

# Booking Rooms Guide

## Introduction

This guide is for booking rooms via Outlook or <https://webmail.medschl.cam.ac.uk>. This new system allows you to book or request room via your or your team's\* Outlook calendar. There are numerous ways a user can add or invite a room, this guide demonstrates the 2 preferred methods.

- a) **METHOD 1:** Requesting a room first to ensure booking has been accepted or confirmed. The user would then send second meeting invitation to the attendees, manual typing in the Room in the Location Field. This option ensures user has the room before sending an invite, but will create duplicate meeting appointment's in the user (invitee) calendar
- b) **METHOD 2:** Invite (or request) the room along with the attendees, as long as the user checks the room availability only one invite will be sent out.

\*Curriculum Team only at the moment, if you would like to add a designated account please contact the CSCS Service Desk

## Requirements

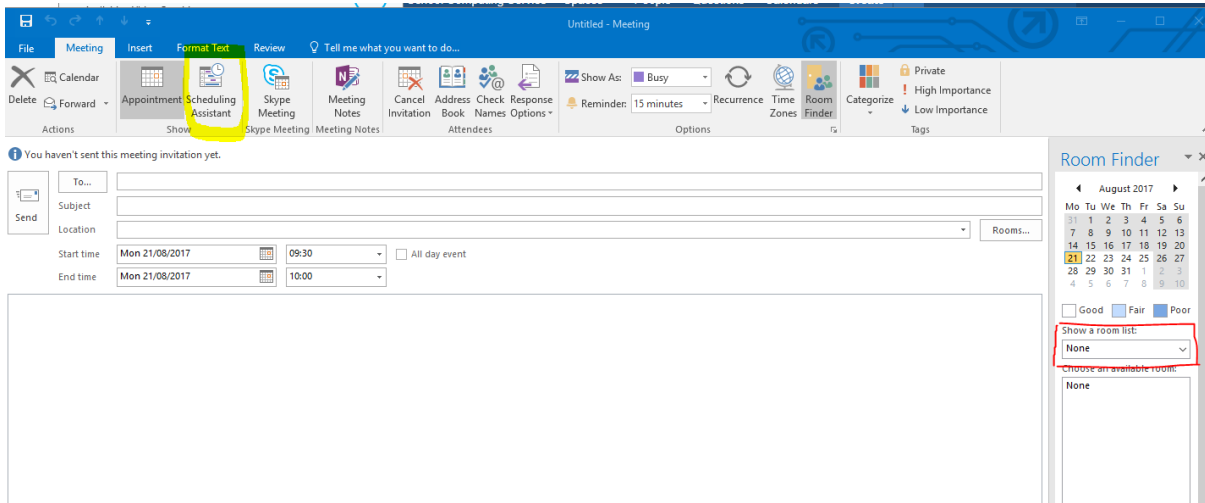
- Active CSCS (also called Medschl) user account (if you don't have one, you can apply for one on this page - <https://cscs.medschl.cam.ac.uk/user-services/cscs-user-account/>)

## Instructions

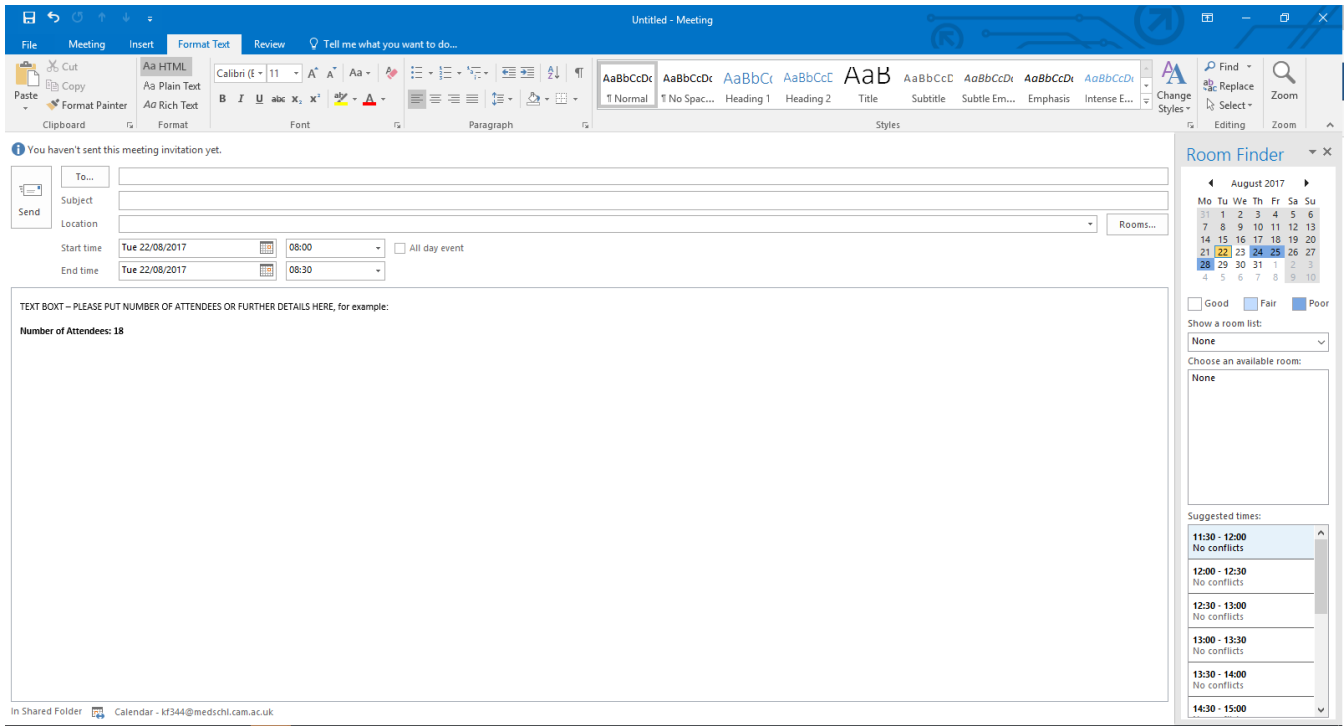
### **METHOD 1 - If you would like to book a room, before sending a separate meeting invite:**

1. Select the appropriate Calendar in Outlook
  - a. for recurring meetings, consider booking from a role based calendar so that the booking survives any staffing changes
2. Select New Meeting on ribbon bar (Calendar icon with a blue person and green person in front)
3. Type in the title of the meeting in the Subject Line
4. If known, enter number of attendees in the large text box (please see screenshot 2)
5. Select your date and time by selecting the appropriate field in Start Time / End time
6. On the right hand side of the meeting window you should see "Room Finder" area (see the area circled in red below in Screenshot 1).
  - a. If this area doesn't not appear, please see <https://support.microsoft.com/en-gb/help/2673231/how-to-control-the-room-finder-in-outlook>
7. Click on the drop down menu under "Show a room list"
8. Select type of room, in most instances this will "Clinical School - Meeting Rooms"
9. Please see link or website for room details [AV table for Clinical School](#) and [Clinical School Room Booking Website](#)
10. Available rooms will be shown in the "Choose an available room section"
11. Double click on preferred room
12. The room you have selected should now appear in the Location Field in your invite
13. If you want to double check the room you have selected is available, click on the Scheduling Assistant icon (Screen shot 1)
14. Click send
15. Depending on the room you have requested, you will receive an email confirming your booking within minutes or a tentative acceptance email. Following the tentative email, you will then receive an email confirming or declining your request (within 24hours)
16. Once you have received confirmation, please create and send Meeting Invitation to your attendees and manually enter the Location
17. You will have 2 side by side meetings in your calendar (1 for the room only and 1 for the attendees) and the attendees will only have the 1 invite you sent them. Side by side sessions in a calendar may appear as a conflict, in this instance, this conflict can be ignored, because you're conflicting with your own meeting.

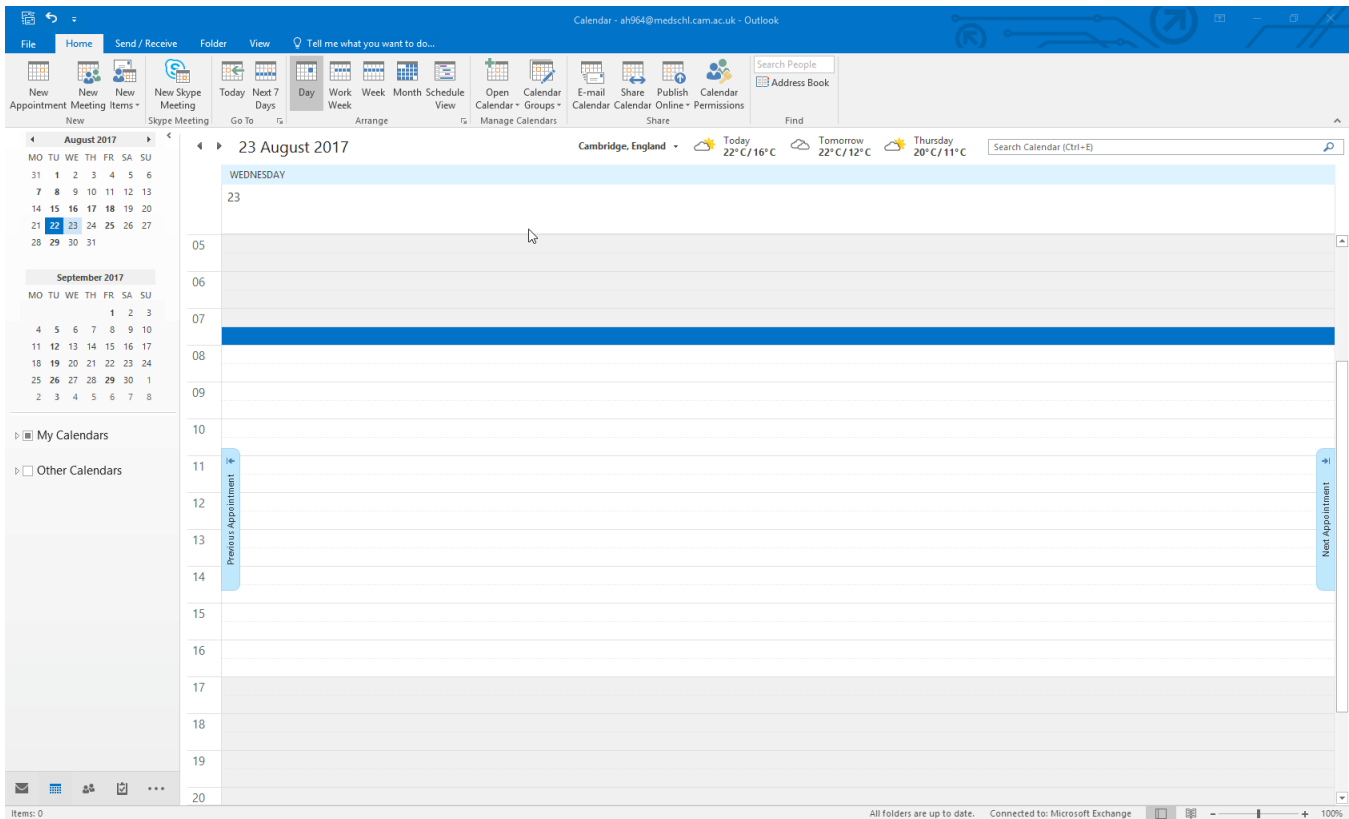
Screenshot 1



Screenshot 2



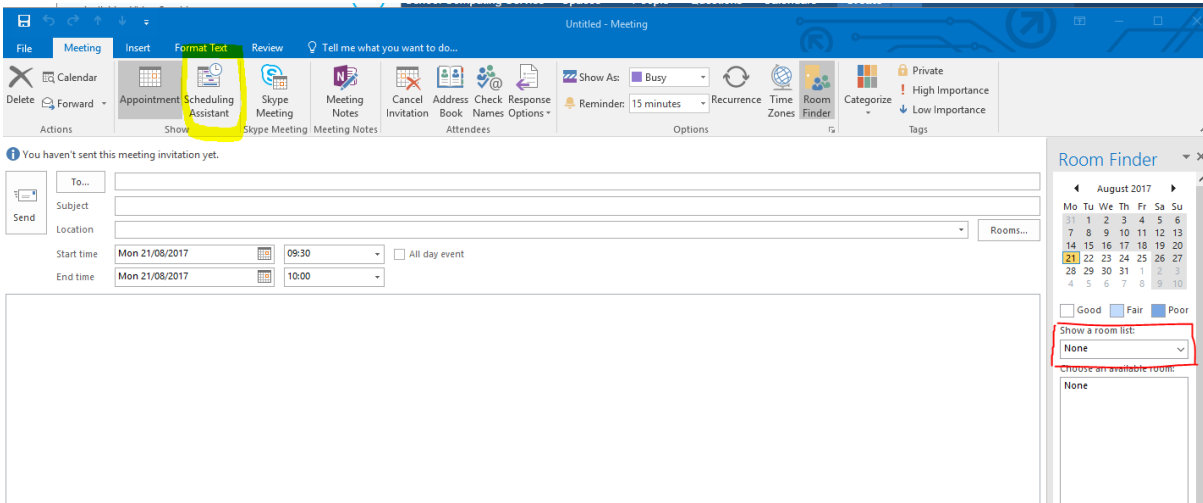
Please see below for an example of a booking as per the above steps



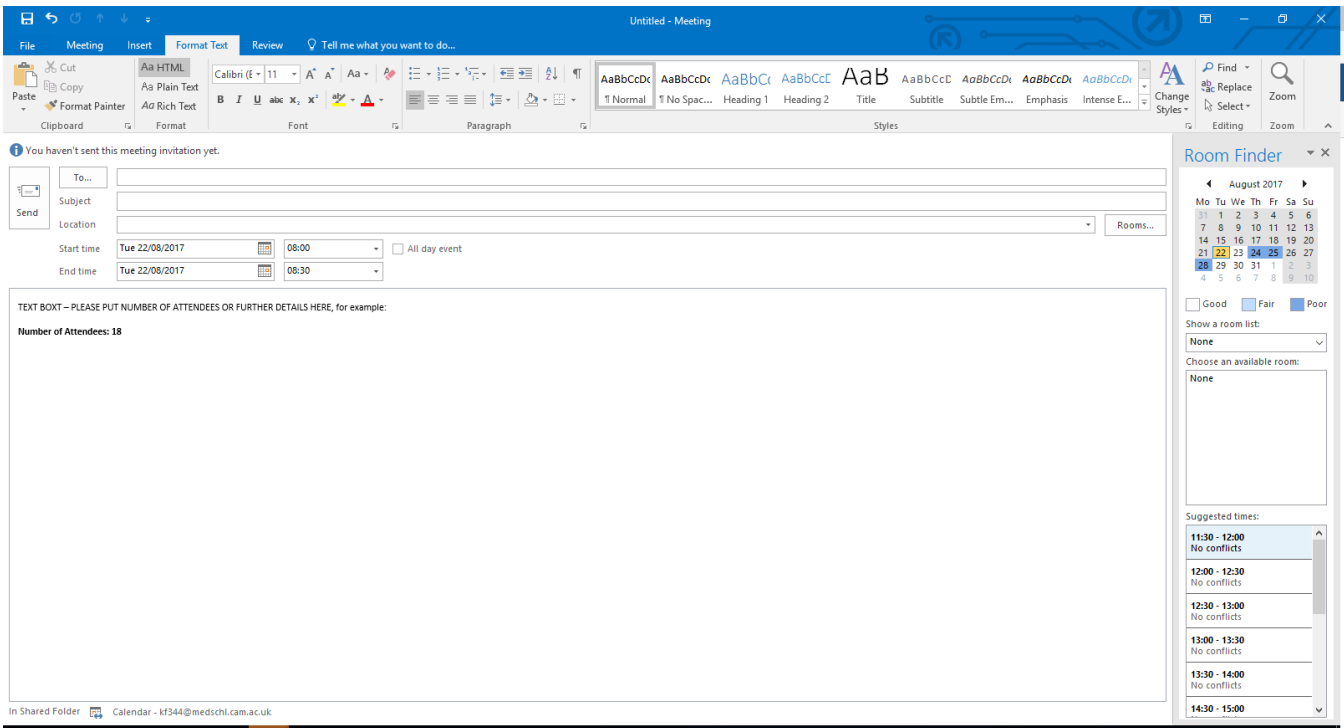
## METHOD 2 - If you would like to book a room from within your meeting invite:

1. Select the appropriate Calendar in Outlook
  - a. for recurring meetings, consider booking from a role based calendar so that the booking survives any staffing changes
2. Select New Meeting on ribbon bar (Calendar icon with a blue person and green person in front)
3. Type in the title of the meeting in the Subject Line
4. If known, enter number of attendees in the large text box (please see screenshot 2 below)
5. Select your date and time by selecting the appropriate field in Start Time / End time
6. On the right hand side of the meeting window you should see "Room Finder" area (see the area circled in red in Screenshot 1 below)
  - a. If this area doesn't appear, please see <https://support.microsoft.com/en-gb/help/2673231/how-to-control-the-room-finder-in-outlook>
7. Click on the drop down menu under "Show a room list"
8. Select type of room, in most instances this will "Clinical School - Meeting Rooms"
9. Please see link or website for room details [AV table for Clinical School](#) and [Clinical School Room Booking Website](#)
10. Available rooms will be shown in the "Choose an available room section"
11. Double click on preferred room
12. The room you have selected should now appear in the Location Field in your invite
13. If you want to double check the room you have selected is available, click on the Scheduling Assistant icon (please see area circled in yellow in screenshot 1 below)
14. To add attendees, please click "Add attendees", to add medschl account holders please use the Global Address Book (see screenshot 3 below), for all other attendees copy and paste their email address into the "Required" field
15. The room will be listed here and is treated as an Attendee by Outlook
16. Click send
17. Depending on the room you have requested, you will receive an email confirming your booking within minutes or a tentative acceptance email. Following the tentative email, you will then receive an email confirming or declining your request (within 24hours)
18. In the unlikely event the room you invited to the meeting is unavailable or you are asked to change rooms, the updated information will be sent to your attendees when you change the meeting invitation

Screenshot 1



Screenshot 2



Screenshot 3

Select Attendees and Resources: Global Address List

Search:  Name only  More columns **Address Book**

mark  Global Address List - kf344@medschl.cam.ac.uk

Name	Title	Business Phone	Location	Department
Mark Pilling				
Mark Shadbolt				
Mark Sharpley (CAM)				
Mark Thornton		768761	CSCS Office, Level 4	
Mark Toshner		7702815984 0770...	Dept Medicine	
Mark Varley (GoogleMail)				
Mark Wills (CAM)				
Mark Wilson		63131		
Mark Wilson (CAM)				
Marko Tainio			MRC Epidemiology	
Markus Muschen				

Required ->

Optional ->

Resources ->

Please see below for an example of a booking as per the above steps

The screenshot shows the Outlook calendar interface for 'at964@medschl.cam.ac.uk'. The main view is a daily calendar for Wednesday, 23 August 2017, in Cambridge, England. A blue bar indicates a booking from 05:00 to 08:00. The interface includes a navigation pane on the left with 'My Calendars' and 'Other Calendars', a top ribbon with various calendar functions, and a bottom status bar showing 'Items: 0' and 'Connected to: Microsoft Exchange'.

All room queries are to be directed to Mark Shadbolt [Clinical-School-Room-Booking@medschl.cam.ac.uk](mailto:Clinical-School-Room-Booking@medschl.cam.ac.uk)  
 Room Booking Website can be found here <http://rooms.medschl.cam.ac.uk/>

## Related articles

## Content by label

There is no content with the specified labels



