

How to Schedule Rooms in Outlook

Automated Resource Booking allows users to schedule rooms when setting up meetings in their Outlook calendar. Users can see free/busy times for rooms, and room requests can be automatically approved.

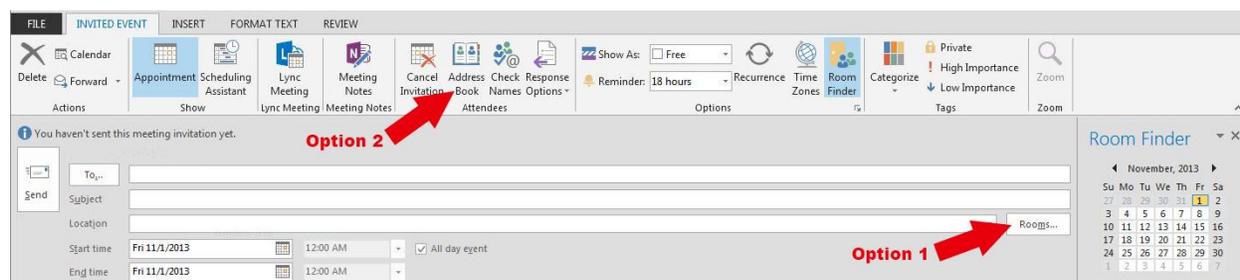
Please note: Not all rooms are designated for self-service and automatic approval. A room can be set up to handle requests in three ways

- *Moderated:* Requests to reserve the room must be approved or denied by a Moderator.
- *Self-service group(s):* Requests are automatically accepted for designated groups.
- *Self-service for all:* Requests are automatically accepted based on availability.

A room has its own calendar, which can be viewed in a meeting request much like an individual's calendar. When a request for a room is accepted, an event is added to the room's calendar.

Scheduling a Room

There are two ways to schedule a room for your meeting as described below. Once a room is added, it will appear in both the "To:" and "Location:" fields of the invitation.



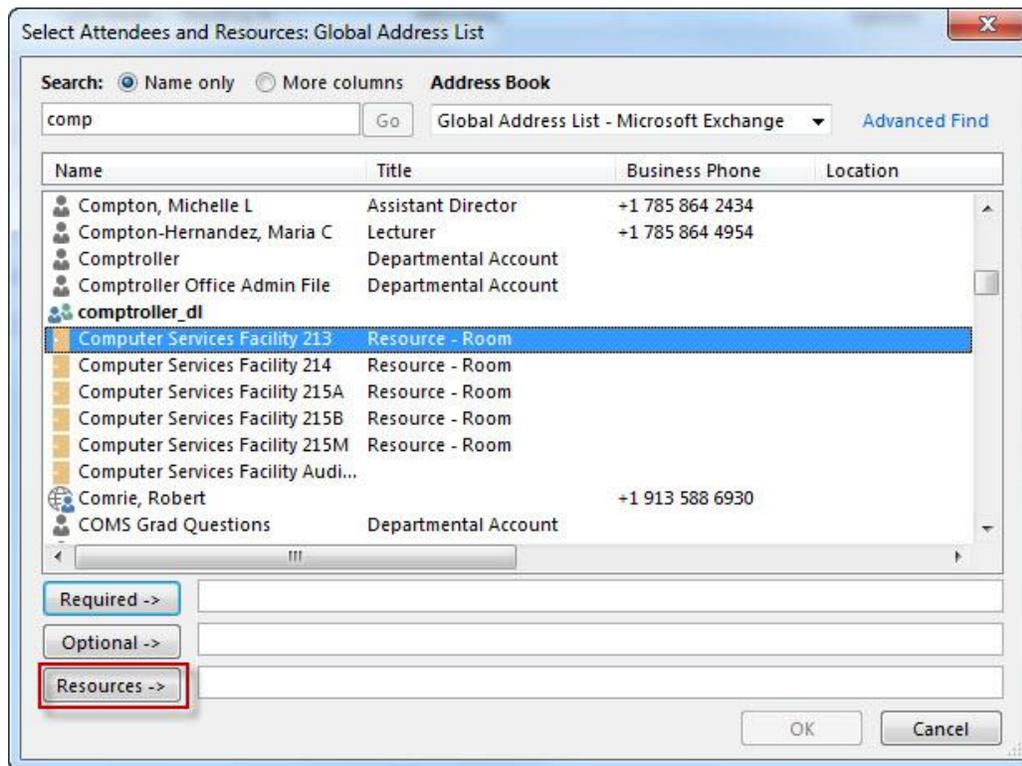
Option 1 for inviting a room to your meeting:

1. Open a new meeting request
2. Click on "Rooms"
3. You'll see a list of rooms available to you

Option 2 for inviting a room to your meeting:

1. Click on the Address Book button
2. Select the room from the Global Address Book
3. Click the **Resource** button in the dialog box.

Option 2 for inviting a room to your meeting (cont.):



Important Note:

If a room is not scheduled as a Resource, the meeting request will not be placed on the room's calendar correctly.

Getting a Response

The response you receive depends on how the room is set up:

- *Moderated*: Request will be reviewed, approved or denied by the Moderator. When you receive an approval or denial depends on when the Moderator reviews your request.
- *Self-service group(s)*: If you are in the designated group, your request will be automatically accepted, assuming the room is available. If you are not in the designated group, your request will be either reviewed by the Moderator or automatically denied, depending on how the room was set up.
- *Self-service for all*: All requests are automatically accepted based on room availability.

If you have questions or need help in scheduling a meeting room, please contact the IT Customer Service Center at 864-8080, or itcsc@ku.edu.