



JÖNKÖPING UNIVERSITY

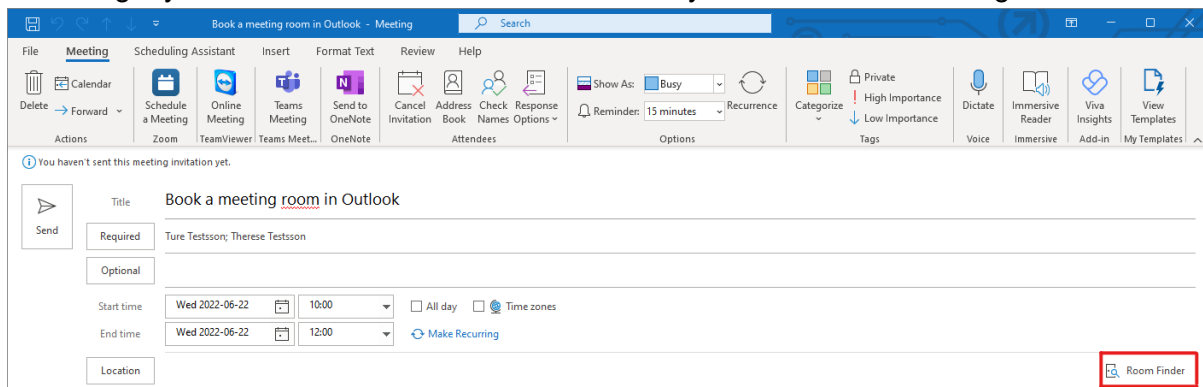
Book a meeting room in Outlook

Go to calendar in Outlook.

- Create a new meeting.

Enter the desired meeting information such as title, participants (required/optional) and the date and time. If you want it to be a recurring meeting, click on "Make Recurring".

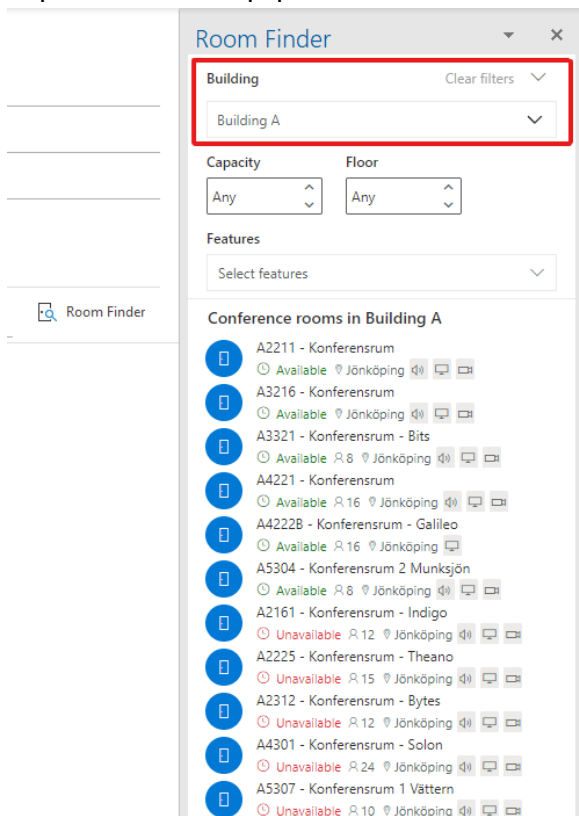
To the right you will see a box "Room finder", where you search for a meeting room.



- Select building.

The list shows which rooms are available at the time of your meeting.

You can sort by "Capacity" or "Floor" and under "Functions" you can filter by company, department and equipment.



Please note that you can see rooms that you may not be authorized to book.

Generally, you have the authority to book rooms that belong to your company. If you try to book a room that you do not have permission to, the booking will appear in the calendar, but you will receive a message of rejection from the room.

➤ Select the room you want to book and then press "Send".

The screenshot shows the Outlook interface for booking a meeting room. The 'Send' button is highlighted with a red box. The 'Room Finder' pane on the right shows a list of conference rooms, with 'A3321 - Konferensrum - Bits' highlighted in red. The main form shows the meeting title 'Book a meeting room in Outlook', required attendees 'Ture Testsson; Therese Testsson; A3321 - Konferensrum - Bits', and location 'A3321 - Konferensrum - Bits'.

You will receive a confirmation email that your meeting room has been accepted or declined.

○ A3321 - Konferensrum - Bits

Accepted: Book a meeting room in Outlook

When Wednesday, 22 June 2022 10:00-12:00 (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna.

Location A3321 - Konferensrum - Bits

A3321 - Konferensrum - Bits has accepted this meeting.

Your request was accepted.

Sent by Microsoft 365

○ A2161 - Konferensrum - Indigo

Problem Declined: Book a meeting room in Outlook

When Wednesday, 22 June 2022 10:00-12:00 (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna.

Location A2161 - Konferensrum - Indigo

A2161 - Konferensrum - Indigo has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

- Wednesday, June 22, 2022 9:00:00 AM to Wednesday, June 22, 2022 12:00:00 PM

All times listed are in the following time zone: (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Sent by Microsoft 365