

# Use of the On Line Booking Calendars

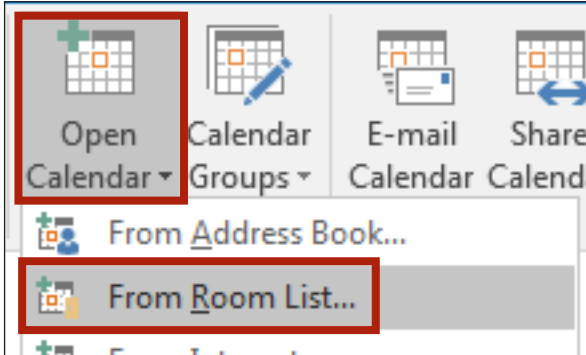
## Please note:

- Not all Outlook users have rights or “properties” to book classrooms or meeting rooms. Only those who are part of the Room Booking group are able to book meetings.
- To become a member of the Room Booking Group please contact Learning Resources.
- The Room booking group has access to corporate based rooms at Met and Ouellette campuses.

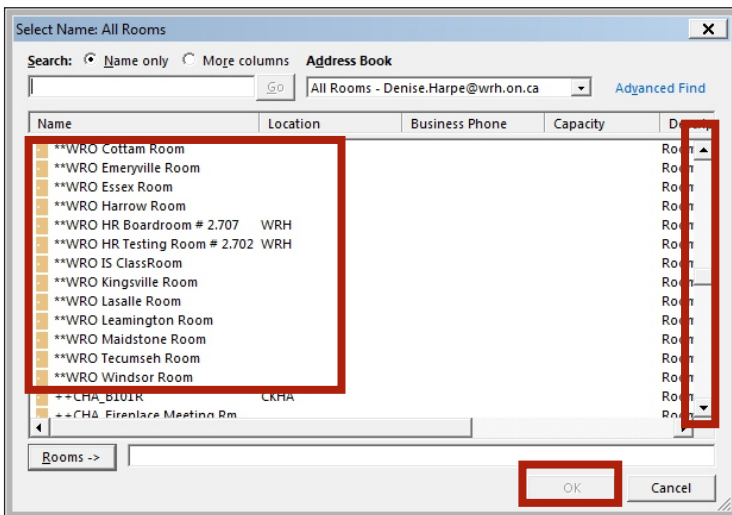
## Accessing Booking Calendars



Select the calendar view from the bottom left of your Outlook window



Click **Open Calendar** and select **From Room List...**



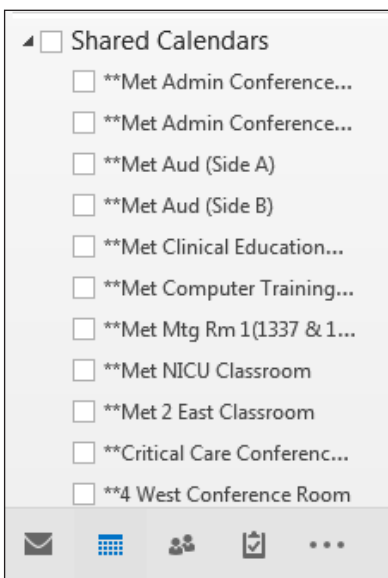
Use the scroll bar at the right to locate the room calendar you wish to open  
Click to select the room(s)  
Click **OK**

NOTE:

Met rooms begin as **\*\*Met**

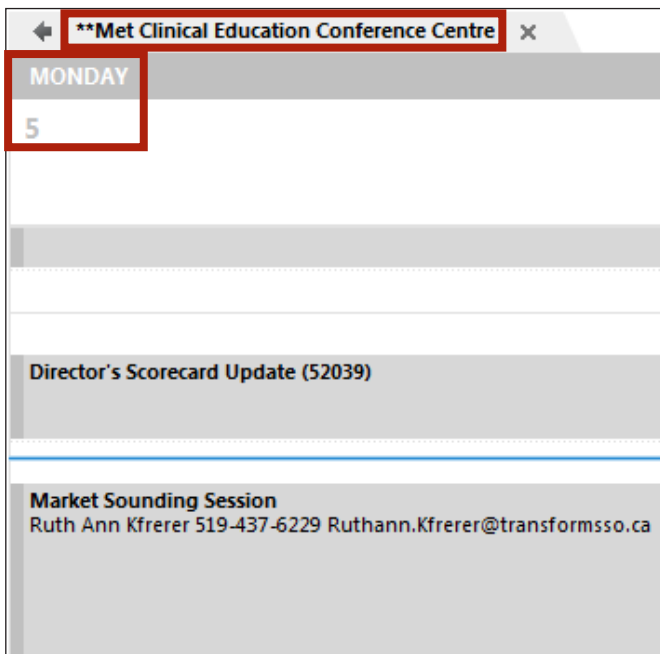
Ouellette rooms begin as **\*\*WRO**

Cancer Centre rooms begin as **\*\*WRCC**



If you have previously booked rooms, they will appear in the list at the left of your calendar view

# Use of the On Line Booking Calendars



Always check you have selected the correct calendar and date/time required

**DO NOT** book over somebody else's booking

**DO NOT** delete somebody else's booking without their permission

## Additional Guidelines

**DO NOT** invite attendees through the room booking calendars. This must be done from your own calendar or from the person's calendar for whom you are booking the meeting. You must do this so that you can receive responses (accept or declines from those asked to attend the meeting).

Always include as much information in the booking information i.e., Group meeting, Contact person and their extension.

To remove a booking that you no longer require, right click on the meeting in the calendar and choose delete. **You are not able to remove another person's bookings. Only remove your own bookings.** Please contact Learning Resources if you wish to cancel a meeting that you currently did not book.

If a meeting you organized is cancelled for any reason, **please remember to also cancel any audio visual equipment – including videoconferencing – you may have requested.**

Please place an end date on recurring meetings.