How to add and make a Meeting Room booking in Outlook

The following instructions outline how to add Meeting Rooms located in the Innovations Building into Outlook Calendar and how to make a booking.

The meeting rooms located at Innovations are known as:

- Building 124, Innovations, The Kioloa Room
- Building 124, Innovations, The Mount Stromlo Room
- Building 124, Innovations, The Naru Room
- Building 124, Innovations, The Platinum Room
- Building 124, Innovations, The Siding Springs Room

**Adding Resource Calendars to your Outlook Calendar List**

1. Firstly go into the Calendar view in Outlook, right click on **My Calendars**, and choose Add Calendar from the drop down menu, then click From Room List.

![Image 1](image1.png)

2. This will display the Address Book. You need to select All Rooms.

![Image 2](image2.png)
3. This will display the available **Resource Calendars**. We only need to add meeting rooms located at the Innovations Building (building 124).

Either **double click** each Calendar individually or highlight all and **click Rooms ->** to add Click **OK**.

The selected meeting room calendars will now be displayed in your calendar.

**Making a meeting room booking and inviting attendees.**

1. To make a booking, view the Calendar you wish to make a booking and select a **free** time, right click and select **New Meeting Request**.

2. The name of the room will be added to the **To** field, if you wish to add attendee’s to your meeting request you can do so by adding their email address into this field or click **To** and find attendee’s via the global address list.

   You may also enter information for the Subject, click send when complete.
If this is to be a recurring booking, click the **Recurrence** button and enter the Recurrence details into the dialog box. Click **OK**.

If you wish to see if the room is available before sending the request, click on the **Scheduling Assistant** button. This will show the unavailable times of the room that you have selected.

Click **Send** when finished.

You will receive a confirmation email that the booking has been made (or declined if there is an existing booking for that time).

The invited Attendee’s will receive a meeting invite which they can **Accept** or **Decline**.

To change or cancel a booking, open the booking in **YOUR** calendar and make the required change and click **Send Update** to notify attendees of any changes or click **Cancel Meeting** to cancel, which will also notify attendees of the cancellation.

Please contact the FS ITS helpdesk x50444 or [fs.helpdesk@anu.edu.au](mailto:fs.helpdesk@anu.edu.au) if you run into any problems following these instructions.