

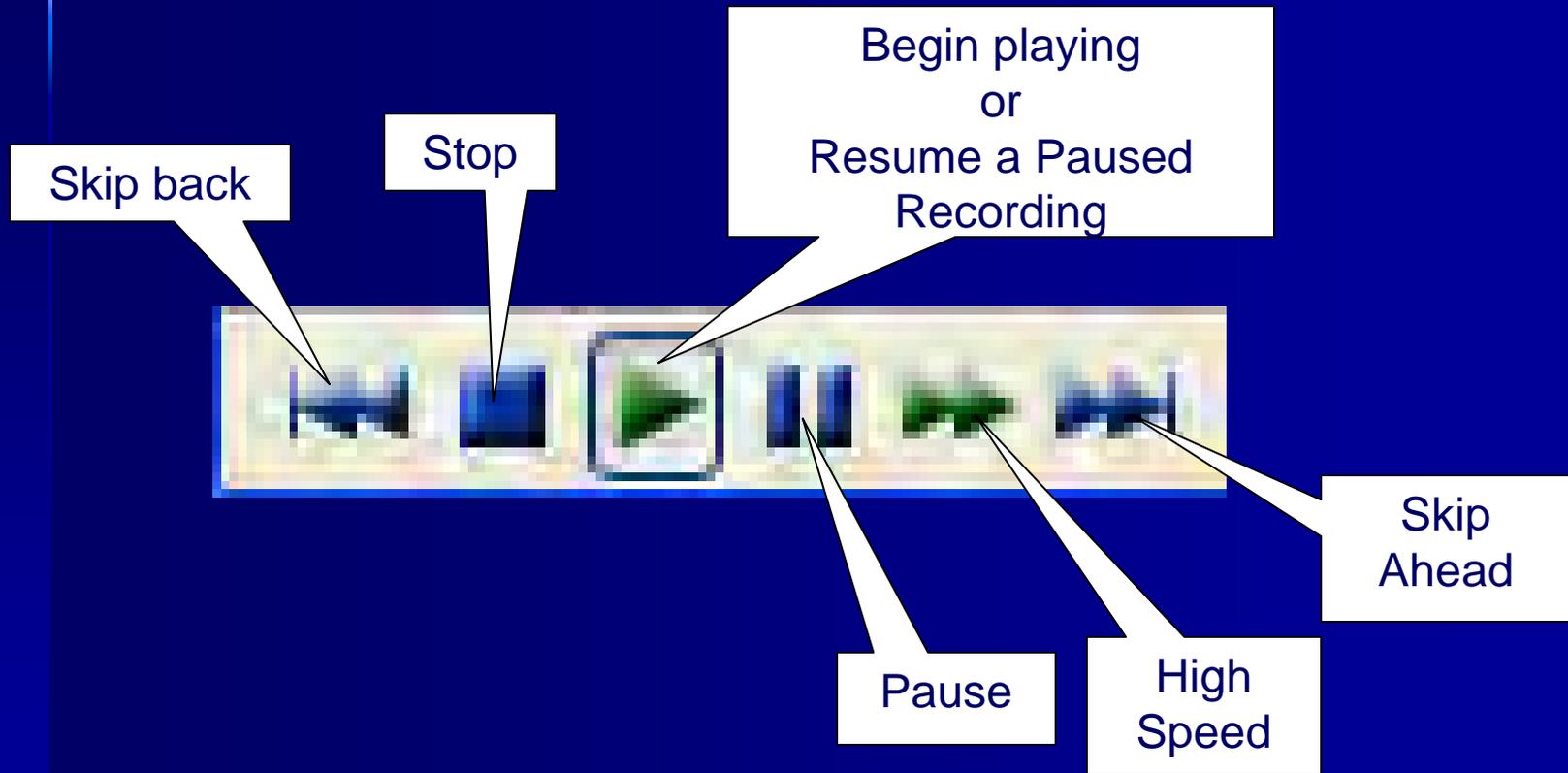
Welcome

- 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

Eliminate 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.

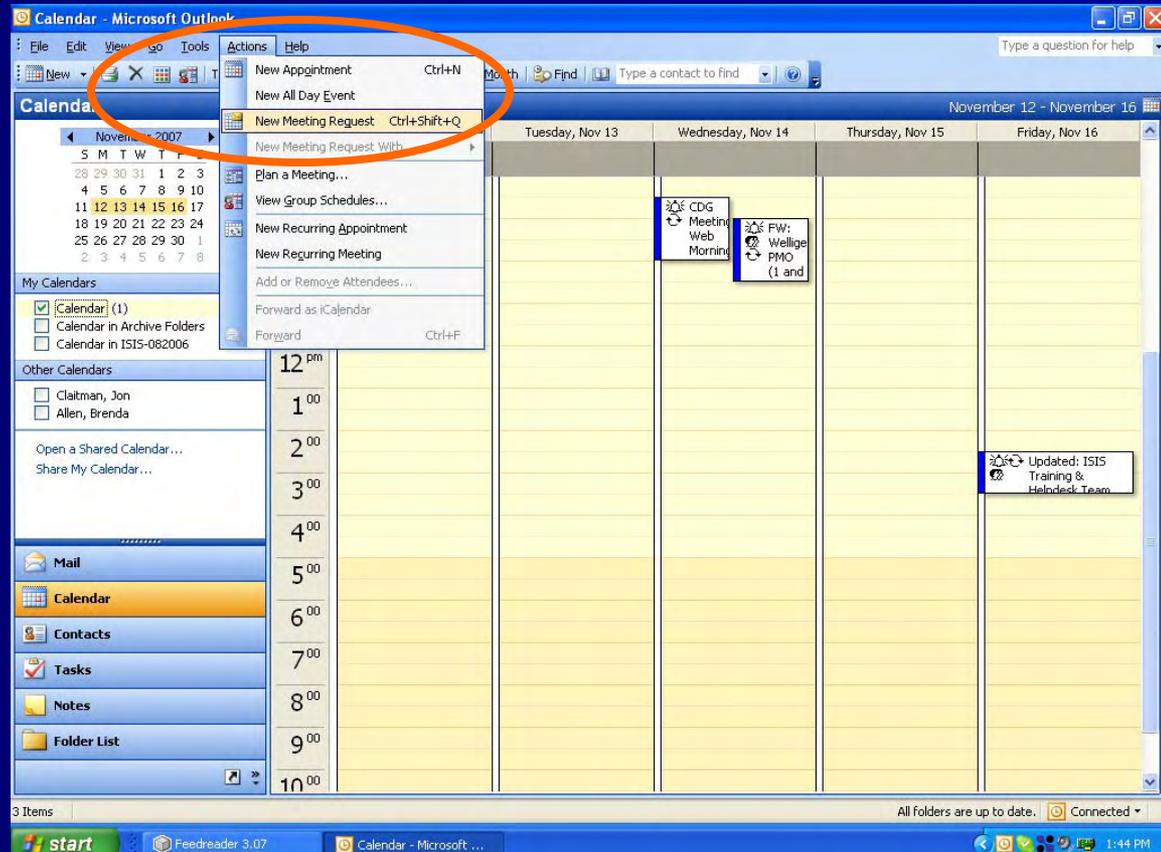
Policies/Procedures

- 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".



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

The screenshot shows the 'Select Attendees and Resources' dialog box. The 'Type Name or Select from List:' field is empty. The 'Show Names from the:' dropdown is set to 'Conference Rooms'. The list of resources includes various conference rooms, with 'Conference Room BD 11-142 (Kansas)' selected. The 'Resources ->' button is circled in orange. The 'Conference Rooms' option in the dropdown is also circled in orange.

Name	Business Phone
Conference Room BD 11-102 (Riviera)	
Conference Room BD 11-109-AVS (Rome)	
Conference Room BD 11-112-SO (Malibu)	
Conference Room BD 11-113-SO (Pleasantville)	
Conference Room BD 11-125 (Mt. Whitney)	
Conference Room BD 11-126	
Conference Room BD 11-132 (Lake Tahoe)	
Conference Room BD 11-139 (Yellowstone)	
Conference Room BD 11-140 (Yosemite)	
Conference Room BD 11-142 (Kansas)	
Conference Room BD 1217	

Required -> Berger, John;

Optional ->

Resources -> Conference Room BD 11-142 (Kansas)

Advanced ▾

Conference Room Details

Select Attendees and Resources

Type Name or Select from List:

Show Names from the: Conference Rooms

Name	Business Phone	Office	Title	Company	Alias
Conference Room BD 14-206 Seats:20 Size:381 SqFt	(213) 242-9335	Floor:14 Room:206 Location: Near elevator mechanical rm	Seats:20 Size: 381 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD14-206
Conference Room BD 15-142 Seats:14 Size:415 SqFt	(213) 241-4158	Floor:15 Room:142 Location: Beaudry & 4th	Seats:14 Size: 415 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD15-142
Conference Room BD 15-184 Seats:14 Size:415 SqFt	N/A	Floor:15 Room:184 Location: Beaudry & 3rd	Seats:14 Size: 415 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD15-184
Conference Room BD 16-107 Seats:40 Size:410 SqFt	N/A	Floor:16 Room:107 Location: Near atrium along Beaudry	Seats:40 Size: 410 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD16-107
Conference Room BD 16-120 Seats:14 Size:470 SqFt	(213) 241-8595	Floor:16 Room:120 Location: Beaudry & 4th	Seats:14 Size: 470 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD16-120
Conference Room BD 17-105 Seats:20 Size:470 SqFt	(213) 241-8058	Floor:17 Room:105 Location: Near atrium along Beaudry	Seats:20 Size: 470 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD17-105
Conference Room BD 17-117 Seats:14 Size:470 SqFt	(213) 241-8056 (213) 241-...	Floor:17 Room:117 Location: Beaudry & 4th	Seats:14 Size: 470 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD17-117
Conference Room BD 17-137 Seats:14 Size:181 SqFt	(213) 241-5849	Floor:17 Room:137 Location: Boylston & 4th	Seats:14 Size: 181 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD17-137
Conference Room BD 17-159 Seats:14 Size:312 SqFt	N/A	Floor:17 Room:159 Location: 3rd St.	Seats:14 Size: 312 SqFt Markerboards:1 Screens:0 Projector:0	Conference	CRBD17-159
Conference Room BD 17-163 Seats:14 Size:204 SqFt	(213) 241-8063	Floor:17 Room:163 Location: Beaudry & 3rd	Seats:14 Size: 204 SqFt Markerboards:0 Screens:1 Projector:0	Conference	CRBD17-163
Conference Room BD 18-204 Seats:24 Size:482 SqFt	N/A	Floor:18 Room:204 Location: Beaudry & 3rd	Seats:24 Size: 482 SqFt Markerboards:0 Screens:1 Projector:1	Conference	CRBD18-204
Conference Room BD 19-123 Seats:16 Size:570 SqFt	N/A	Floor:19 Room:123 Location: Next to atrium along 4th	Seats:16 Size: 570 SqFt Markerboards:1 Screens:1 Projector:1	Training	CRBD19-123
Conference Room BD 19-124 Seats:29 Size:745 SqFt	N/A	Floor:19 Room:124 Location: Next to atrium along 4th	Seats:29 Size: 745 SqFt Markerboards:2 Screens:1 Projector:1	Training	CRBD19-124
Conference Room BD 19-139 Seats:20 Size:645 SqFt	(213) 241-5564 (213) 241-...	Floor:19 Room:139 Location: Along Beaudry	Seats:20 Size: 645 SqFt Markerboards:2 Screens:3 Projector:3	Conference	CRBD19-139
Conference Room BD 20-114 Seats:18 Size:470 SqFt	(213) 241-1666	Floor:20 Room:114 Location: Beaudry & 4th	Seats:18 Size: 470 SqFt Markerboards:2 Screens:1 Projector:1	Conference	CRBD20-114
Conference Room BD 20-126 Seats:42 Size:695 SqFt	N/A	Floor:20 Room:126 Location: Near atrium along Beaudry	Seats:42 Size: 695 SqFt Markerboards:1 Screens:1 Projector:0	Conference	CRBD20-126
Conference Room BD 20-230 Seats:14 Size:476 SqFt	(213) 241-3111	Floor:20 Room:230 Location: Beaudry & 3rd	Seats:14 Size: 476 SqFt Markerboards:0 Screens:1 Projector:0	Conference	CRBD20-230
Conference Room BD 21-102 Seats:14 Size:470 SqFt	N/A	Floor:21 Room:102 Location: Beaudry & 4th	Seats:14 Size: 470 SqFt Markerboards:0 Screens:0 Projector:0	Conference	CRBD21-102
Conference Room BD 21-114 Seats:14 Size:485 SqFt	(213) 241-2121	Floor:21 Room:114 Location: Beaudry & 3rd	Seats:14 Size: 485 SqFt Markerboards:0 Screens:1 Projector:1	Conference	CRBD21-114
Conference Room BD 21-134 Seats:24 Size:748 SqFt	(213) 241-8111	Floor:21 Room:134 Location: Near atrium along Beaudry	Seats:24 Size: 748 SqFt Markerboards:7 Screens:1 Projector:1	Training	CRBD21-134
Conference Room BD 22-137 Seats:14 Size:470 SqFt	(213) 241-1187	Floor:22 Room:137 Location: Beaudry & 4th	Seats:14 Size: 470 SqFt Markerboards:1 Screens:1 Projector:0	Conference	CRBD22-137
Conference Room BD 22-176 Seats:14 Size:470 SqFt	(213) 241-7996	Floor:22 Room:176 Location: Beaudry & 3rd	Seats:14 Size: 470 SqFt Markerboards:1 Screens:1 Projector:0	Conference	CRBD22-176
Conference Room BD 23-156 Seats:14 Size:470 SqFt	(213) 241-0603	Floor:23 Room:156 Location: Beaudry & 4th	Seats:14 Size: 470 SqFt Markerboards:1 Screens:1 Projector:0	Conference	CRBD23-156
Conference Room BD 23-161 Seats:14 Size:470 SqFt	N/A	Floor:23 Room:161 Location: Beaudry & 4th	Seats:14 Size: 470 SqFt Markerboards:1 Screens:1 Projector:0	Conference	CRBD23-161
Conference Room BD 25-171 Seats:25 Size:490 SqFt	N/A	Floor:25 Room:102 Location: Beaudry & 4th	Seats:25 Size: 490 SqFt Markerboards:1 Screens:1 Projector:0	Conference	CRBD25-171
Conference Room BD 26-218 Seats:18 Size:695 SqFt	(213) 241-2215 (213) 241-3...	Floor:26 Room:218 Location: Beaudry & 4th	Seats:18 Size: 695 SqFt Markerboards:1 Screens:1 Projector:0	Conference & Training	CRBD26-218
Conference Room BD 28-119 Seats:14 Size:471 SqFt	N/A	Floor:28 Room:119 Location: Beaudry & 4th	Seats:14 Size: 471 SqFt Markerboards:1 Screens:1 Projector:0	Conference	CRBD28-119
Conference Room BD 28-196 Seats:16 Size:425 SqFt	(213) 241-0580	Floor:28 Room:196 Location: Beaudry & 4th	Seats:16 Size: 425 SqFt Markerboards:1 Screens:1 Projector:0	Conference	CRBD28-196

Required -> Berger, John

Optional ->

Resources ->

Advanced

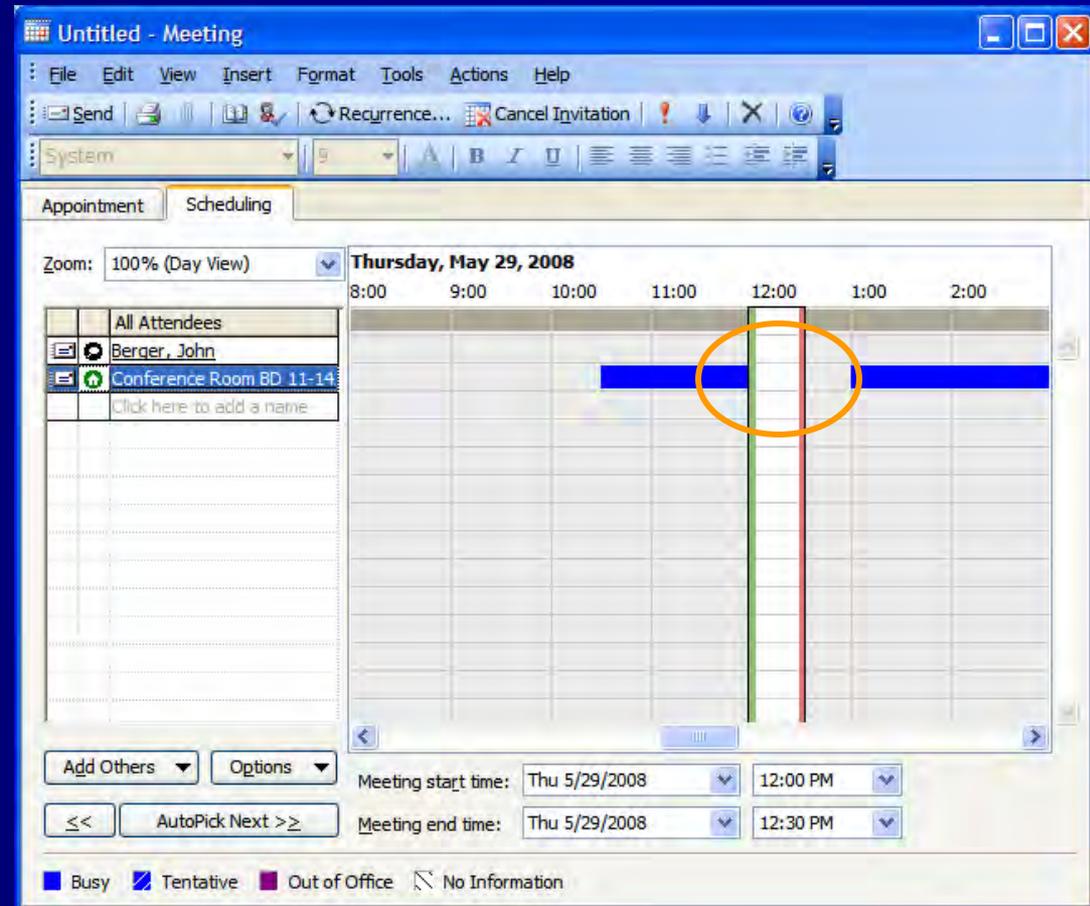
OK Cancel

Callouts:

- Name, Seats, Size:** Points to the first column of the table.
- Conf Room Phone:** Points to the Business Phone column.
- Floor, Room #, Location:** Points to the Office column.
- Seats, Size, Markerboards, Screens, Projectors:** Points to the Title column.
- Room Function:** Points to the Company column.
- Email Shortcut:** Points to the Alias column.

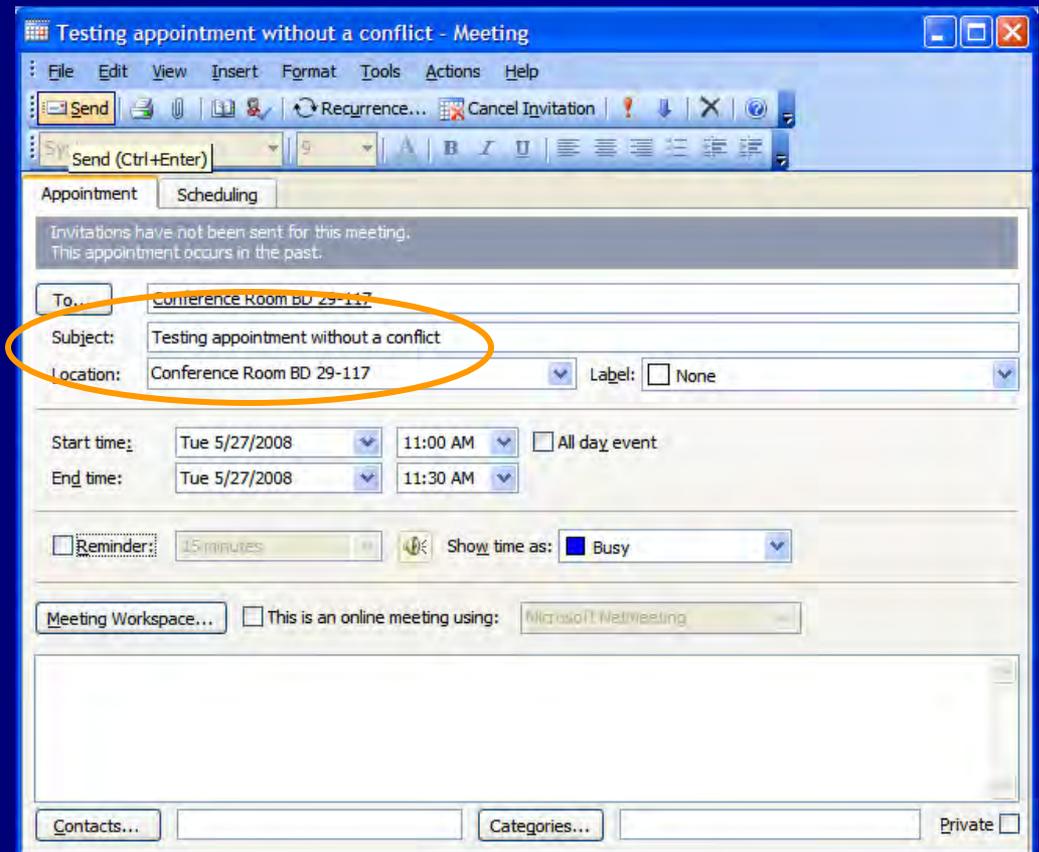
Scheduling Headquarters Conference Rooms with Outlook – Free/Busy Time

- 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



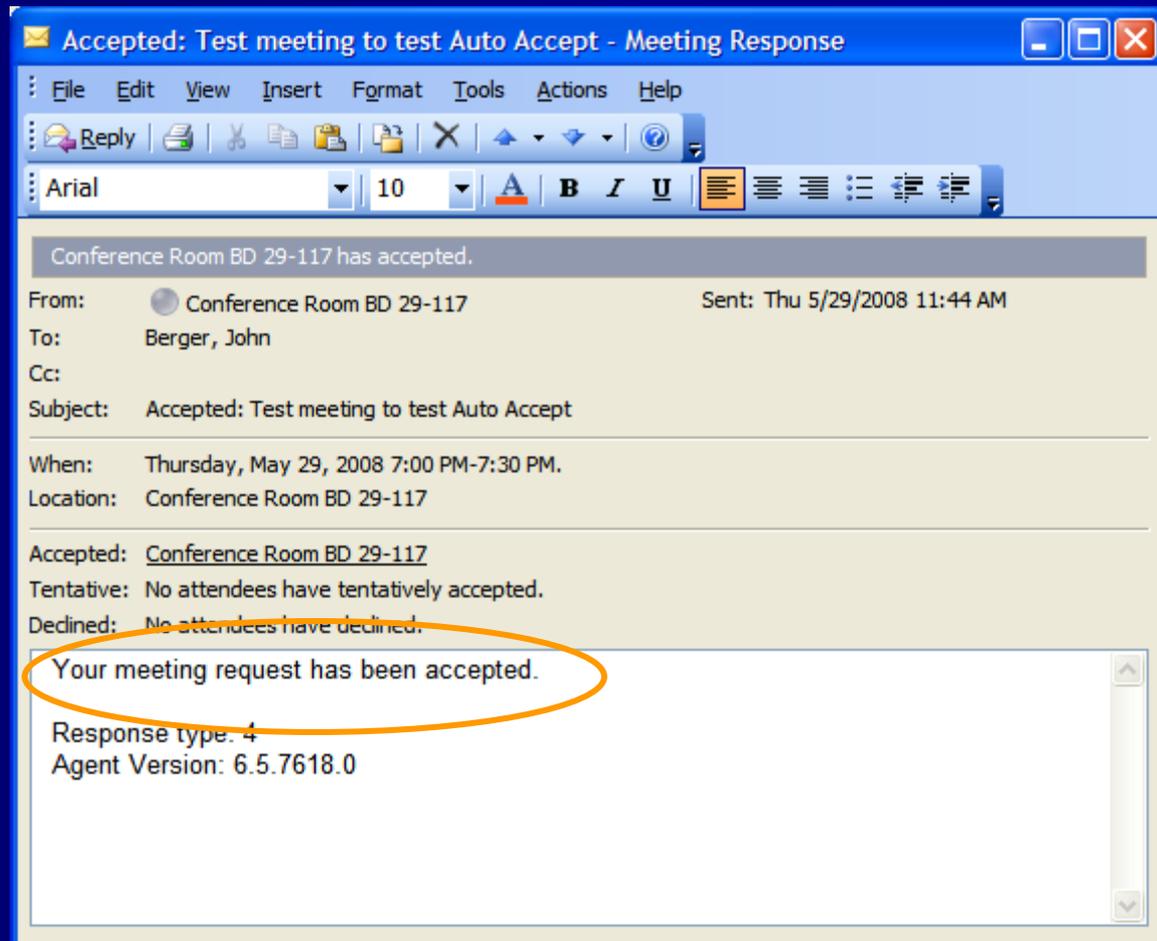
Scheduling Headquarters Conference Rooms with Outlook

- 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



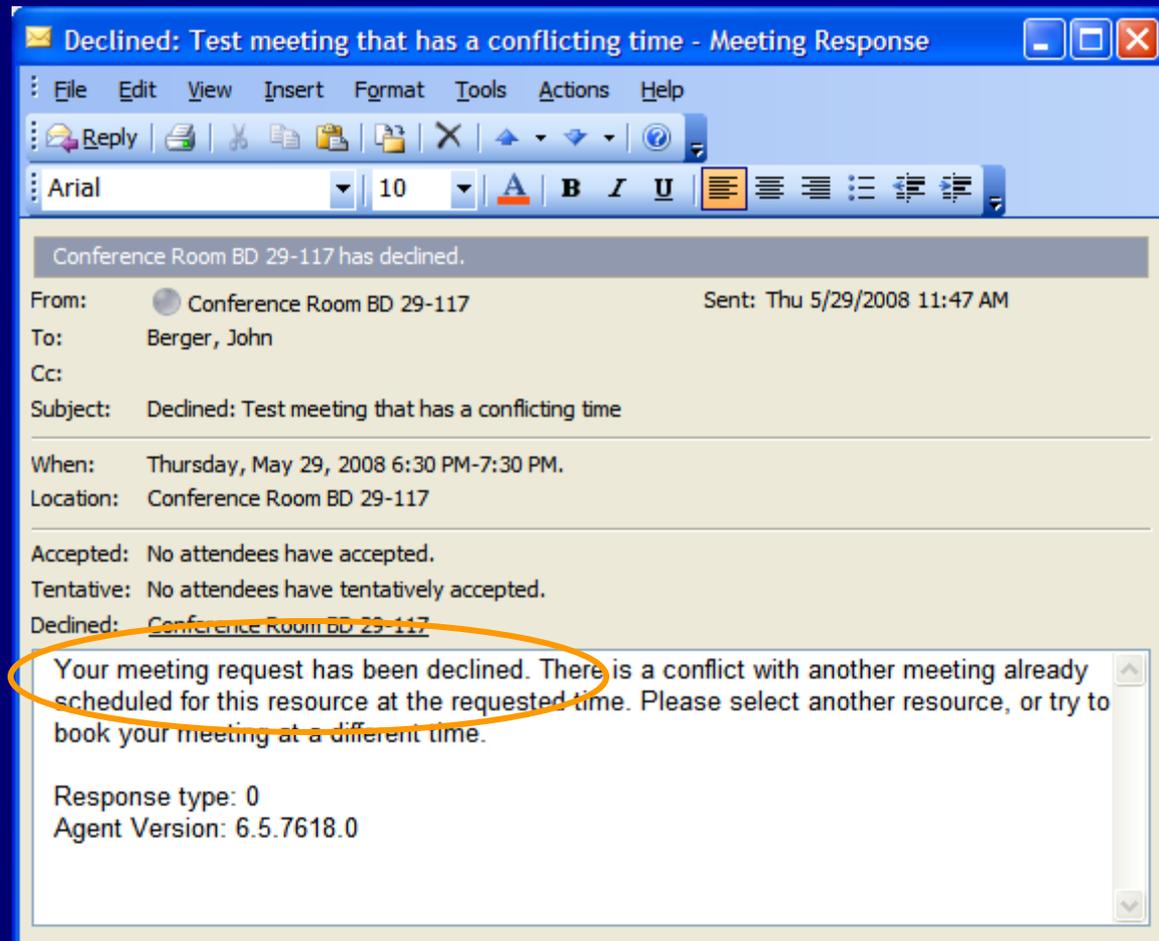
Scheduling Headquarters Conference Rooms with Outlook - Accepted

- 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



Scheduling Headquarters Conference Rooms with Outlook - Rejected

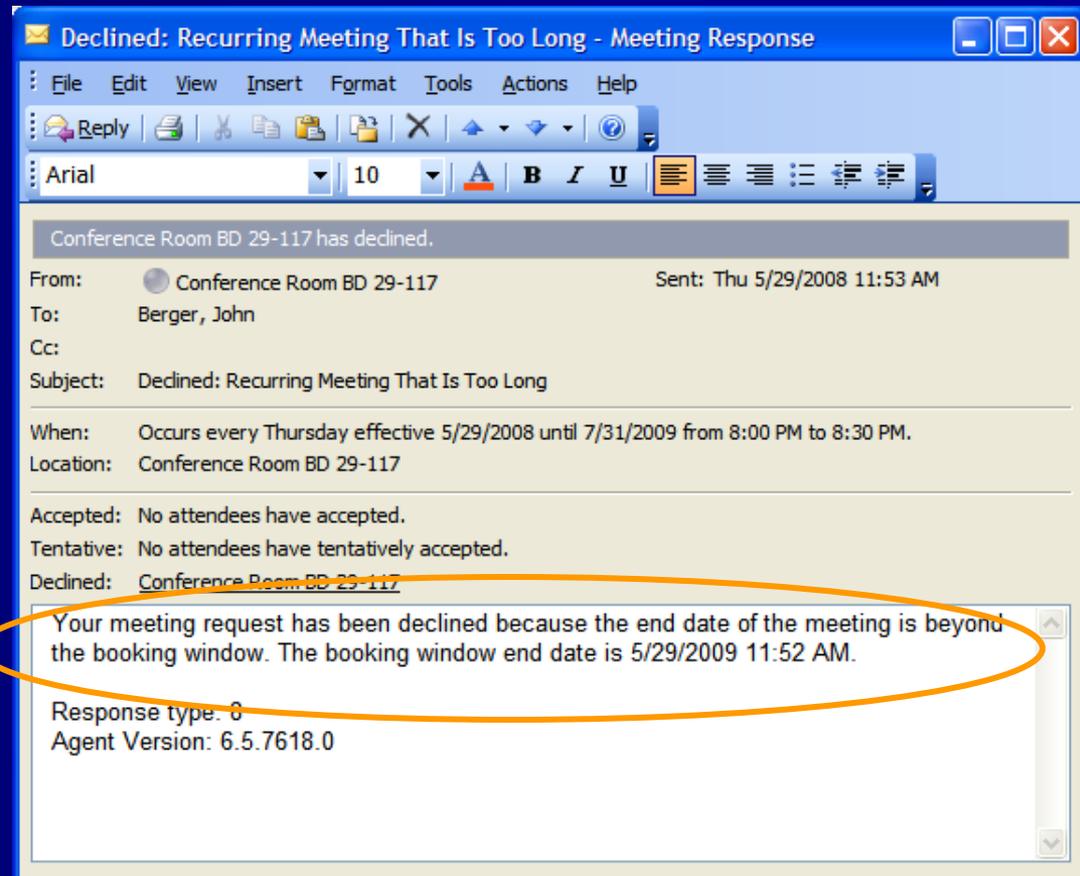
- If the room is not available, the meeting request will be declined, and you will get a rejection



Scheduling Headquarters Conference Rooms with Outlook – Recurring Meetings

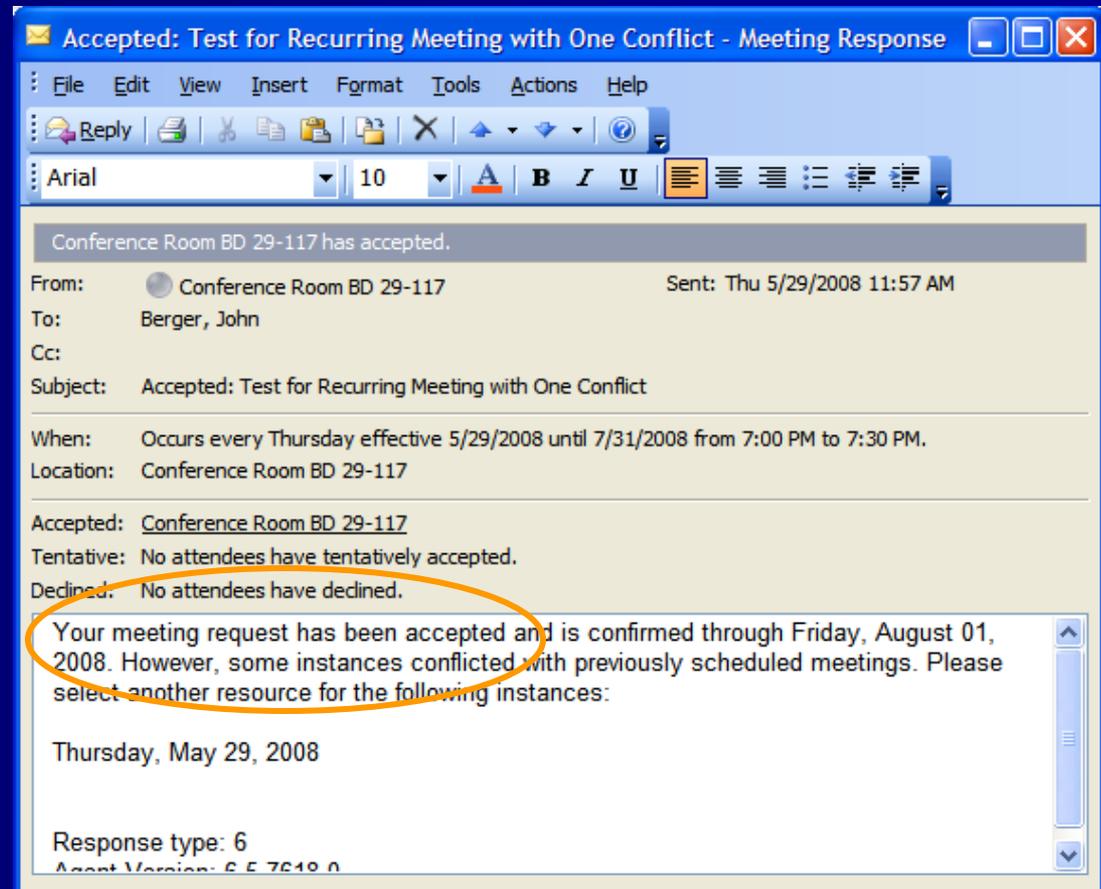
- If you try to set a recurring meeting for more than 3 months, it will be rejected

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



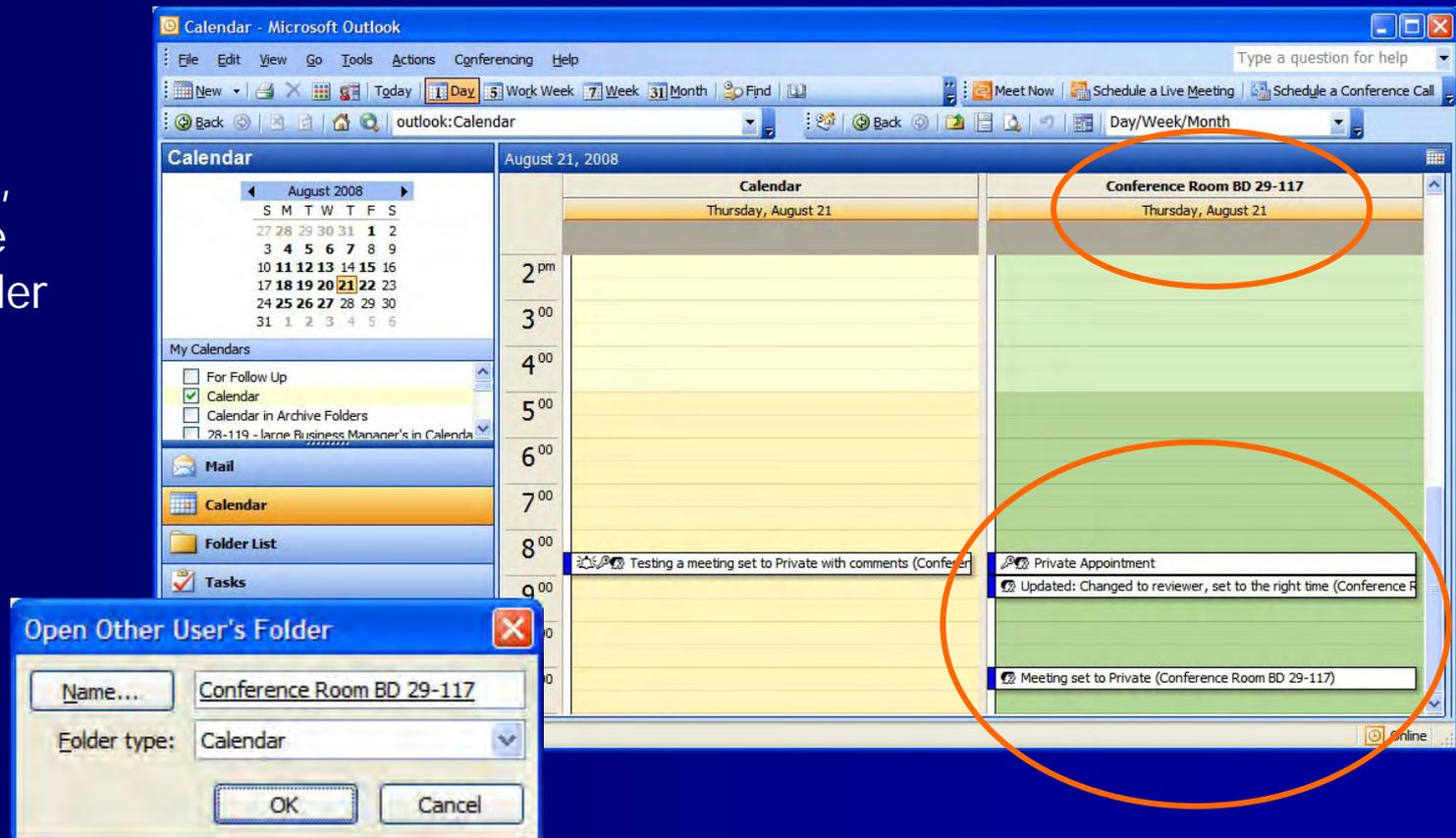
Scheduling Headquarters Conference Rooms with Outlook – Recurring Meetings

- Recurring meetings will be accepted even if there are some conflicts
- Conflicting dates will receive a separate 'Decline' message



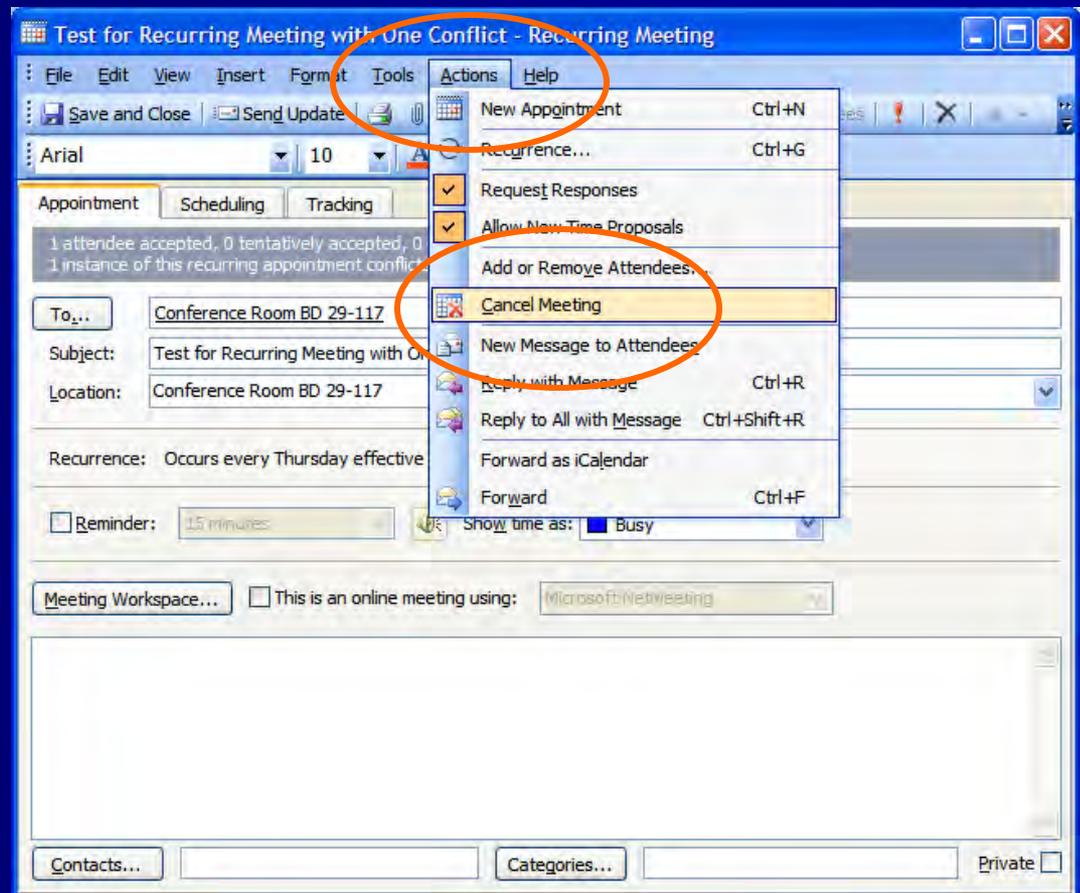
Reviewing Calendars for Conference Rooms

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



Cancelling Meetings

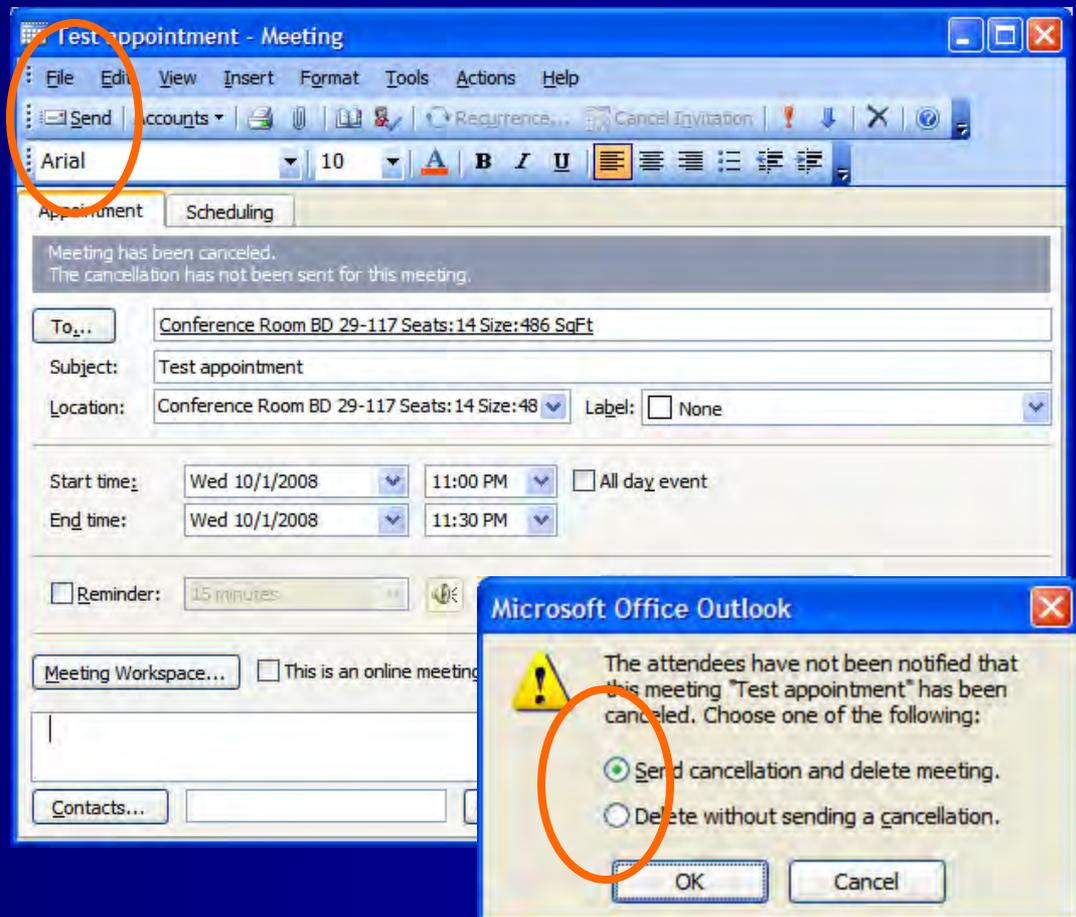
- Be considerate to others and cancel meetings that will not be held
- The meeting organizer is the person who is responsible for cancelling meetings that will not be held
- Go to "Actions" and scroll down to "Cancel Meeting"



Cancelling Meetings (cont.)

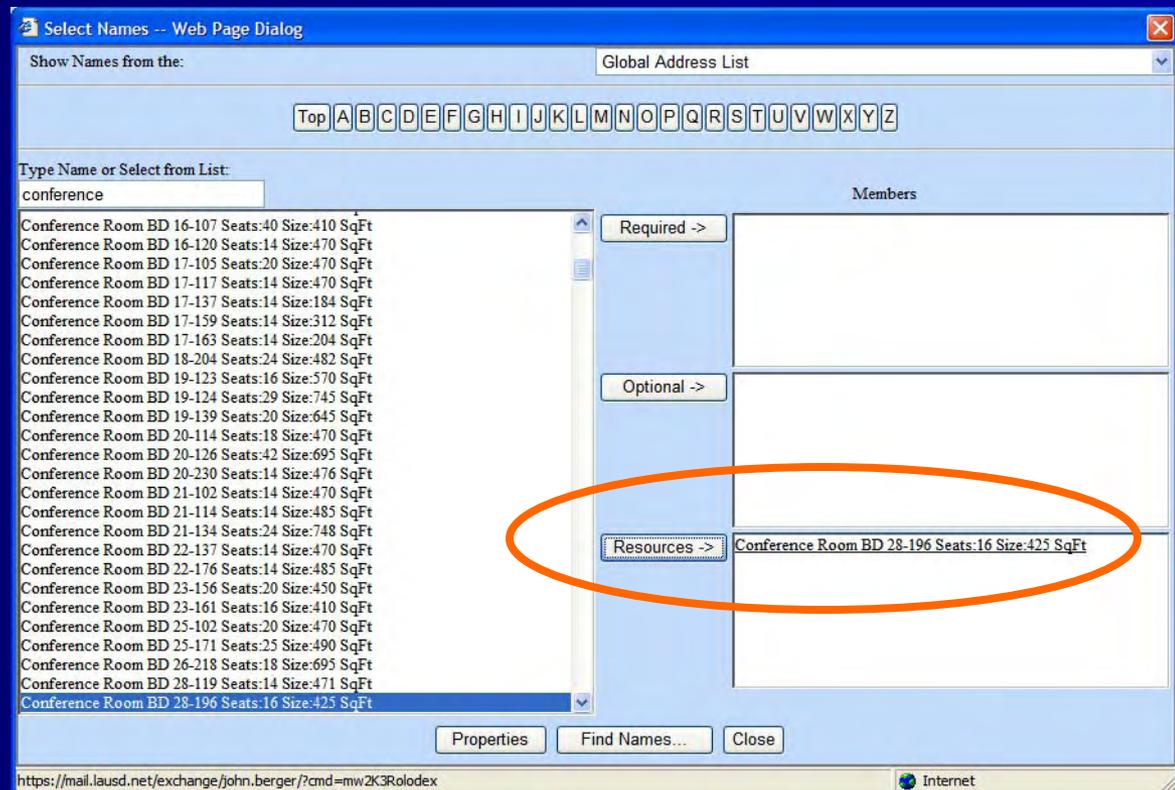
- When you cancel a meeting, be sure to send the cancellation notice, so the room will be freed up again.

- 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 <http://mo.laschools.org> and click on Policies and Procedures under Headquarters .