



Welcome

 On-Line Conference Room Booking with Outlook: Headquarters Conference and Training Rooms

Administrative Tasks

If you accidentally close your browser
 Stay calm
 Start your browser again
 Log back into the training session

Audio Note

In order to hear audio you need a set of speakers or a headset

Elluminate Navigation Buttons



Overview

Purposes for Newly Automated Conference Room Reservation System:

- To more fully utilize the resources within the building
- With more efficient use of existing rooms, the need to take valuable space to build additional rooms will be minimized.
- Users will be able to more quickly identify and reserve a room with the necessary capacity and resources.
- Checking room and attendee availability can be done concurrently.
- Cancellations or rescheduling can be done more quickly and efficiently
- Even a last minute meeting can be scheduled by quickly reviewing available rooms online.

Policies/Procedures

Available on first-come, first-served basis

- Room calendars will be available for others to see who has them booked
- Recurring meetings allowed for up to 3 months at a time
- Conference rooms are invited to meetings as Resources, and will auto-accept, if the time is available

Scheduling Headquarters Conference Rooms with Outlook

Start with a Meeting Request

From the Menu bar go to"Actions" and select a "New Meeting Request".

Calendar - Microsoft Outlook							
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Calenda	New All Day	Event			Nove	ember 12 - November 1	6 🏢
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Allen, Brenda							
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June	2020	Calendar Microsoft					1990

Scheduling Headquarters Conference Rooms with Outlook - Inviting

From the Select Attendees and Resources window, select "Conference Rooms" invite the conference room that you want to reserve, while inviting other attendees

•Rooms should be invited as Resources

Select Attendees and Resources		
Type Name or Select from List:	Show Names from the:	
	Conference Rooms	
Name Business Phone	Outlook Address Book Contacts	
Conference Room BD 11-102 (Riviera)	Global Address List	
Conference Room BD 11-109-AVS (Rome)	All Address Lists	
Conference Room BD 11-112-SO (Malibu)	All Contacts	
Conference Room BD 11-113-SO (Pleasantville)	All Groups	
Conference Room BD 11-125 (Mt. Whitney)	Query-Based Groups	
Conference Room BD 11-126	AirUsers	
Conference Room BD 11-132 (Lake Tahoe)	Conference Rooms	
Conference Room BD 11-139 (Yellowstone)	DSS	
Conference Room BD 11-140 (Yosemite)	LAUSD Offices	
Conference Room BD 11-142 (Kansas)	OEHS	
Conference Room BD 1217	Principals	
	Principals - Adult Schools	
	Principals - Early Education Cente	
Required -> Berger, John;	Principals - Elementary	
	Principals - High Schools	
Ontional ->	Principals - Middle Schools	
Resources -> Conference Room BD 11-142 (Kansas)	Principals - Span	
	Principals - Special Education	
	Public Folders	
Advanced -	Schools	
	Early Education Centers	
	Elementary Schools	

Conference Room Details

X

Select Attendees and Resources

Type Name or Select from List:				Show N	ames from the:	
				Confer	ence Rooms	~
Name	Business Phone	Office	Title	Company	Alias	
Conference Room BD 14-306 Seats: 20 Size: 381 SqFt Conference Room BD 15-184 Seats: 14 Size: 475 SqFt Conference Room BD 16-107 Seats: 40 Size: 410 SqFt Conference Room BD 16-120 Seats: 14 Size: 470 SqFt Conference Room BD 16-120 Seats: 14 Size: 470 SqFt Conference Room BD 17-137 Seats: 20 Size: 470 SqFt Conference Room DD 17-137 Seats: 14 Size: 470 SqFt Conference Room DD 17-137 Seats: 14 Size: 131 SqFt Conference Room DD 17-137 Seats: 14 Size: 132 SqFt Conference Room DD 17-137 Seats: 14 Size: 132 SqFt Conference Room DD 17-137 Seats: 14 Size: 204 SqFt Conference Room DD 17-137 Seats: 14 Size: 204 SqFt Conference Room DD 17-137 Seats: 20 Size: 475 SqFt Conference Room DD 25-132 Seats: 14 Size: 470 SqFt Conference Room DD 25-131 Seats: 20 Size: 475 SqFt Conference Room DD 25-131 Seats: 20 Size: 490 SqFt Conference Room DD 25-131 Seats: 25 Size: 490 SqFt Conference Room DD 25-131 Seats: 15 Size: 490 SqFt Conference Room DD 25-131 Seats: 15 Size: 490 SqFt Conference Room DD 26-118 Seats: 16 Size: 490 SqFt Conference Room DD 26-118 Seats: 16 Size: 495 SqFt Conference Room DD 28-119 Seats: 16 Size: 425 SqFt	(213) 242-9335 (213) 241-4158 N/A (215) 241-8058 (213) 241-8056 (213) 241-8056 (213) 241- (213) 241-8056 (213) 241- (213) 241-5849 N/A (213) 241-5864 (2) (213) 241-5564 (2) (213) 241-5564 (2) (213) 241-5564 (2) (213) 241-5564 (2) (213) 241-5564 (2) (213) 241-5564 (2) (213) 241-165 (213) 241-7996 (213) 241-7996 (213) 241-7996 (213) 241-7996 (213) 241-2215 (213) 24 N/A (213) 241-2215 (213) 24 N/A (213) 241-0580	Floor: 14 Room: 206 Location: Near elevator mechanical rm Floor: 15 Room: 142 Location: Beaudry & 4th Floor: 15 Room: 107 Location: Near atrium along Beaudry Floor: 16 Room: 107 Location: Near atrium along Beaudry Floor: 17 Room: 105 Location: Near atrium along Beaudry 41 Floor: 17 Room: 117 Location: Beaudry & 4th Floor: 17 Room: 117 Location: Beaudry & 4th Floor: 17 Room: 117 Location: Beaudry & 4th Floor: 17 Room: 117 Location: Beaudry & 3td Floor: 17 Room: 129 Location: Beaudry & 3rd Floor: 19 Room: 124 Location: Next to atrium along 4th Floor: 19 Room: 124 Location: Next to atrium along Beautry Elever: 19 Room: 124 Location: Next to atrium along Beautry Beaudry & 4th Elor: 19 Room: 124 Location: Next to atrium along Beautry Beaudry & 3rd Eaudry & 3rd	Seats:20 Size: 381 SqFt Markerboards:1 Screens:0 Projector:0 Seats:14 Size: 415 SqFt Markerboards:1 Screens:0 Projector:0 Seats:14 Size: Seats:40 Size Seats:20 Size Seats:20 Size Seats:20 Size Seats:20 Size Seats:20 Size Seats:20 Size Seats:20 Size Seats:20 Size Seats:24 Size: 422 SqFt Markerboards:0 Screens:1 Projector:1 Seats:24 Size: 422 SqFt Markerboards:0 Screens:1 Projector:1 Seats:26 Size: 570 SqFt Markerboards:0 Screens:1 Projector:1 Seats:26 Size: 645 SqFt Markerboards:1 Screens:1 Projector:1 Seats:26 Size: 655 SqFt Markerboards:1 Screens:1 Projector:0 Seats:14 Size: 470 SqFt Markerboards:0 Screens:0 Projector:0 Screens:1 P	Conference Conference	CRBD 14-206 CRBD 15-142 CRBD 15-142 CRBD 15-184 CRBD 16-107 CRBD 16-107 CRBD 19-124 CRBD 19-139 CRBD 20-114 CRBD 20-114 CRBD 20-126 CRBD 22-102 CRBD 21-102 CRBD 21-102 CRBD 22-176 CRBD 22-176 CRBD 22-176 CRBD 23-156 CRBD 23-156 CRBD 23-156 CRBD 23-161 CRBD 25-102 CRBD	
Reguired -> Berger, John						
Resources ->					hortcu	t
Advanced 🔻					OK Can	ncel

Scheduling Headquarters Conference Rooms with Outlook – Free/Busy Time

•Free/Busy times for the room and attendees are displayed

•You can invite multiple people and a room, and use "AutoPick Next" to find the first time that everyone is available at the same time



Scheduling Headquarters Conference Rooms with Outlook

•Make the Subject line descriptive; this will be visible to others

•Comments and file attachments will be stripped from the Conference Room's calendar, but will be sent to other recipients

•The "Private" flag will be ignored; meeting information will be visible to all

•Click the "Send" button

Testing appointment without a conflict - Meeting	
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Send (Ctrl+Enter)	
Appointment Scheduling	
Invitations have not been sent for this meeting. This appointment occurs in the past.	
To	
Subject: Testing appointment without a conflict	
Location: Conference Room BD 29-117 Label: None	~
Start time: Tue 5/27/2008 I1:00 AM All day event End time: Tue 5/27/2008 I1:30 AM I1:30 AM	
Reminder: 15mmutes Show time as: Busy	
Meeting Workspace	
	1
Contacts	Private

Scheduling Headquarters Conference Rooms with Outlook - Accepted

• If the room is available, the meeting request will be accepted, and you will get a positive response back

•The meeting location is automatically set when you invite a room resource

🖾 Ассер	ted: Test meeting to test Auto Accept - Meeting Response			
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Conferer	ice Room BD 29-117 has accepted.			
From: To: Cc:	Conference Room BD 29-117 Sent: Thu 5/29/2008 11:44 AM Berger, John			
Subject:	Accepted: Test meeting to test Auto Accept			
When: Location:	Thursday, May 29, 2008 7:00 PM-7:30 PM. Conference Room BD 29-117			
Accepted: Tentative: Dedined:	<u>Conference Room BD 29-117</u> No attendees have tentatively accepted. No attendees have declined.			
Your meeting request has been accepted. Response type: 4 Agent Version: 6.5.7618.0				

Scheduling Headquarters Conference Rooms with Outlook - Rejected

• If the room is not available, the meeting request will be declined, and you will get a rejection

🖂 Declin	ned: Test meeting that has a conflicting time - Me	eeting Response		
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Conferer	ence Room BD 29-117 has declined.			
From:	Conference Room BD 29-117 Ser	nt: Thu 5/29/2008 11:47 AM		
To:	Berger, John			
Cc:				
Subject:	Declined: Test meeting that has a conflicting time			
When:	Thursday, May 29, 2008 6:30 PM-7:30 PM.			
Location:	Conference Room BD 29-117			
Accepted:	No attendees have accepted.			
Tentative:	: No attendees have tentatively accepted.			
Declined: <u>Conference Room BD 29-117</u>				
Your meeting request has been declined. There is a conflict with another meeting already				
scheduled for this resource at the requested time. Please select another resource, or try to				
book your meeting at a different time.				
Response type: 0				
Agent Version: 6.5.7618.0				
-				

Scheduling Headquarters Conference Rooms with Outlook – Recurring Meetings

• If you try to set a recurring meeting for more than 3 months, it will be rejected

•Meeting times without conflict will be accepted; times with conflicts will be rejected

🗖 Declined: Recurring Meeting That Is Too Long - Meeting Response				
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i Arial ▼ 10 ▼ A B I U 三 三 三 译 律 💭				
Conference Room BD 29-117 has dedined.				
From: Conference Room BD 29-117 Sent: Thu 5/29/2008 11:53 AM To: Berger, John Cc: Example 100 -				
Subject: Declined: Recurring Meeting That Is Too Long				
When: Occurs every Thursday effective 5/29/2008 until 7/31/2009 from 8:00 PM to 8:30 PM. Location: Conference Room BD 29-117				
Accepted: No attendees have accepted. Tentative: No attendees have tentatively accepted. Declined: <u>Conference Room BD 29-117</u>				
Your meeting request has been declined because the end date of the meeting is beyond the booking window. The booking window end date is 5/29/2009 11:52 AM.				
Response type: 8 Agent Version: 6.5.7618.0				

Scheduling Headquarters Conference Rooms with Outlook – Recurring Meetings

•Recurring meetings will be accepted even if there are some conflicts

•Conflicting dates will receive a separate 'Decline' message

🖾 Accepted:	Test for Recurring Meeting with One Conflict - Meeting Response 📃 🗖 🕻	×
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Conference Ro	om BD 29-117 has accepted.	
From: OC To: Berge Cc:	Conference Room BD 29-117 Sent: Thu 5/29/2008 11:57 AM er, John	
Subject: Accep	pted: Test for Recurring Meeting with One Conflict	
When: Occu Location: Confe	rs every Thursday effective 5/29/2008 until 7/31/2008 from 7:00 PM to 7:30 PM. erence Room BD 29-117	
Accepted: <u>Confi</u> Tentative: No at Declined: No at	<u>erence Room BD 29-117</u> ttendees have tentatively accepted. ttendees have declined.	
Your meeting 2008. Howev select anoth Thursday, M	g request has been accepted and is confirmed through Friday, August 01, ver, some instances conflicted with previously scheduled meetings. Please er resource for the following instances: lay 29, 2008	
Response ty		

Reviewing Calendars for Conference Rooms

•Open Other User's Folder, and open the Calendar folder for the room you want to review



Cancelling Meetings

•Be considerate to others and cancel meetings that will not be held

•The meeting organizer is the person who is responsible for cancelling meetings that will not be held

•Go to "Actions" and scroll down to "Cancel Meeting"

Test for Recurring Meeting with One Co	nflict - Recycring Meeting	
Eile Edit View Insert Format Tools A	ctions Help	-
🗄 🕞 Save and Close 🖅 Sen <u>d</u> Update 🕞 🌒	New Appointment Ctrl+N	ies 👔 🗙 👘 🖕
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Appointment Scheduling Tracking	Request Responses Allow New Time Proposals	
1 instance of this recurring appointment conflict	Add or Remove Attendees.	
To	Cancel Meeting	
Subject: Test for Recurring Meeting with O Location: Conference Room BD 29-117	New Message to Attendees <u>Reply with Message</u> Ctrl+R Reply to All with Message Ctrl+Shift+R	V
Recurrence: Occurs every Thursday effective	Forward as iCalendar Forward Ctrl+F Show time as: Busy	
Meeting Workspace	ig using: Microsoft Webweeling]
Contacts	Categories	Private

Cancelling Meetings (cont.)

•When you cancel a meeting, be sure to send the cancellation notice, so the room will be freed up again.

•Cancelled meetings will be removed from the Conference Room calendar



Scheduling Headquarters Conference Rooms with Outlook Web Access

•Similar to using full Outlook client except:

•OWA can only use the Global Address List

•Find all Conference Rooms by typing "Conference" into the box

•Invite conference rooms as resources

•OWA users can only view free/busy times for calendars



Let's get started...

Congratulations

You have successfully participated in the virtual session on how to schedule a conference room at Headquarters using your LAUSD Microsoft Outlook.

For more information you may visit us at <u>http://mo.laschools.org</u> and click on Policies and Procedures under Headquarters.