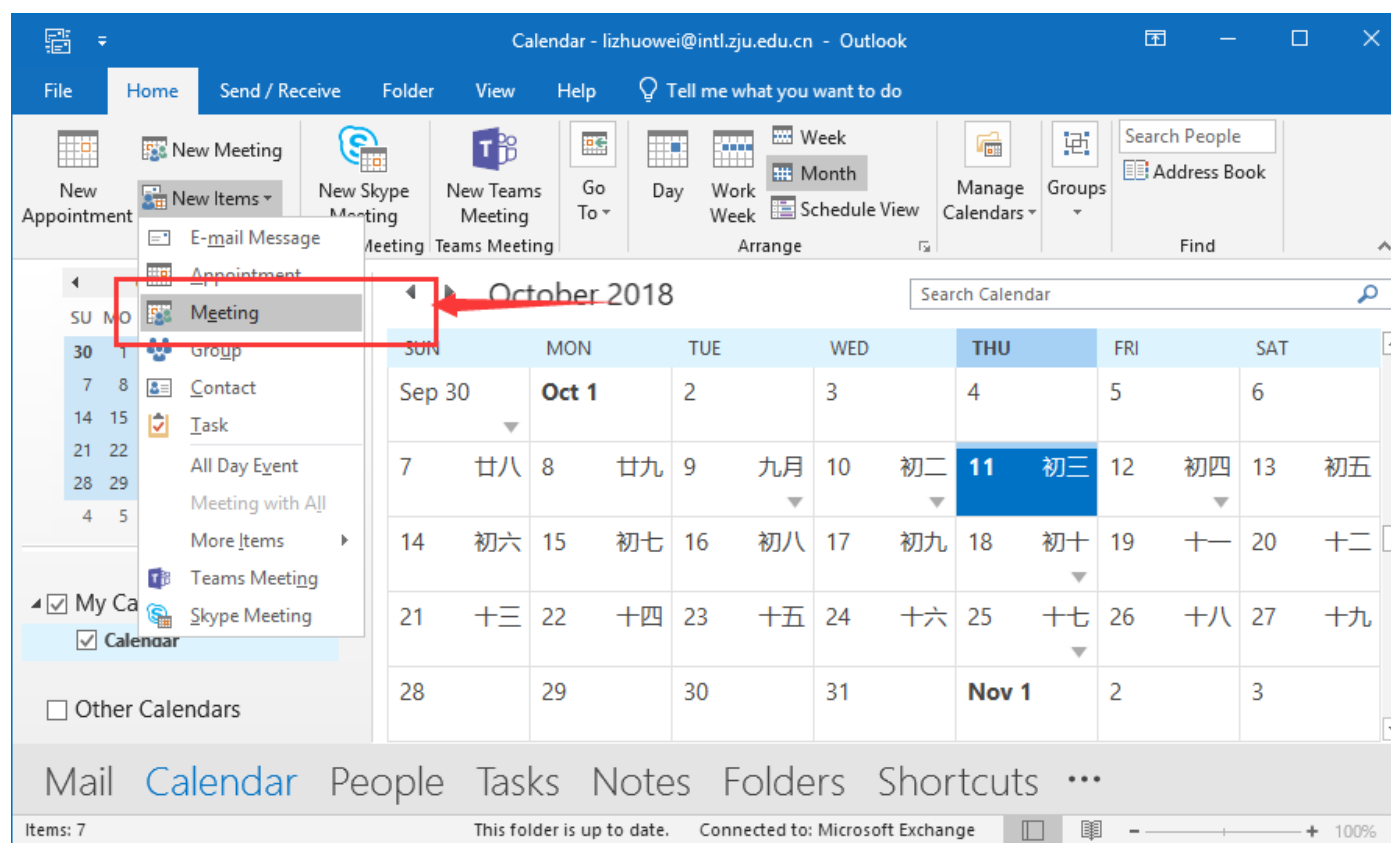


使用 Office 365 预约会议室操作指南

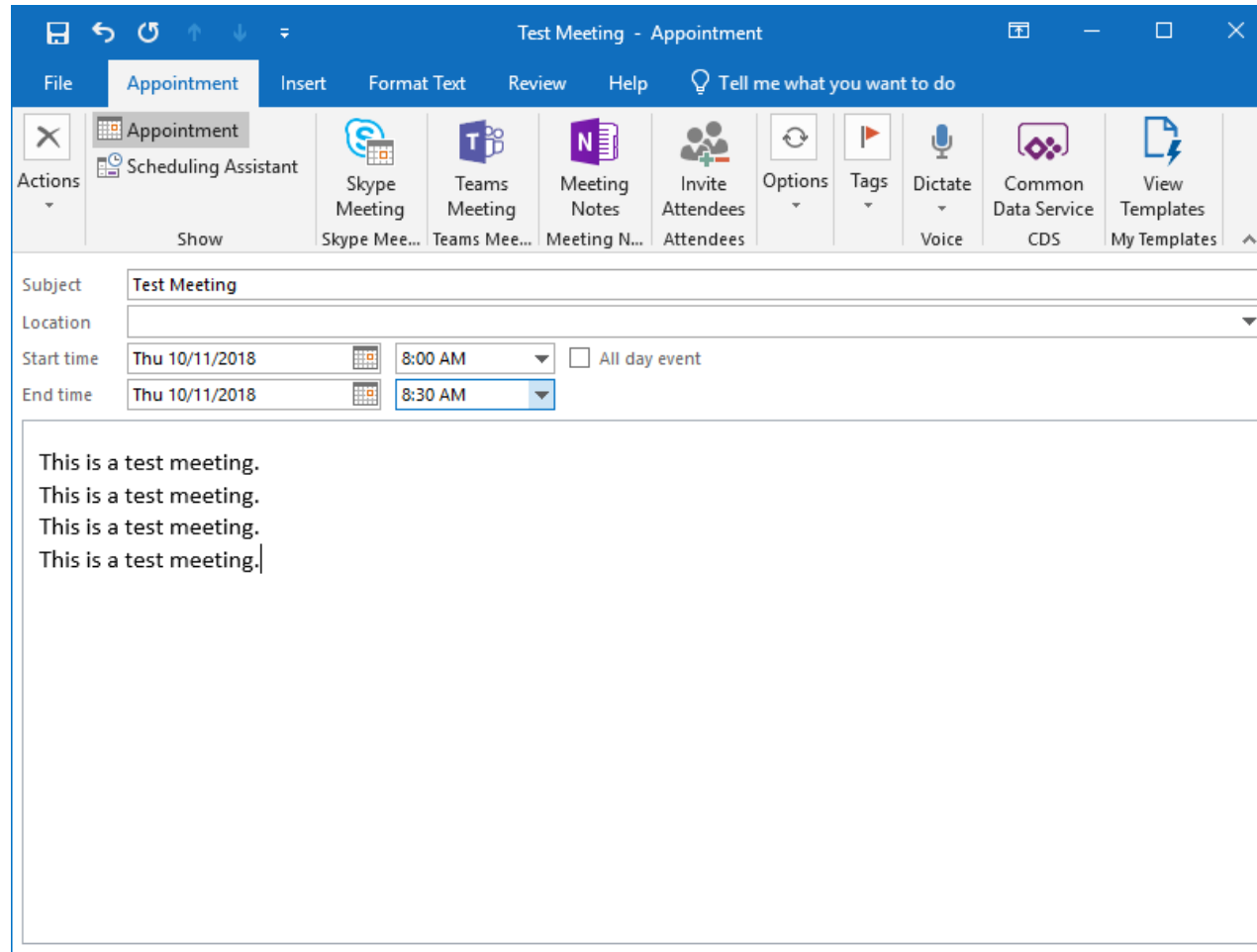
本指南适用于预约国际校区无需审批的会议室空间，如部分公共会议室、图书馆讨论室等，这些空间资源已经导入 Office 365 中，通过 Outlook 可以查看此类会议室的空闲时间段。

操作步骤如下：

第一步：打开 Outlook，选择 New Items -> Meeting



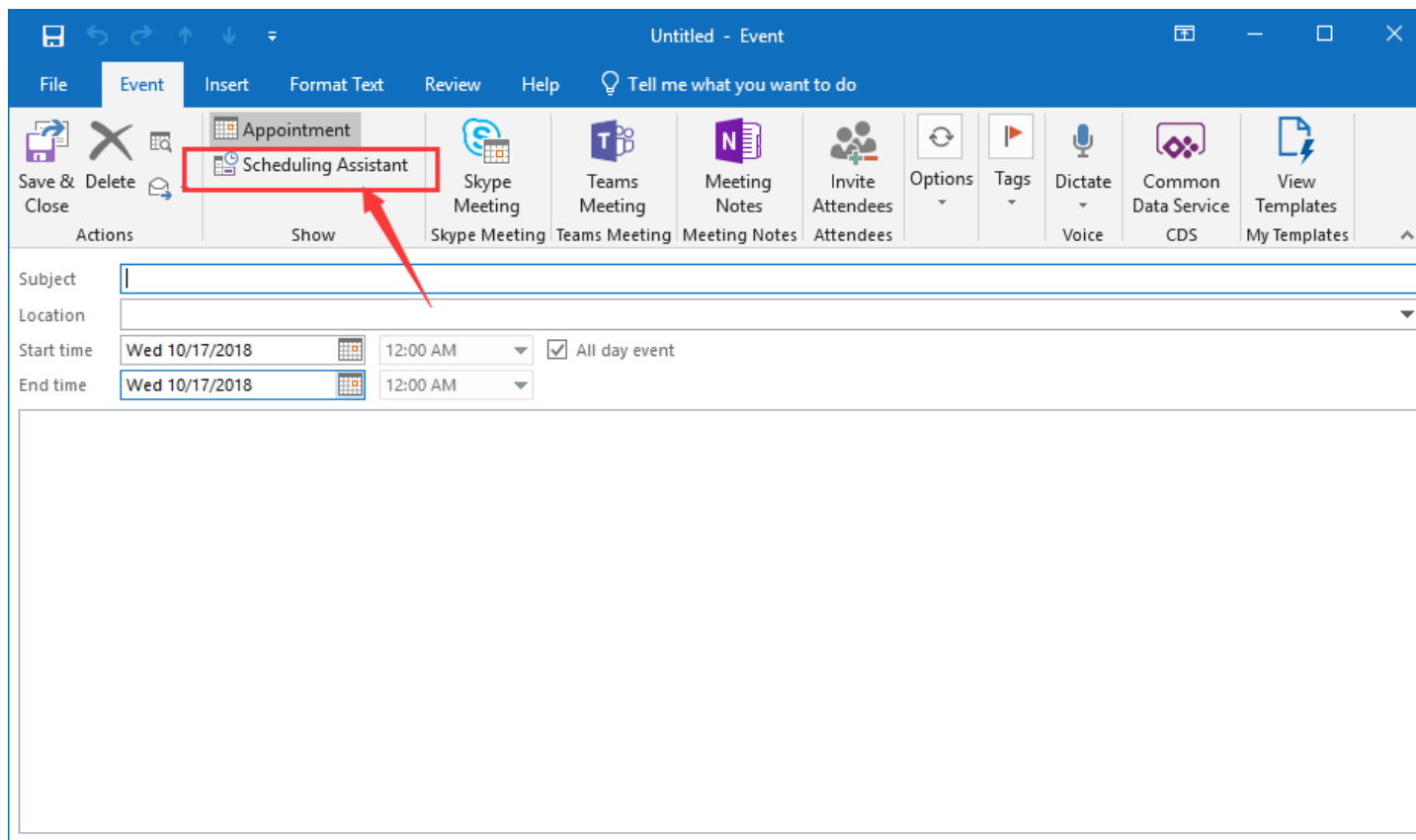
第二步：输入会议开始时间和结束时间、主题、正文等内容



The screenshot shows the Microsoft Outlook 'Appointment' window for a meeting titled 'Test Meeting'. The window has a blue title bar and a ribbon menu with tabs for File, Appointment, Insert, Format Text, Review, and Help. The 'Appointment' tab is active, showing various options for scheduling and collaboration, such as 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Invite Attendees', 'Options', 'Tags', 'Dictate', 'Common Data Service', and 'View Templates'. Below the ribbon, the appointment details are displayed: Subject is 'Test Meeting', Location is empty, Start time is 'Thu 10/11/2018' at '8:00 AM', and End time is 'Thu 10/11/2018' at '8:30 AM'. There is an 'All day event' checkbox which is unchecked. The main body of the appointment is a large text area containing four lines of text: 'This is a test meeting.', 'This is a test meeting.', 'This is a test meeting.', and 'This is a test meeting.' with a cursor at the end of the last line.

第三步：查询并选择会议室，并邀请与会者

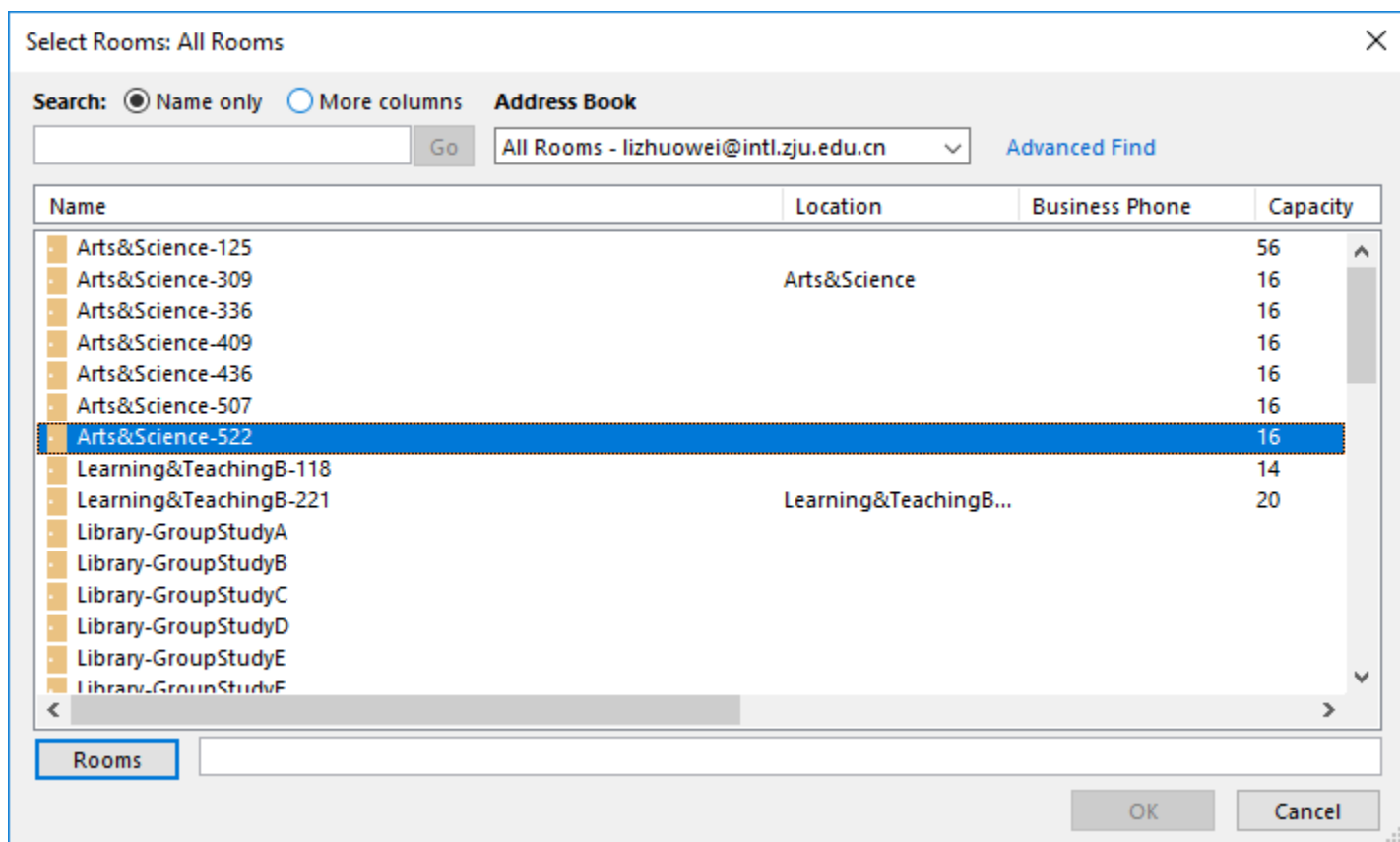
1. 点击调度助手 (Scheduling Assistant)



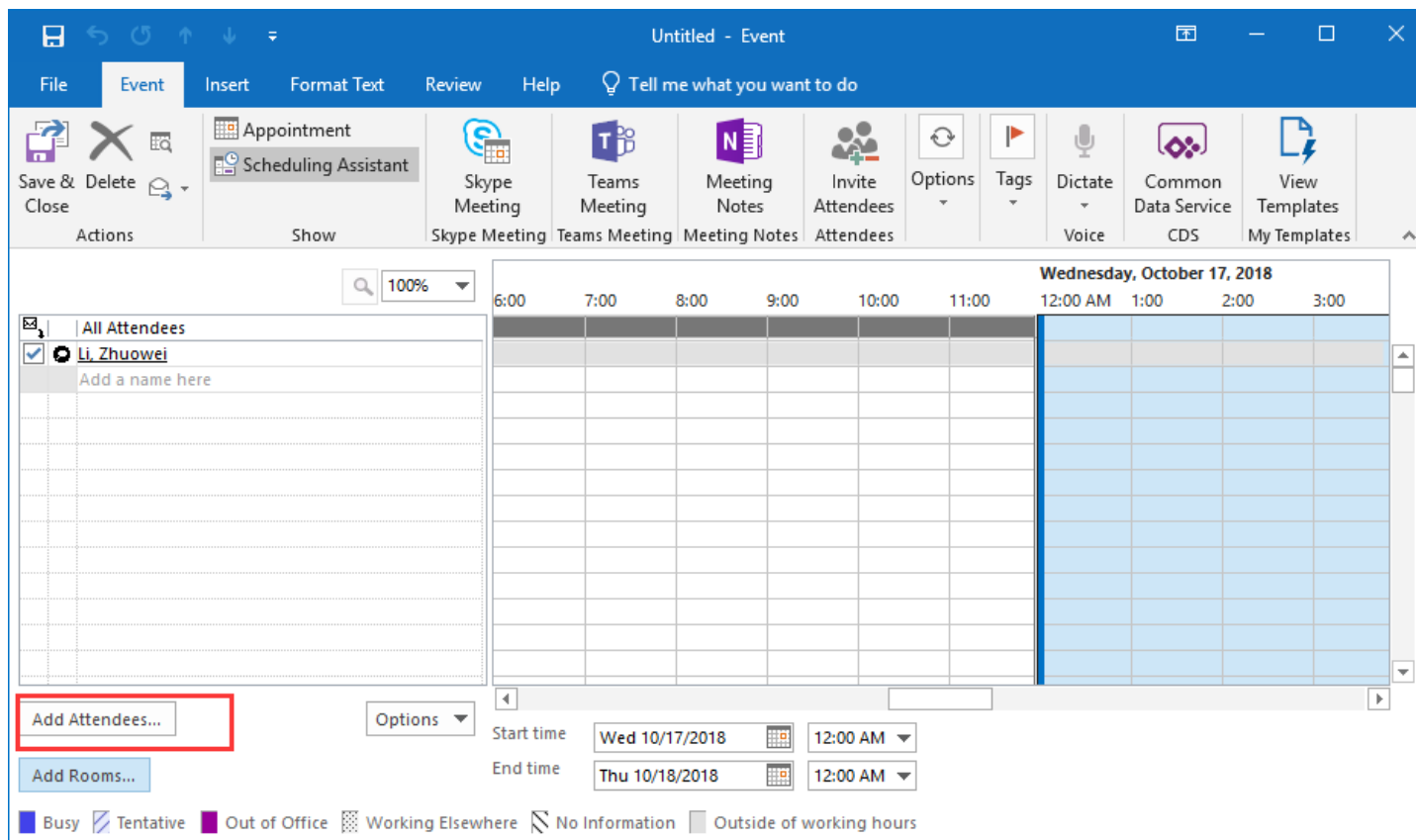
2. 选择你想要的会议室

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 of buttons: 'Actions' (Save & Delete Close), 'Appointment' (Appointment, Scheduling Assistant), 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Invite Attendees', 'Options', 'Tags', 'Dictate', 'Common Data Service', and 'View Templates'. Below the ribbon 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. On the left, the 'Attendees' list shows 'All Attendees' and 'Li Zhuowei' with a checkmark. Below the attendees list are buttons for 'Add Attendees...' and 'Add Rooms...'. The 'Add Rooms...' button is highlighted with a red rectangular box. 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.

例如，如果要使用文理楼 522 会议室，则选择 Arts&Science-522。



3. 在邀请参会人 (Add Attendees...) 对话框中添加参会人。



Select Attendees and Resources: Global Address List

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

Wu, zixian Global Address List - lizhuowei@intl.zju.ec

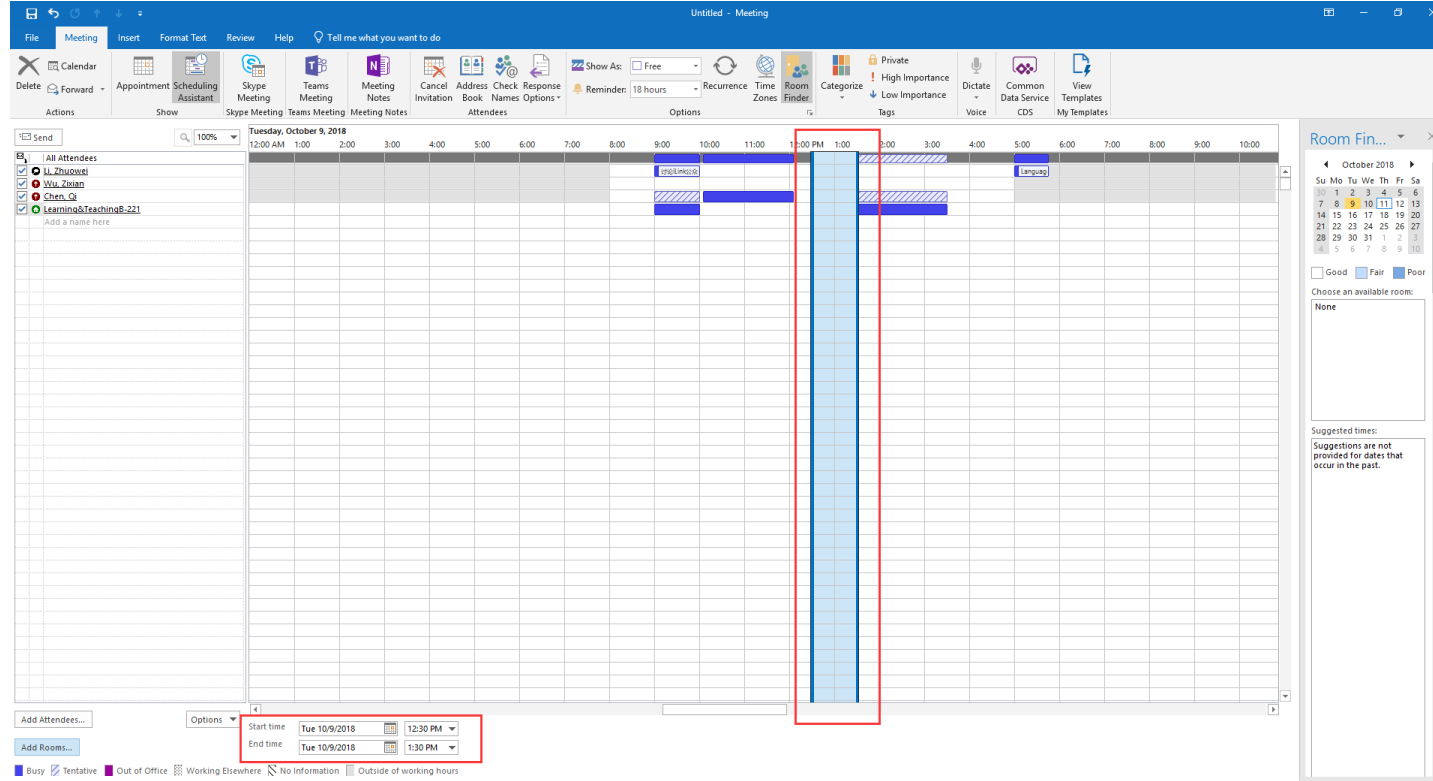
Name	Title	Business Phone	Locat
Wu, Zixian		87572723	B1
Xi, Chengjun	Student		
Xia, Huanxin		87572518	AS-
Xia, Ping			
Xia, Qiang		87572125	AS!
Xia, Shijia	Student		
Xiang, Xiaochen	Student		
Xiang, Yangyixiao	Student		
Xiang, Yuchen	Student		
Xiao, Leyun	Student		
Xiao, Ling	Student		

Required

Optional

Resources

4. 在右侧日历视图中，可以观察人员和房间在给定开始和结束时间下的可用状况；通过拖拽时间轴，可以改变开始时间和结束时间。



5. 设定完成，点击左侧发送按钮即可发起会议；也可以切出调度助手，对标题、正文等做编辑后再发送邮件。

The screenshot displays the Microsoft Outlook Meeting Assistant interface. The window title is "Untitled - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", "Review", and "Help". The "Meeting" ribbon has several groups of buttons: "Delete", "Appointment", "Scheduling Assistant" (highlighted with a red box), "Skype Meeting", "Teams Meeting", "Meeting Notes", "Attendees", "Options", "Tags", "Dictate", "Common Data Service", and "View Templates". Below the ribbon, there is a "Send" button (highlighted with a red box) and a search bar. The main area shows a list of attendees under "All Attendees":

- Li, Zhuowei
- Wu, Zixian
- Chen, Qi
- Learning&TeachingB-221

Below the list are "Add Attendees..." and "Add Rooms..." buttons. The "Options" dropdown is also visible. At the bottom, there are status indicators for "Busy", "Tentative", "Out of Office", "Working Elsewhere", "No Information", and "Outside of working hours". On the right side, there is a "Room Fin..." panel with a calendar for October 2018, a "Good", "Fair", "Poor" rating section, and a "Choose an available room:" section with a "None" option. The start and end times for the meeting are set to "Tue 10/9/2018" from "12:30 PM" to "1:30 PM".

第四步：确认预约成功

1. 发送邮件后，如果对会议室的预约成功，将收到类似如下确认邮件：


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. 如对会议室的预约不成功，将收到类似如下确认邮件：

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

参考

- 学习更多 Outlook 日历使用技巧，可以参考微软官方视频教程：<https://support.office.com/en-us/article/video-calendar-basics-ff69e5c9-3412-4e12-8b10-4943e17b156b?ui=en-US&rs=en-GB&ad=GB>