


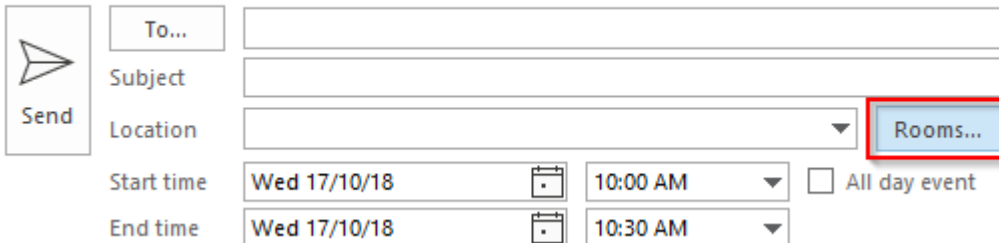
Policy and Procedure: BP-05 Booking a Meeting Room at UNE Partnerships

To book a meeting room you will need to use the New Meeting tool on your outlook calendar

To create a Meeting Invitation/room booking

1. When providing a location please select the room by using the Rooms button to the right of the location field.

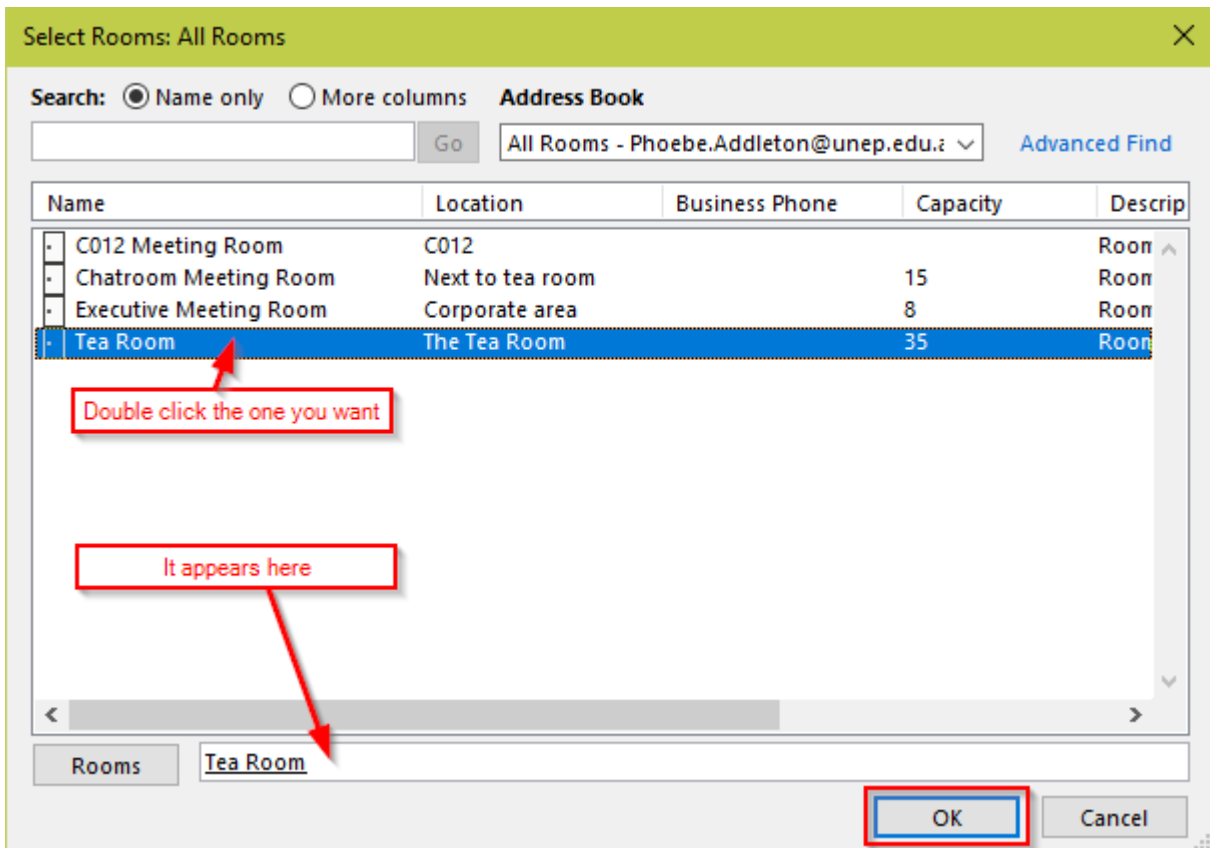
 You haven't sent this meeting invitation yet.



The screenshot shows the Outlook meeting creation interface. The 'Location' field is highlighted with a red box, and a 'Rooms...' button is also highlighted with a red box to its right. The form includes fields for 'To...', 'Subject', 'Location', 'Start time', and 'End time'. The start time is set to 'Wed 17/10/18 10:00 AM' and the end time is 'Wed 17/10/18 10:30 AM'. There is an 'All day event' checkbox which is unchecked.

DO NOT type in the location as this will **not** book the room. Also, if at the last minute you need a meeting room please check for availability.

2. Select the room you would like to book. At UNE this will be C012 Meeting Room

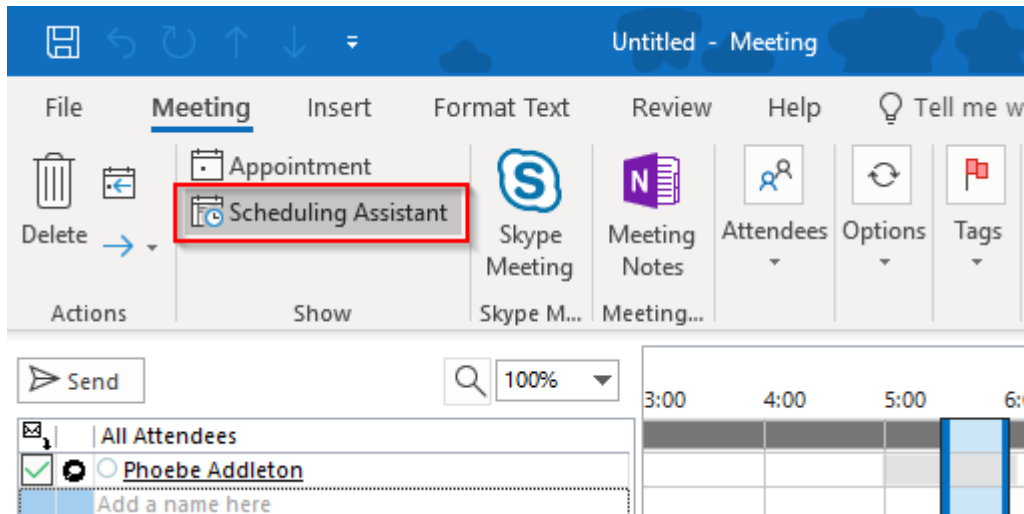


The screenshot shows the 'Select Rooms: All Rooms' dialog box. The 'Search' section has 'Name only' selected. The 'Address Book' dropdown shows 'All Rooms - Phoebe.Addleton@unep.edu.i'. The table below lists several rooms:

Name	Location	Business Phone	Capacity	Descrip
C012 Meeting Room	C012			Room
Chatroom Meeting Room	Next to tea room		15	Room
Executive Meeting Room	Corporate area		8	Room
Tea Room	The Tea Room		35	Room

Red arrows and boxes provide instructions: 'Double click the one you want' points to the 'Tea Room' row, and 'It appears here' points to the 'Tea Room' entry in the 'Rooms' list at the bottom. The 'OK' button is also highlighted with a red box.

3. To see when a room is available, select scheduling assistant



This will allow you to see when this room is busy.

- 3. If a room is double booked, those who have made a booking using this process will have the use of the room.
- 4. Please book another meeting room on campus if the UNE Partnerships meeting rooms are booked.