

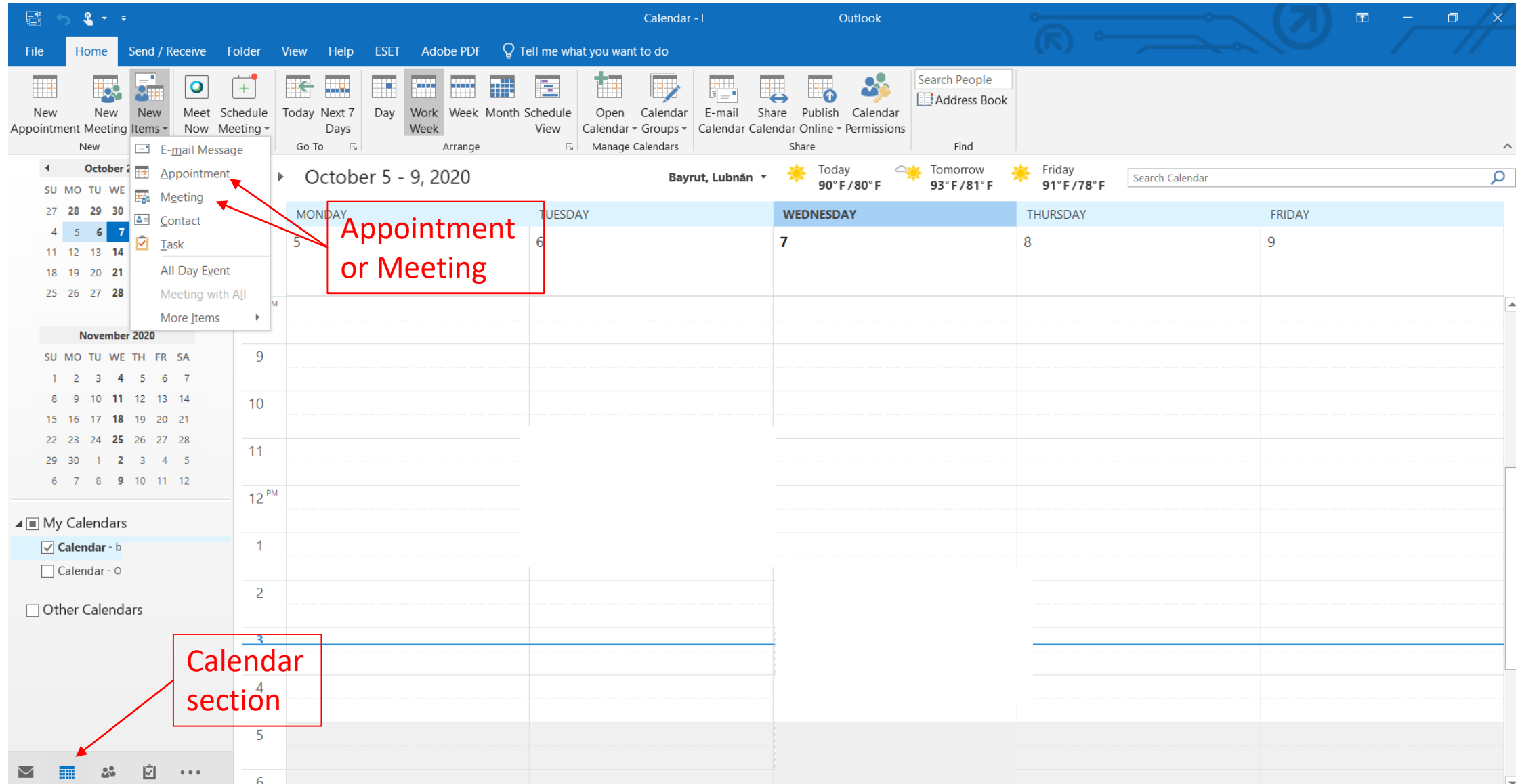
Exam Room Reservation using Outlook

Summary Steps for Booking a room

- In Outlook or OWA (Outlook Web Access), open the Calendar section, Double-click the day and time slot for which you want to make a booking or open a **New Appointment** or **Meeting**.
- Enter **Subject** and **Start time/End time** in the window that appears.
- Click **Scheduling Assistant**.
- Select the room you want in **Add rooms (rooms are available in 1 or 2 hours time slot)**.
- Select the people to be invited in **Add attendees**. It is required to add the chairperson of your department along with the hospitality department (hospitality.beirut@lau.edu.lb for Beirut campus and hospitality.byblos@lau.edu.lb for Byblos campus) and the operations department (operations.byblos@lau.edu.lb or operations.beirut@lau.edu.lb)
- You may be able to add your students to book their calendar and make sure they are available if their calendars are updated.
- Check that all participants and the Room are available during the selected meeting time - the Scheduling Assistant will show you the Free/Busy information for the room as well as the participants. Change the time or the Room if not available.
- In the “To” field Click **Send**.

Detailed steps are in the following pages / Steps for canceling a reservation at the end

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- Select the room you want in **Add rooms** (rooms are available in 1 or 2 hours time slot).
- Click **Scheduling Assistant**.

Scheduling Assistant

Add hospitality, operations and chairperson

Select a Room

Room Fin..

October 2020

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Good Fair Poor

Choose an available room:

None

Suggested times:

When you click the **Add Rooms** button, you will get a list of meeting rooms with information such as location and capacity

The screenshot shows the 'Add Rooms' dialog box in Microsoft Teams. The dialog is titled 'Select Rooms: All Rooms'. It has a search bar with 'All Rooms - elie.derian@lau.edu.lb' and a 'Go' button. Below the search bar is a table of rooms. The table has columns: Name, Location, Business Phone, Capacity, Description, and E-mail Address. The table lists various rooms, including AKSOB 1003, AKSOB 1007, AKSOB 1107, AKSOB 1207, AKSOB 1208, AKSOB 1209, AKSOB 905, Frem 402, Frem 406, Frem 502, Frem 506, NH 215 (G015), NH 217 (G013), Sage 205, Science 403, Science 407, Zakhem 401, Zakhem 405, Zakhem 508, and Zakhem 605. The 'Location' column shows 'Beirut' for most rooms and 'Byblos' for others. The 'Capacity' column shows values like 20, 15, and 18. The 'Description' column shows 'Room'. The 'E-mail Address' column shows email addresses like AKSOB1003@lau.edu.lb. Red arrows point from text boxes to specific columns: 'Room location' points to the Location column, 'Capacity' points to the Capacity column, and '1Hr / 2 Hr timeslots' points to the Name column.

Name	Location	Business Phone	Capacity	Description	E-mail Address
AKSOB 1003 -Capacity20- 2Hr	Beirut		20	Room	AKSOB1003@lau.edu.lb
AKSOB 1007 -Capacity20- 1Hr	Beirut		20	Room	AKSOB1007@lau.edu.lb
AKSOB 1107 -Capacity20- 2Hr	Beirut		20	Room	AKSOB1107@lau.edu.lb
AKSOB 1207 -Capacity20- 1Hr	Beirut		20	Room	AKSOB1207@lau.edu.lb
AKSOB 1208 -Capacity20- 2Hr	Beirut		20	Room	AKSOB1208@lau.edu.lb
AKSOB 1209 -Capacity20- 1Hr	Beirut		20	Room	AKSOB1209@lau.edu.lb
AKSOB 905 -Capacity20- 2Hr	Beirut		20	Room	AKSOB905@lau.edu.lb
Frem 402 -Capacity20- 2Hr	Byblos		20	Room	Frem402@lau.edu.lb
Frem 406 -Capacity20- 1Hr	Byblos		20	Room	Frem406@lau.edu.lb
Frem 502 -Capacity20- 2Hr	Byblos		20	Room	Frem502@lau.edu.lb
Frem 506 -Capacity20- 1Hr	Byblos		20	Room	Frem506@lau.edu.lb
NH 215 (G015) -Capacity15- 2Hr	Beirut		15	Room	NH215@lau.edu.lb
NH 217 (G013) -Capacity15- 2Hr	Beirut		15	Room	NH217@lau.edu.lb
Sage 205 -Capacity20- 1Hr	Beirut		20	Room	Sage205@lau.edu.lb
Science 403 -Capacity20- 2Hr	Byblos		20	Room	Science403@lau.edu.lb
Science 407 -Capacity20- 1Hr	Byblos		20	Room	Science407@lau.edu.lb
Zakhem 401 -Capacity20- 2Hr	Byblos		20	Room	Zakhem401@lau.edu.lb
Zakhem 405 -Capacity20- 2Hr	Byblos		20	Room	Zakhem405@lau.edu.lb
Zakhem 508 -Capacity18- 1Hr	Byblos		18	Room	Zakhem508@lau.edu.lb
Zakhem 605 -Capacity20- 2Hr	Byblos		20	Room	Zakhem605@lau.edu.lb

- After you select a specific room, the **Room Finder** in the right column will suggest time slots when this room is free, useful in case of a conflict
- Whether needed or not, make sure to select the entire timeslot (the full hour for the 1 Hr rooms and two hours for the 2Hr rooms)

Send

Two hours booked

Under options in the lower left corner, deselect “Show Only My Working Hours” in order to view/reserve rooms past 5PM

Room Fin..

October 2020

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27	28	29	30	1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Good Fair Poor

Choose an available room:

None

Suggested times:

Suggestions are not provided because most attendees are not available during your working hours.

Scheduling Assistant view in OWA

← → ↺ 🏠 <https://webmail.lau.edu.lb/owa/#path=/calendar> ☆ ↺ ↻ 🌤️ 👤 ⋮

Приложения ★ Bookmarks 📄 KeepVid 🎮 HobbyKing 📺 Borderlinx 🎮 HobbyKing 📺 IP Subnetting 📺 Borderlinx 📺 IP Subnetting 📺 IP Subnetting 📺 AMAZON 📺 AMAZON 📺 ITIM Console 📺 Manage My Booking » 📁 Другие закладки

Calendar 🔔 ⚙️ ? 👤

🔍 << < September 2020 S M T W T F 30 1 2 3 4 6 7 8 9 10 11 13 14 15 16 17 18 20 21 22 23 24 25 27 28 29 30 > >>

✓ OK ✕ Discard ⋮

< > Thursday, September 03, 2020 ▾ Day Week 📅

Untitled event

Start
Thu 9/3/2020 8:00 AM ▾

End
Thu 9/3/2020 8:30 AM ▾

☐ All day

Attendees
Add attendees

2 required No conflicts

👤 Alexei Karam No information

👤 Hady Tanissa No information ✕

Add room

	Alexei Karam	Hady Tanissa
8a		
9a		
10a		
11a		
12p		
1p		
2p		
3p		
4p		
5p		
6p		
7p		
8p		
9p		

Canceling a Reservation

- Switch to your **Calendar** and find the meeting.
- Click on “Cancel Meeting” in the ribbon

The screenshot displays the Microsoft Outlook interface. The top ribbon is set to 'Meeting', with the 'Cancel Meeting' button highlighted in yellow under the 'Actions' group. Other visible buttons include 'Open', 'Forward', 'Meeting Notes', 'Add or Remove Attendees', 'Contact Attendees', and 'Tracking'. The 'Options' group shows 'Show As: Busy', 'Reminder: 15 minutes', and 'Recurrence'. The 'Tags' group includes 'Private', 'High Importance', and 'Low Importance'. Below the ribbon, the calendar view shows a monthly overview for September, October, and November 2020. The main view is a weekly calendar for October 4-10, 2020, with a time slot from 12 AM to 12 PM. A meeting titled 'Test Meeting' is scheduled for Wednesday, October 7, from 12 PM to 2 PM. The meeting details are shown in a pop-up box: 'Test Meeting', 'AKSOB 1003 -Capacity20- 2Hr', and 'Elie Derian'. The bottom left pane shows 'My Calendars' selected.

Canceling a Reservation

- The meeting form will change into a meeting cancellation form. Type a message to let the attendees know the meeting is cancelled.
- Click **Send Cancellation**

The screenshot shows the Outlook 'Test Meeting - Meeting' form. The ribbon at the top includes 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' tab is active, showing options like 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Teams Meeting', and 'Meeting Notes'. Below the ribbon, a message states: 'The cancellation has not been sent for this meeting. Click Send Cancellation to update meeting attendees.' The 'Send Cancellation' button is highlighted in yellow. The form fields are as follows:

From	elie.derian@lau.edu.lb		
To...	Participant1, Participant2 AKSOB 1003 -Capacity20- 2Hr		
Subject	Test Meeting		
Location	AKSOB 1003 -Capacity20- 2Hr		Rooms...
Start time	Thu 10/8/2020	8:00 AM	<input type="checkbox"/> All day event
End time	Thu 10/8/2020	10:00 AM	

At the bottom of the form, the text 'The meeting has been cancelled' is displayed.