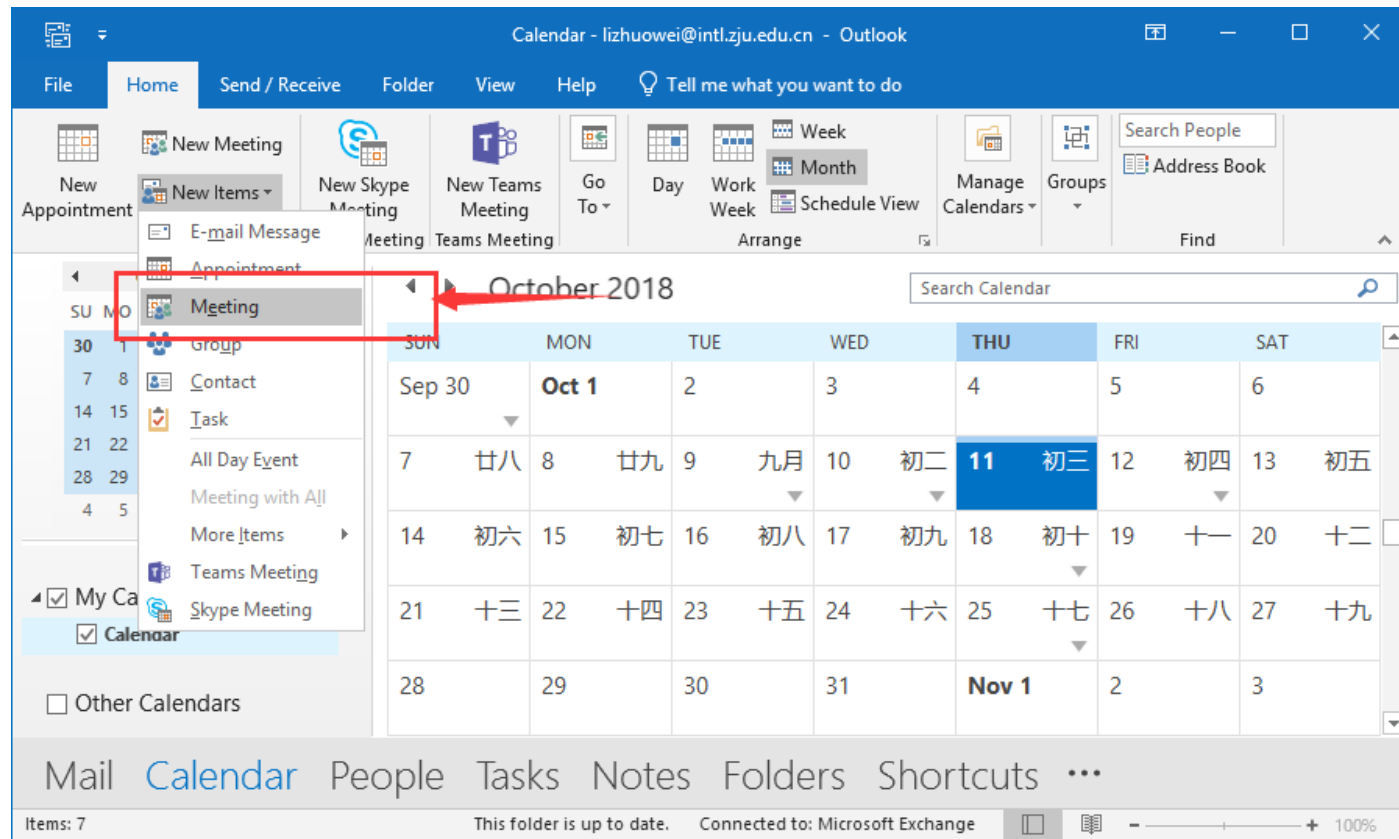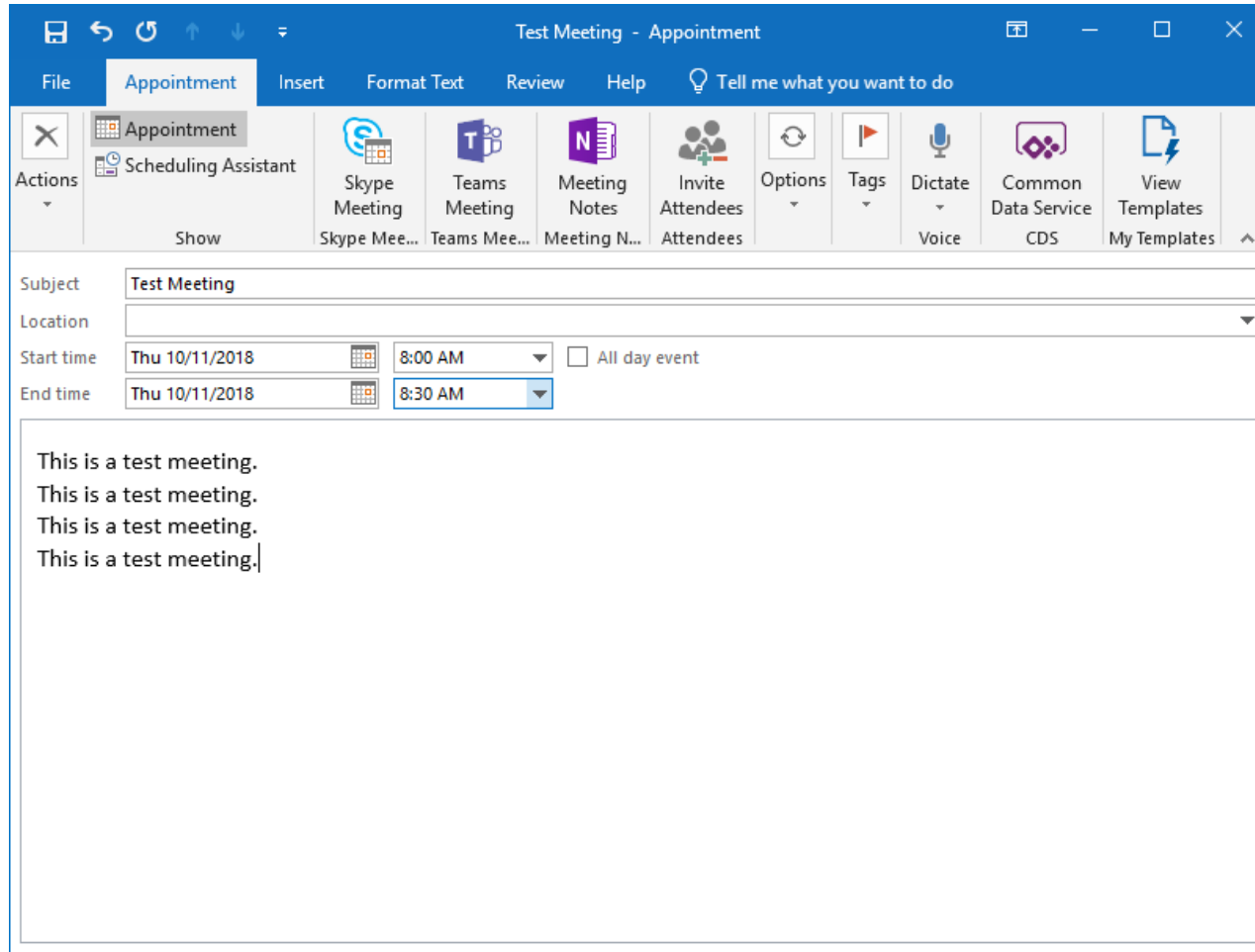# How to book meeting room by Office 365

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'
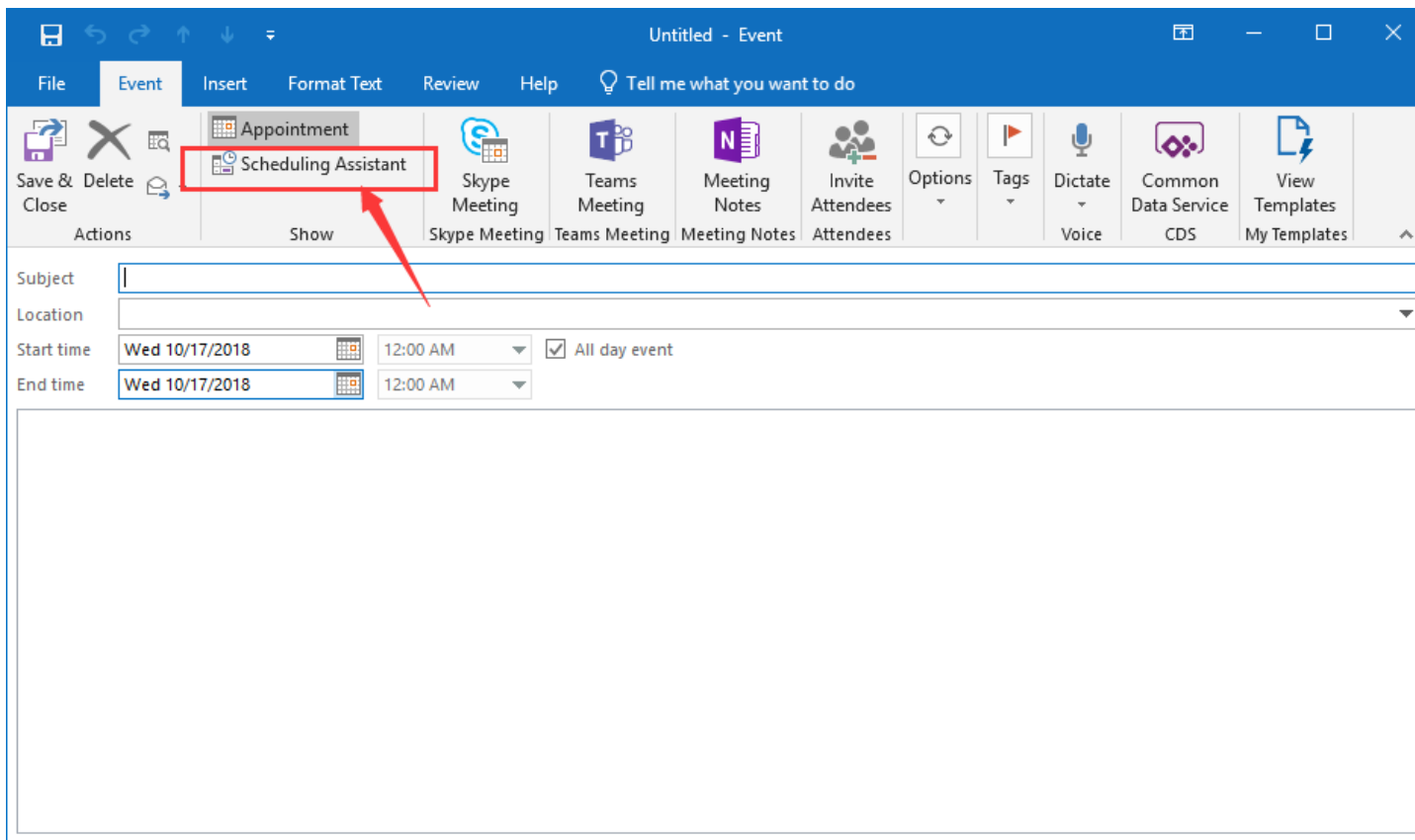
2. Select the room you want.

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**

[   ] [Go]   [All Rooms - lizhuowei@intl.zju.edu.cn ▾]   Advanced Find

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			

[Rooms] [   ]

[OK] [Cancel]

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

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		

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.

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

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
ℹ 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
ℹ 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