

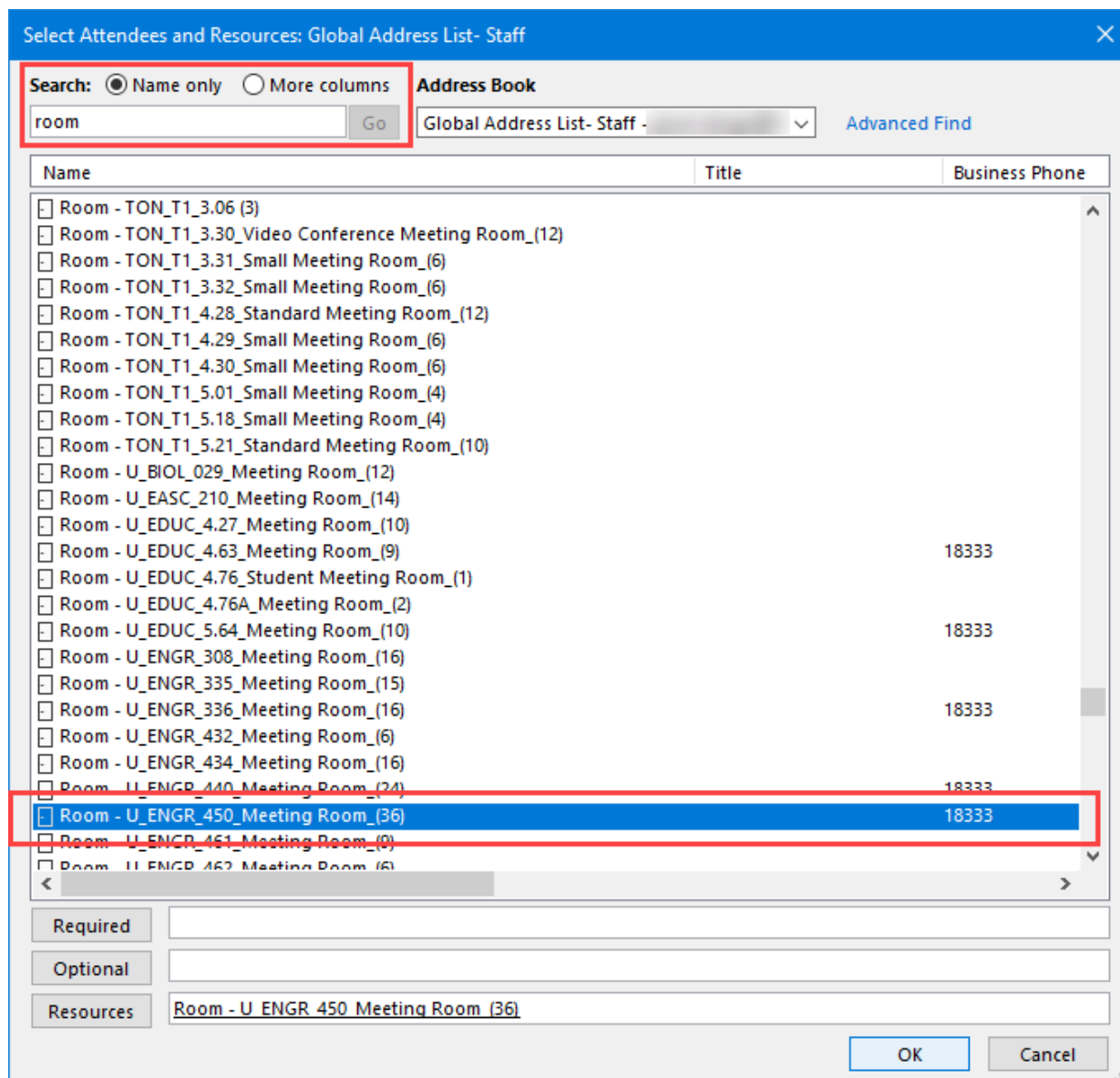
## Booking a Room in Outlook

To book a room in Outlook you need to invite the room when scheduling a meeting.

1. Rooms display in the Flinders Global Address List and are prefixed with 'Room'.

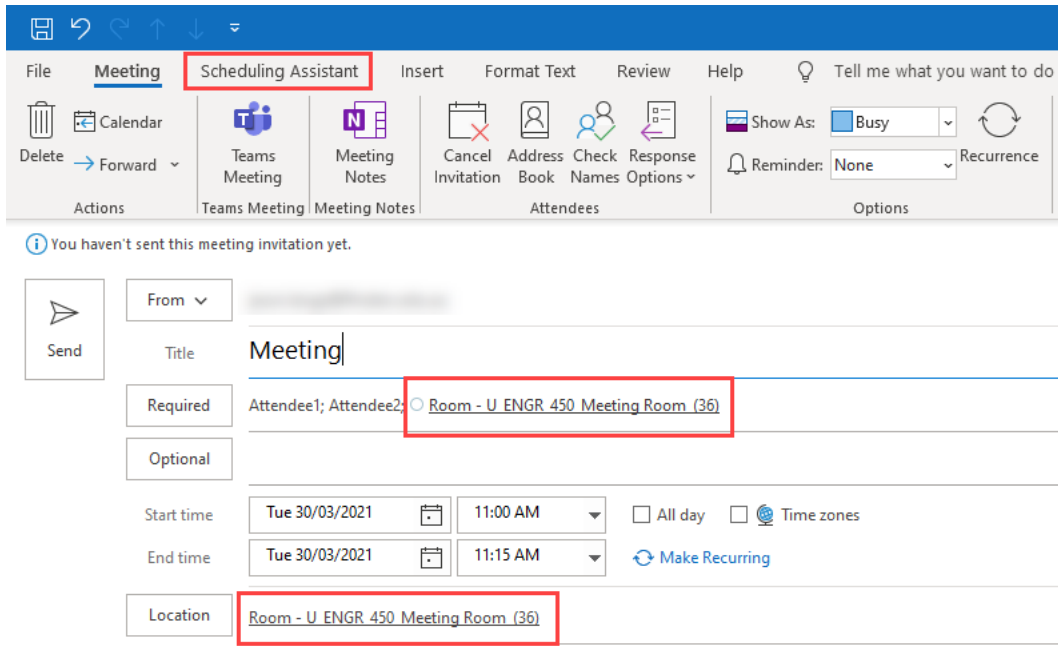
**Hint:** Enter 'room' in the Search field to quickly access the list of rooms. Most rooms are area grouped:

- FNT - Flinders Northern Territory
- FURCS - Flinders University Rural Health
- FUVS - Flinders University Victoria Square
- TON - Tonsley
- U - Bedford Park



2. To invite a room to the meeting, select the room and click on the **Resources** button.
3. Add other meeting attendees as required and click on the **OK** button.

4. The room defaults in the **Required** and **Location** fields on the meeting request.



5. Click on the **Scheduling Assistant** button to check room (and other attendees) availability.
6. Complete the remainder of the meeting request as required and **Send**.

Some rooms have been setup to automatically accept or decline a booking, based on whether the room is free or busy. In these instances, if the room is free an email is automatically sent back to the meeting organiser accepting the invitation and booking the room. If the room is busy, an email declining the invitation is sent.

Other rooms have a manual approval process. When a booking is made for these rooms, a designated staff member is sent an email and they subsequently accept or decline the booking and notify the meeting organiser accordingly. As this is a manual process, there may be a delay between sending a meeting request and receiving the email notification.