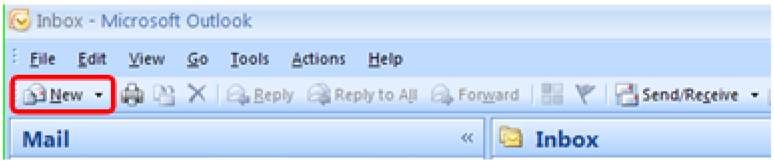
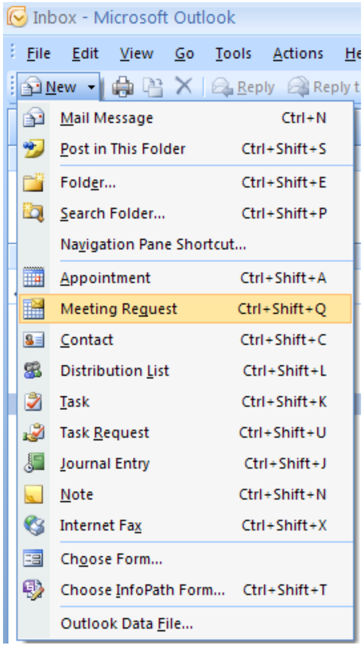
Booking a Videoconference using Microsoft Outlook 2007

Open Microsoft Outlook

On the toolbar click the down arrow next to **New** and select **Meeting Request**





<u>Alternative methods for creating a new meeting request</u>

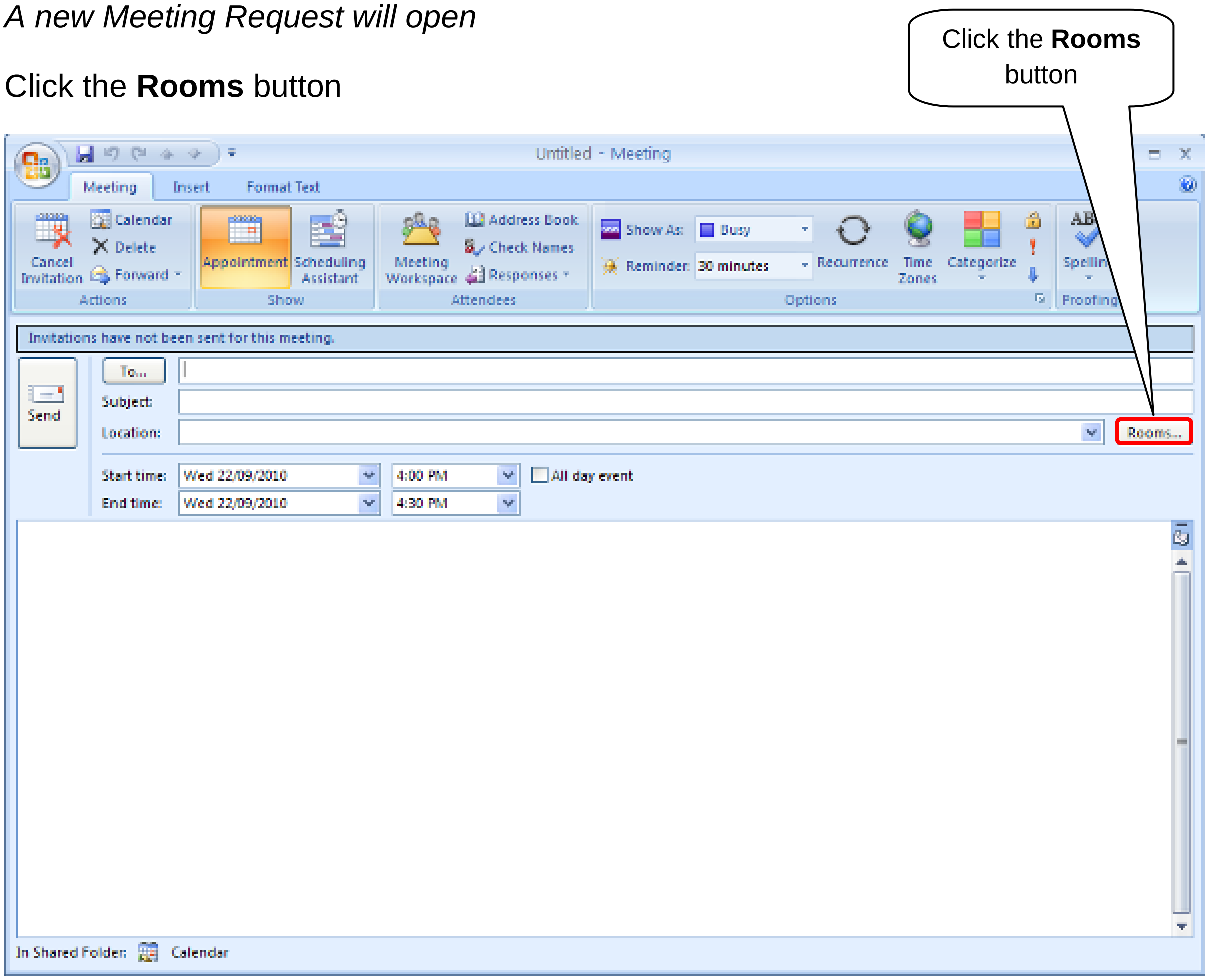
File, New, Meeting Request

or

*Keyboard shortcut – press **CTRL SHIFT Q** simultaneously*

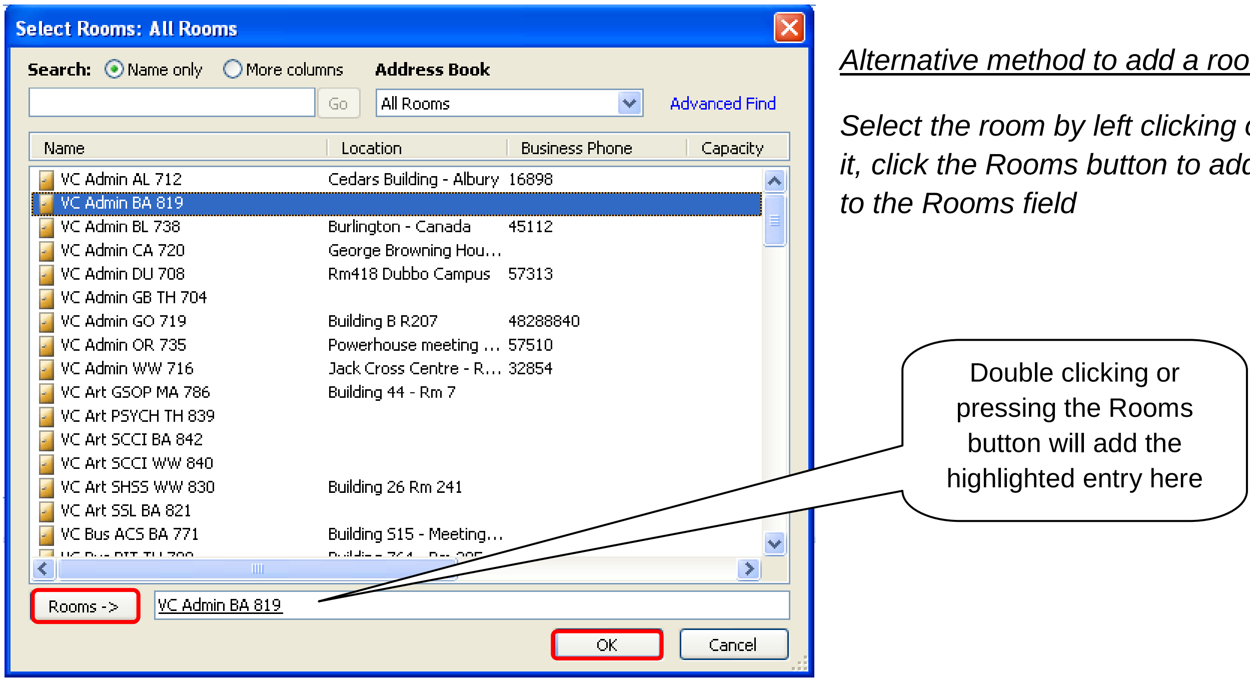
A new Meeting Request will open

Click the **Rooms** button



Rooms can be added one by one or all at the same time

To add one at a time **double click** the room, this will add it to the Rooms field



Alternative method to add a room

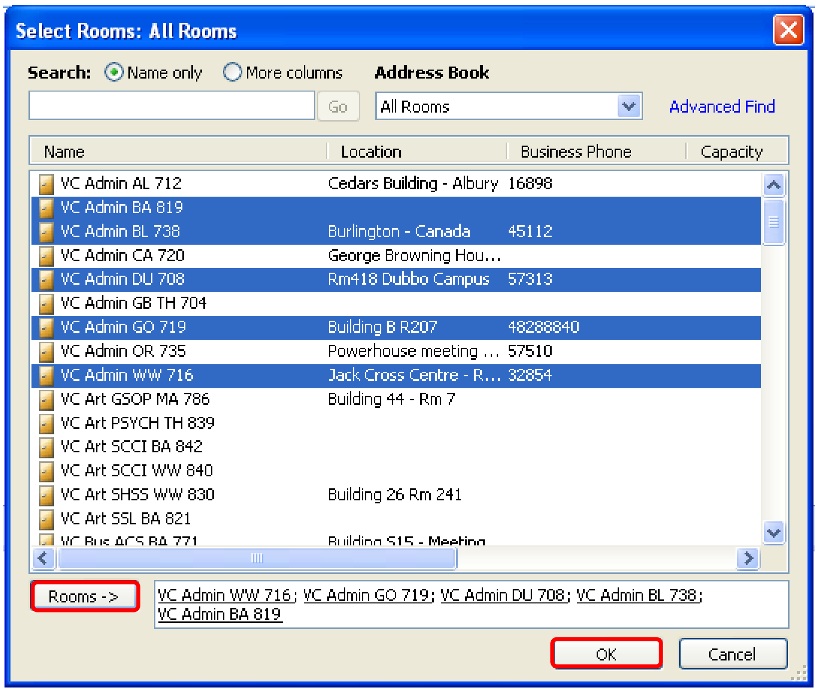
Select the room by left clicking on it, click the Rooms button to add it to the Rooms field

Click **OK** when you have selected all the rooms you require for the meeting

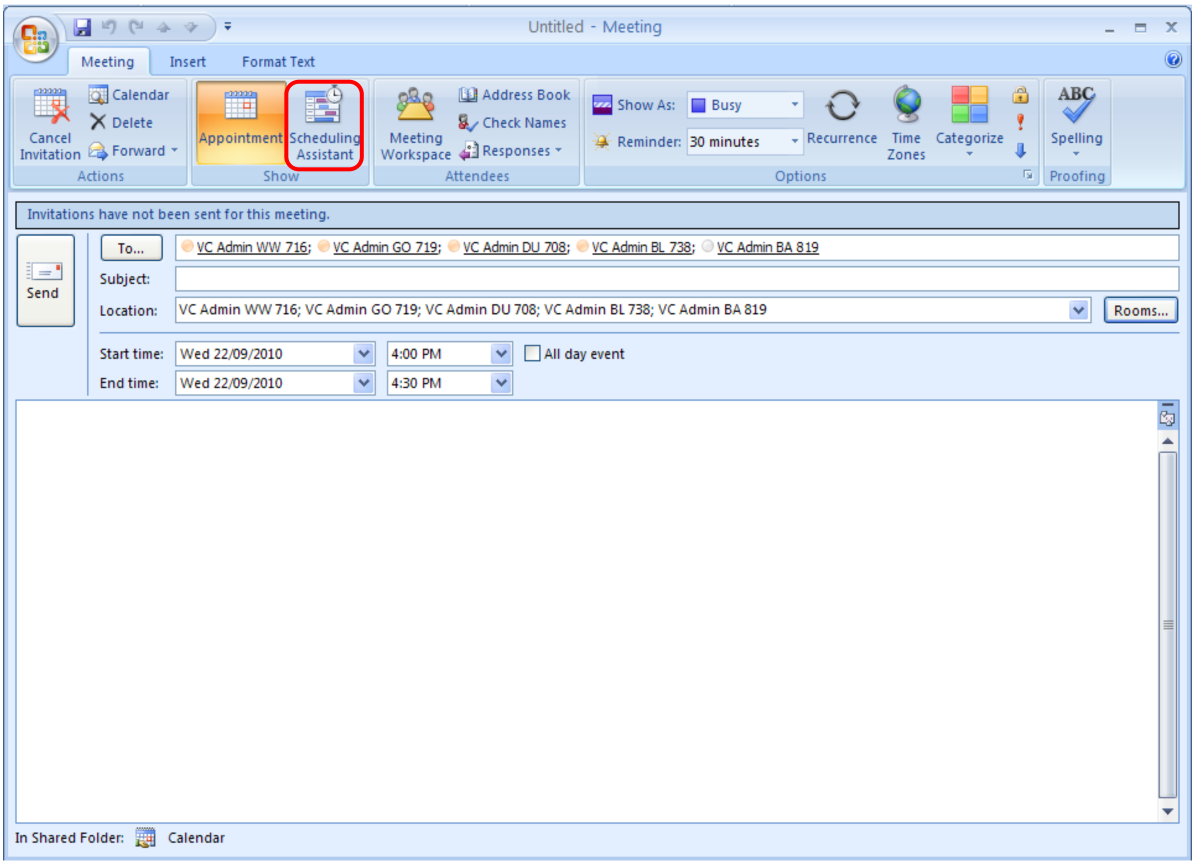
To add multiple rooms at the same time press and hold **CTRL** down on your keyboard then use your mouse to **click each room** you would like to add. (If you select the wrong room just click it again to deselect it)

Do not release the CTRL key until all your rooms have been selected. If you do all previously selected rooms will be deselected when you click on another room

Click the **Rooms** button when you have selected all required rooms. Click **OK**

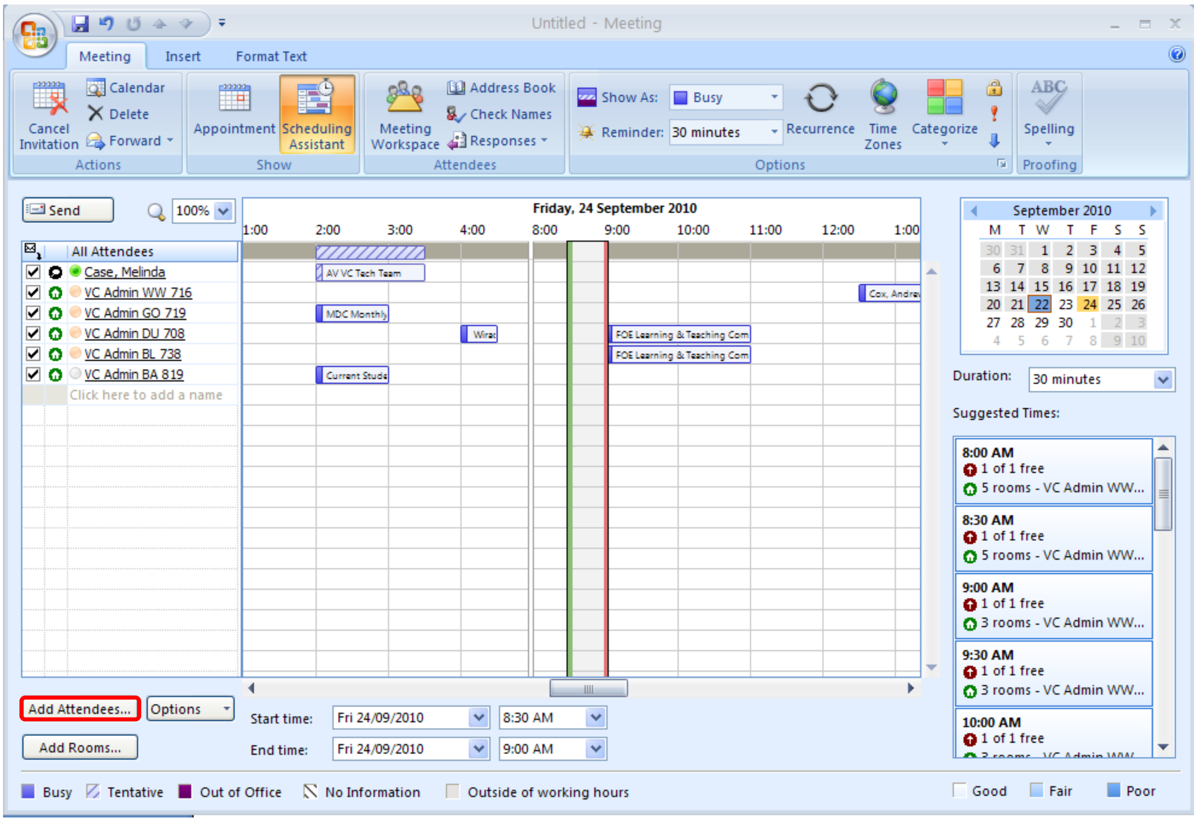


Click the **Scheduling Assistant** button (right next to the currently highlighted Appointment button)



The Scheduling Assistant will open

Click the **Add Attendees** button (bottom left of screen)

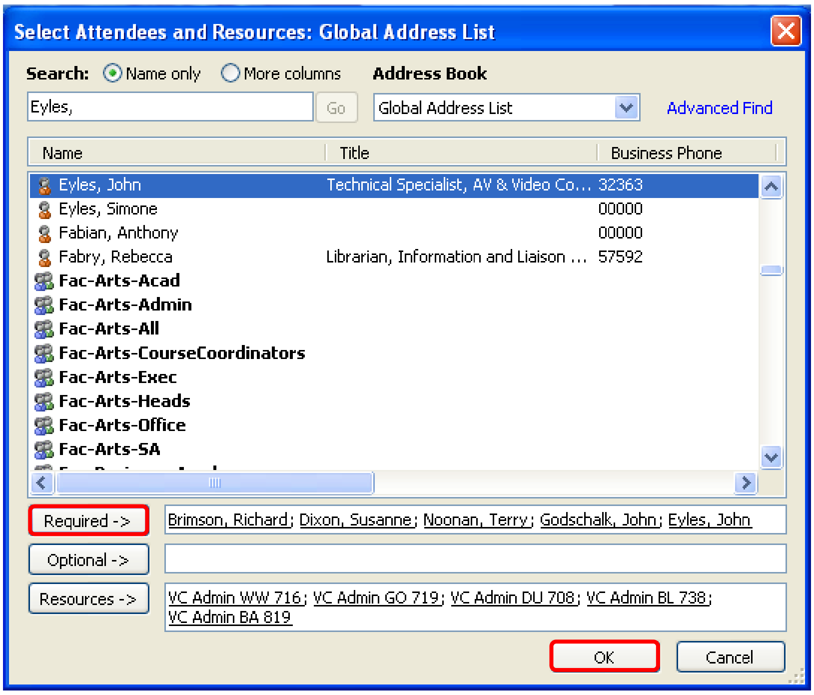


Select Attendees and Resources will open. Attendees can be added one by one or all at the same time (just like Rooms)

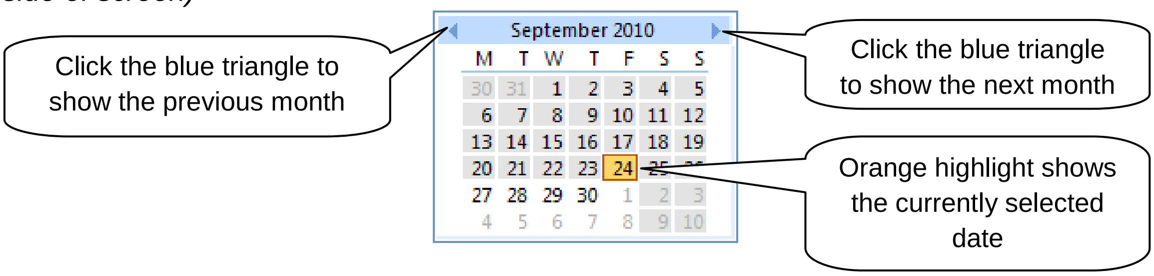
To add one participant at a time **double click** their **name**, this will add them to the **Required** field

To add multiple participants at the same time press and hold **CTRL** down on your keyboard then use your mouse to **click each name** you would like to add. (If you select the wrong name just click it again to deselect it)

Click the **Required** button when you have selected all required participants. Click **OK**



Once back in the Scheduling Assistant you can select the meeting date from the Calendar (right hand side of screen)

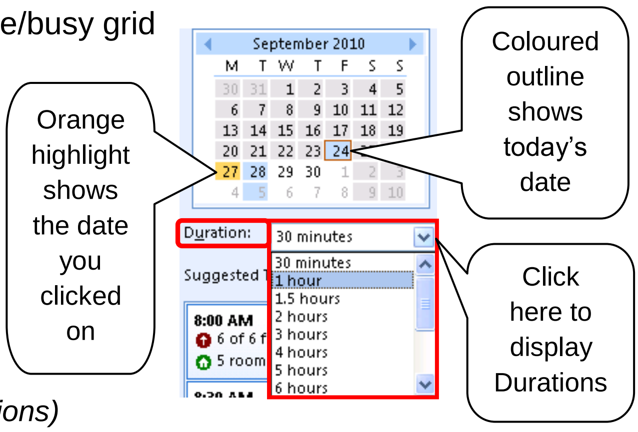


Click on the meeting **date** to show it on the free/busy grid

The Duration field is set to 30 minutes by default (see right highlighted under Calendar)

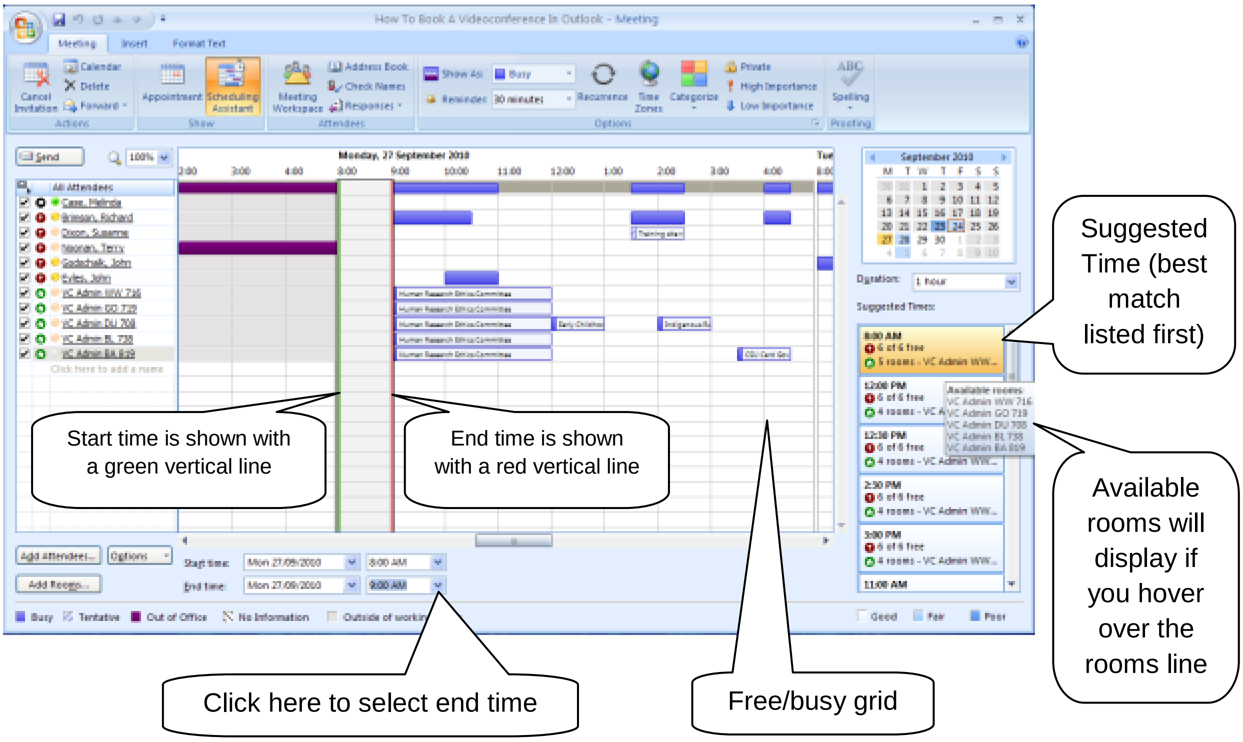
Click the **Duration** drop down box to select a meeting duration

If the required duration is not listed there you can specify the start and end time at the bottom left of the screen (see alternative method for selecting a date and time on next page for instructions)

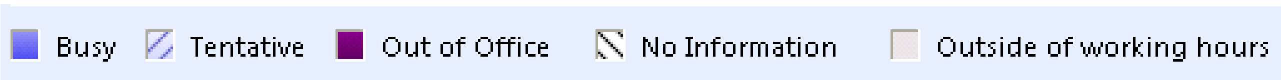


The free/busy grid shows the availability of attendees and the Suggested Times pane displays the best time for your meeting (when most attendees are available). It uses the Start time and duration to check availability. The time suggestions are in order from most rooms/participants available to least rooms/participants available

To **select a suggested time** click on it in the **Suggested Times** pane



The key to the colours and patterns used in the free/busy grid is located at the bottom of the Scheduling Assistant screen



<u>Alternative method for selecting a date and time</u>

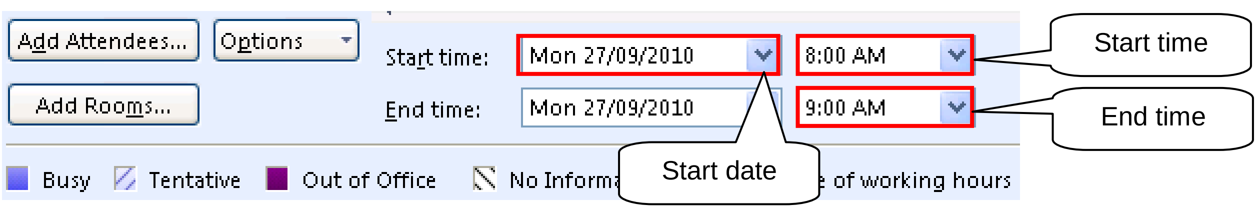
*To **manually pick a time** on the free/busy grid click on your preferred start time*

*Once the start time has been selected **specify the date of the meeting and end time** by changing it at the bottom of the screen*

*Click the **Start time** date drop down box to specify the meeting date*

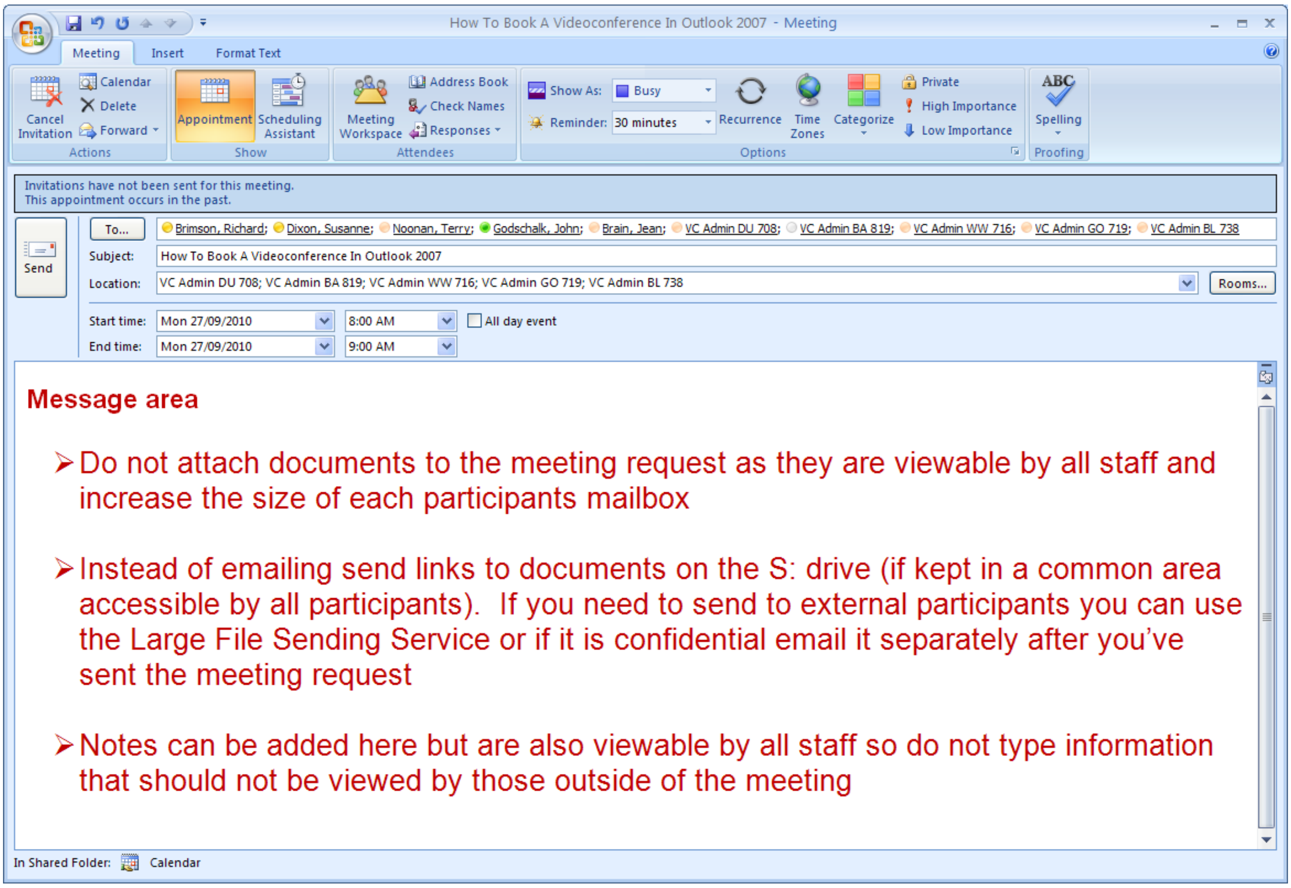
*Click the **Start time** date drop down box to specify the meeting start time*

*Click the **End time** drop down box to specify the meeting end time*



Click the **Appointment** button

Enter the subject or name of the meeting into the **Subject** field

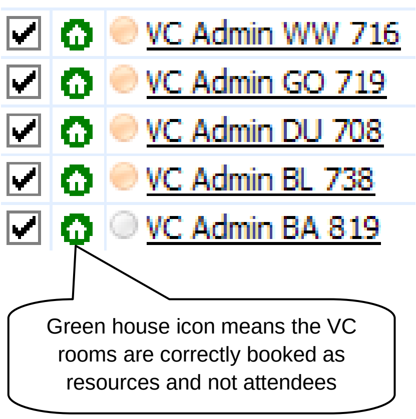


Ensure all details are correct, if they are and the Videoconference rooms are booked as Resources click **Send**

How to check a Videoconference room is booked as a resource

Rooms must be booked as resources, to check this click **Scheduling Assistant** and ensure each room has a little green house icon beside it and its box is ticked. If any of the boxes next to the required rooms or attendees are un-ticked click in the box to tick it

If any of the Videoconference rooms have this icon  next to the tick you must left click and select the house icon. The above icon indicates it will be booked as an attendee not as a resource (room). This happens when rooms are added to the Attendees field instead of the Resources field



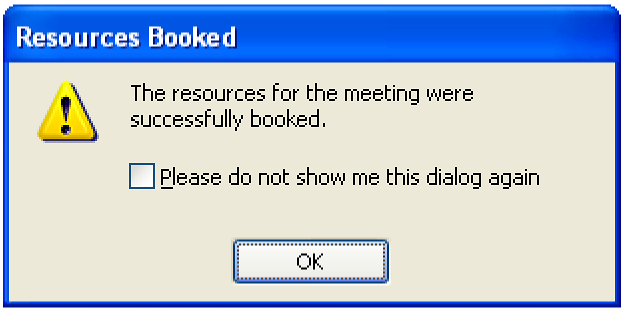
If you send the meeting request and one of your rooms was selected as an Attendee instead of a Resource the Videoconference unit and room will not be booked (even though it is saved in your meeting request)

This means any units selected as Attendees will not be automatically connected to the Videoconference as there will be no record of them

If all meeting details are correct and you are ready to make the booking click **Send**

Outlook will now try to book the videoconference units for the specified time, if the booking is successful and you have not turned off the confirmation (by ticking the box) the Resources Booked message will display

Click **OK**



You will also receive a confirmation email advising you have successfully saved the conference. The email will contain the Conference Title, Conference ID, Booking ID (provide this to the IT Service Desk when requesting changes), Conference Date, Conference Time, Conference Owner, Participant List and Connection Route (this shows which site will be connected first)

You can check your booking online using the Videoconference Booking Information System, if your videoconference booking is not listed on this page or any rooms are missing please contact the IT Service Desk to request they check the booking for you.

Please note

If you select a suggested time where not all rooms are available, the rooms that aren't available will be un-ticked. If you then select another time where the rooms are available you will have to manually tick the rooms to include them again. If you leave them un-ticked and update the meeting request they will not be booked for your videoconference meeting

Do not forget

If you add the rooms to your meeting request first Outlook will automatically populate the Location field for you, however, if you add your own text in there before adding rooms only that text will remain and the rooms will not be added to Location for you

Do not put attachments or confidential notes in meeting requests as they are viewable by everyone

Instead of emailing the same document to multiple people send a link to the S drive to reduce filling up Outlook mailboxes, it will also reduce the amount of emails that need to be sent internally leading to more efficient use of University resources

You can make changes to your meeting yourself eg adding another videoconference room after you've made the initial booking or deleting an unneeded videoconference room. You can check if your changes were made successfully by viewing your videoconference in the Videoconference Booking Information System