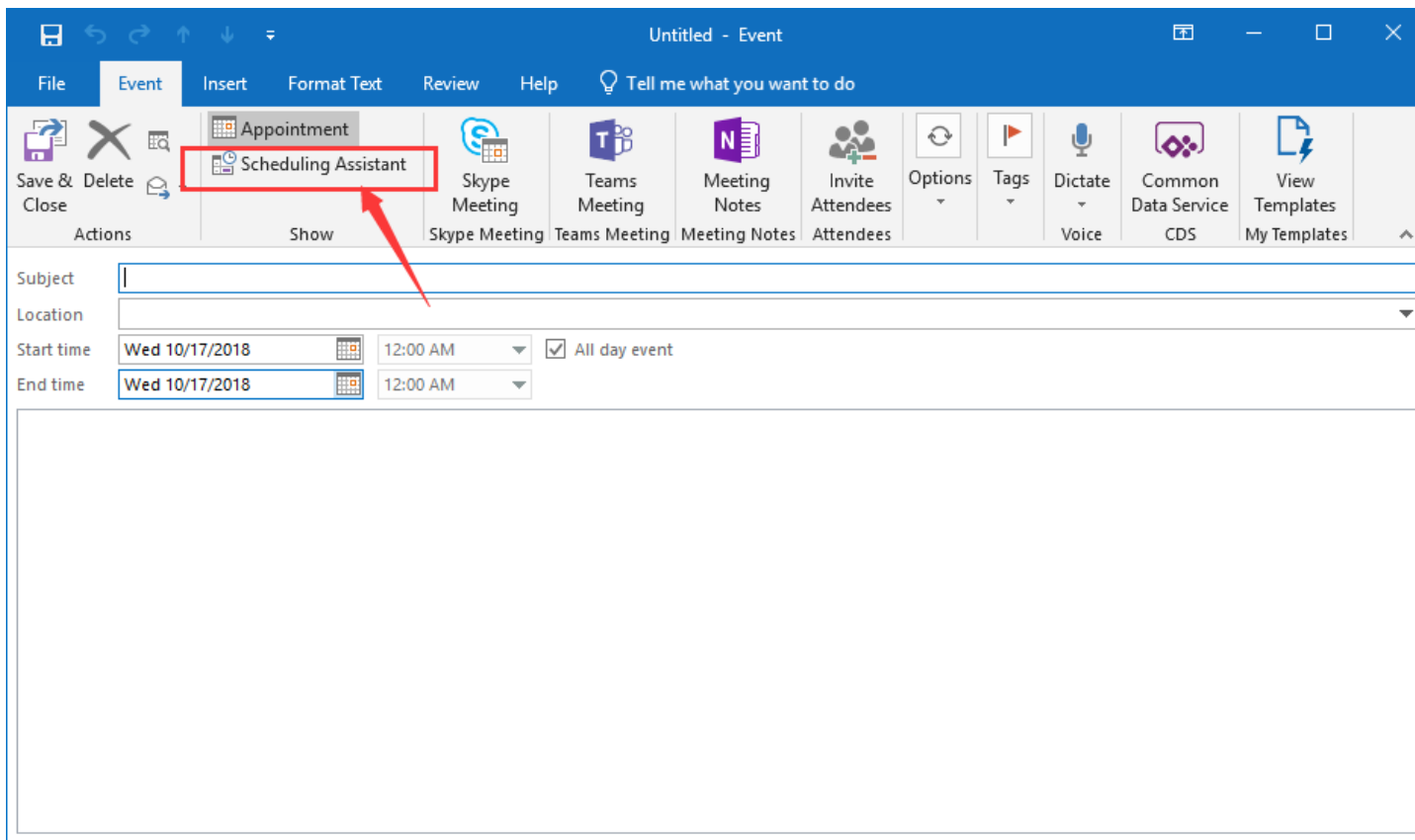
View Templates My Templates

Subject

Location

Start time Wed 10/17/2018 12:00 AM All day event

End time Wed 10/17/2018 12:00 AM



2. Select the room you want.

The screenshot shows the Microsoft Outlook 'Event' window. The title bar reads 'Untitled - Event'. The ribbon includes 'File', 'Event', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Event' ribbon has several groups: 'Actions' (Save & Delete Close), 'Show' (Appointment, Scheduling Assistant), 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Attendees' (Invite Attendees), 'Options', 'Tags', 'Dictate' (Voice), 'Common Data Service' (CDS), and 'View Templates' (My Templates). The main area is a calendar grid for Wednesday, October 17, 2018, with columns for 7:00, 8:00, 9:00, 10:00, 11:00, 12:00 AM, 1:00, 2:00, 3:00, and 4:00. The grid shows a blue shaded area from 12:00 AM to 4:00. On the left, the 'Attendees' list shows 'All Attendees' and 'Li Zhuowei' with a checked box. Below the grid, there are buttons for 'Add Attendees...' and 'Add Rooms...' (highlighted with a red box). There is also an 'Options' dropdown menu. At the bottom, there are time selection fields: 'Start time' set to 'Wed 10/17/2018' at '12:00 AM' and 'End time' set to 'Thu 10/18/2018' at '12:00 AM'. A legend at the bottom identifies status colors: Busy (blue), Tentative (light blue), Out of Office (purple), Working Elsewhere (checkered), No Information (grey), and Outside of working hours (light grey).

The screenshot shows the Microsoft Outlook 'Event' window. The ribbon includes 'File', 'Event', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Event' ribbon has several groups: 'Actions' (Save & Delete, Close), 'Show' (Appointment, Scheduling Assistant), 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Attendees' (Invite Attendees), 'Options', 'Tags', 'Voice' (Dictate), 'CDS' (Common Data Service), and 'My Templates' (View Templates). The main area shows a calendar grid for Wednesday, October 17, 2018, with columns for 7:00, 8:00, 9:00, 10:00, 11:00, 12:00 AM, 1:00, 2:00, 3:00, and 4:00. The grid is currently empty. On the left, there is a list of attendees under 'All Attendees', with 'Li Zhuowei' checked. Below the attendees list are buttons for 'Add Attendees...' and 'Add Rooms...'. The 'Add Rooms...' button is highlighted with a red box. At the bottom, there is a legend for room status: Busy (blue), Tentative (light blue), Out of Office (purple), Working Elsewhere (grey), No Information (white), and Outside of working hours (light grey). The start time is set to 'Wed 10/17/2018 12:00 AM' and the end time is 'Thu 10/18/2018 12:00 AM'.

For example, to

use Room 522 in Arts & Science Building, select 'Arts&Science-522' here.

Select Rooms: All Rooms ✕

Search: Name only More columns **Address Book**

All Rooms - lizhuowei@intl.zju.edu.cn

Name	Location	Business Phone	Capacity
Arts&Science-125			56
Arts&Science-309	Arts&Science		16
Arts&Science-336			16
Arts&Science-409			16
Arts&Science-436			16
Arts&Science-507			16
Arts&Science-522			16
Learning&TeachingB-118			14
Learning&TeachingB-221	Learning&TeachingB...		20
Library-GroupStudyA			
Library-GroupStudyB			
Library-GroupStudyC			
Library-GroupStudyD			
Library-GroupStudyE			
Library-GroupStudyF			

3. Click 'Add Attendees'. In the dialog, add attendees you want to invite.

The screenshot shows the Microsoft Outlook 'Event' window. The title bar reads 'Untitled - Event'. The ribbon includes 'File', 'Event', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Event' ribbon has several groups: 'Actions' (Save & Delete Close), 'Show' (Appointment, Scheduling Assistant), 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Attendees' (Invite Attendees), 'Options', 'Tags', 'Dictate', 'Common Data Service', and 'View Templates'. The main area is a calendar grid for Wednesday, October 17, 2018, with columns from 6:00 to 3:00. On the left, the 'Attendees' list shows 'All Attendees' and 'Li, Zhuowei' with a checked box. Below the list, the 'Add Attendees...' button is highlighted with a red rectangular box. Other buttons include 'Add Rooms...' and 'Options'. At the bottom, there are fields for 'Start time' (Wed 10/17/2018, 12:00 AM) and 'End time' (Thu 10/18/2018, 12:00 AM), along with a legend for status indicators: Busy, Tentative, Out of Office, Working Elsewhere, No Information, and Outside of working hours.

Untitled - Event

File Event Insert Format Text Review Help Tell me what you want to do

Save & Delete Close Appointment Scheduling Assistant Skype Meeting Teams Meeting Meeting Notes Invite Attendees Options Tags Dictate Common Data Service View Templates

Actions Show Skype Meeting Teams Meeting Meeting Notes Attendees Voice CDS My Templates

All Attendees
 Lj, Zhuowei
Add a name here

Wednesday, October 17, 2018									
6:00	7:00	8:00	9:00	10:00	11:00	12:00 AM	1:00	2:00	3:00

Add Attendees... Options Start time Wed 10/17/2018 12:00 AM End time Thu 10/18/2018 12:00 AM

Add Rooms...

Busy Tentative Out of Office Working Elsewhere No Information Outside of working hours

Select Attendees and Resources: Global Address List



Search: Name only More columns **Address Book**

Wu, zixian

Go

Global Address List - lizhuowei@intl.zju.ec

[Advanced Find](#)

Name	Title	Business Phone	Locat
Wu, Zixian		87572723	B1
Xi, Chengjun	Student		
Xia, Huanxin		87572518	AS
Xia, Ping			
Xia, Qiang		87572125	AS
Xia, Shijia	Student		
Xiang, Xiaochen	Student		
Xiang, Yangyixiao	Student		
Xiang, Yuchen	Student		
Xiao, Leyun	Student		
Xiao, Ling	Student		
Xiao, Shijia	Student	43360004000	

Required

Chen, Qi; Wu, Zixian

Optional

Resources

OK

Cancel

4. In the right-side calendar view, you can check the availability of people and room during the meeting time; by dragging the timeline, you can adjust the start and end time.

The screenshot displays the Microsoft Meeting application interface. The main window shows a calendar view for Tuesday, October 9, 2018, with a timeline from 12:00 AM to 10:00 PM. A meeting is scheduled from 12:00 PM to 1:00 PM, with a room selection panel open on the right. The room selection panel shows a calendar for October 2018 and a list of rooms. The meeting details at the bottom of the screen are:

- Start time: Tue 10/9/2018 12:30 PM
- End time: Tue 10/9/2018 1:30 PM

The room selection panel also shows a list of rooms and a "Suggested times" section. The meeting details at the bottom of the screen are:

- Start time: Tue 10/9/2018 12:30 PM
- End time: Tue 10/9/2018 1:30 PM

5. Click 'Send' (at the top-left). Or you can use 'Scheduling Assistant' to modify other fields, and then send the invitation.

The screenshot shows the Microsoft Outlook Meeting Scheduling Assistant interface. The title bar reads "Untitled - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", "Review", and "Help". The "Meeting" ribbon has several groups of buttons: "Actions" (Delete, Send), "Show" (Appointment, Scheduling Assistant), "Skype Meeting" (Skype Meeting), "Teams Meeting" (Teams Meeting), "Meeting Notes" (Meeting Notes), "Attendees" (Attendees), "Options" (Options), "Tags" (Tags), "Dictate" (Dictate), "Common Data Service" (Common Data Service), and "View Templates" (View Templates). The "Send" button in the "Actions" group is highlighted with a red box. Below the ribbon, there is a search bar with "100%" and a calendar view for "Tuesday, October 9, 2018" showing a grid from 12:00 AM to 4:00 PM. To the left of the calendar is a list of attendees: "All Attendees", "Li, Zhuowei", "Wu, Zixian", "Chen, Qi", and "Learning&TeachingB-221". Below the attendees list are "Add Attendees..." and "Add Rooms..." buttons. At the bottom, there are "Start time" and "End time" fields, both set to "Tue 10/9/2018". The "Start time" is "12:30 PM" and the "End time" is "1:30 PM". A legend at the bottom shows status indicators: Busy (blue square), Tentative (light blue square), Out of Office (purple square), Working Elsewhere (checkered square), No Information (grey square), and Outside of working hours (light grey square). On the right side, there is a "Room Fin..." panel with a calendar for "October 2018" and a "Choose an available room:" section with a "None" option.

Step 4: Confirm booking status

1. After sending the invitation, if the room booking succeeds, you will receive an email like this:

Tue 10/9/2018 1:30 PM

Learning&TeachingB-221

Accepted: 讨论 统一预约平台建设方案

When Wednesday, October 10, 2018 1:00 PM-2:00 PM (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi.

Location Learning&TeachingB-221

 Learning&TeachingB-221 has accepted this meeting.

Your request was accepted.

Sent by Microsoft Exchange Server 2016

Tue 10/9/2018 1:30 PM

Learning&TeachingB-221

Accepted: 讨论 统一预约平台建设方案

When Wednesday, October 10, 2018 1:00 PM-2:00 PM (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi.

Location Learning&TeachingB-221

 Learning&TeachingB-221 has accepted this meeting.

Your request was accepted.

Sent by Microsoft Exchange Server 2016

2. Otherwise, if the room booking fails, you will receive an email like this:

Thu 10/11/2018 11:04 AM

Learning&TeachingB-221

Declined: Test

To Li, Zhuowei

When Friday, October 12, 2018 3:00 PM-3:30 PM (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi.

Location Learning&TeachingB-221

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined [Learning&TeachingB-221](#)

 Learning&TeachingB-221 has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[Wu, Xiaolin](#) - Friday, October 12, 2018 3:00:00 PM to Friday, October 12, 2018 4:00:00 PM

All times listed are in the following time zone: (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi

Sent by Microsoft Exchange Server 2016

Reference

- To learn more Outlook Calendar techniques, you can check this Microsoft official tutorial: <https://support.office.com/en-us/article/video-calendar-basics-ff69e5c9-3412-4e12-8b10-4943e17b156b?ui=en-US&rs=en-GB&ad=GB>