Welcome to the Outlook Meeting Room Finder Tool!

To use the Meeting Room Finder Tool you do have to specifically create a New Meeting Request. To do this from your calendar tab you either right-click the day you want to schedule the meeting and choose New Meeting Request or click the New Meeting button at the top of the Calendar window. This feature is *not* available from the New Appointment window by default so make sure to use New Meeting/New Meeting Request.
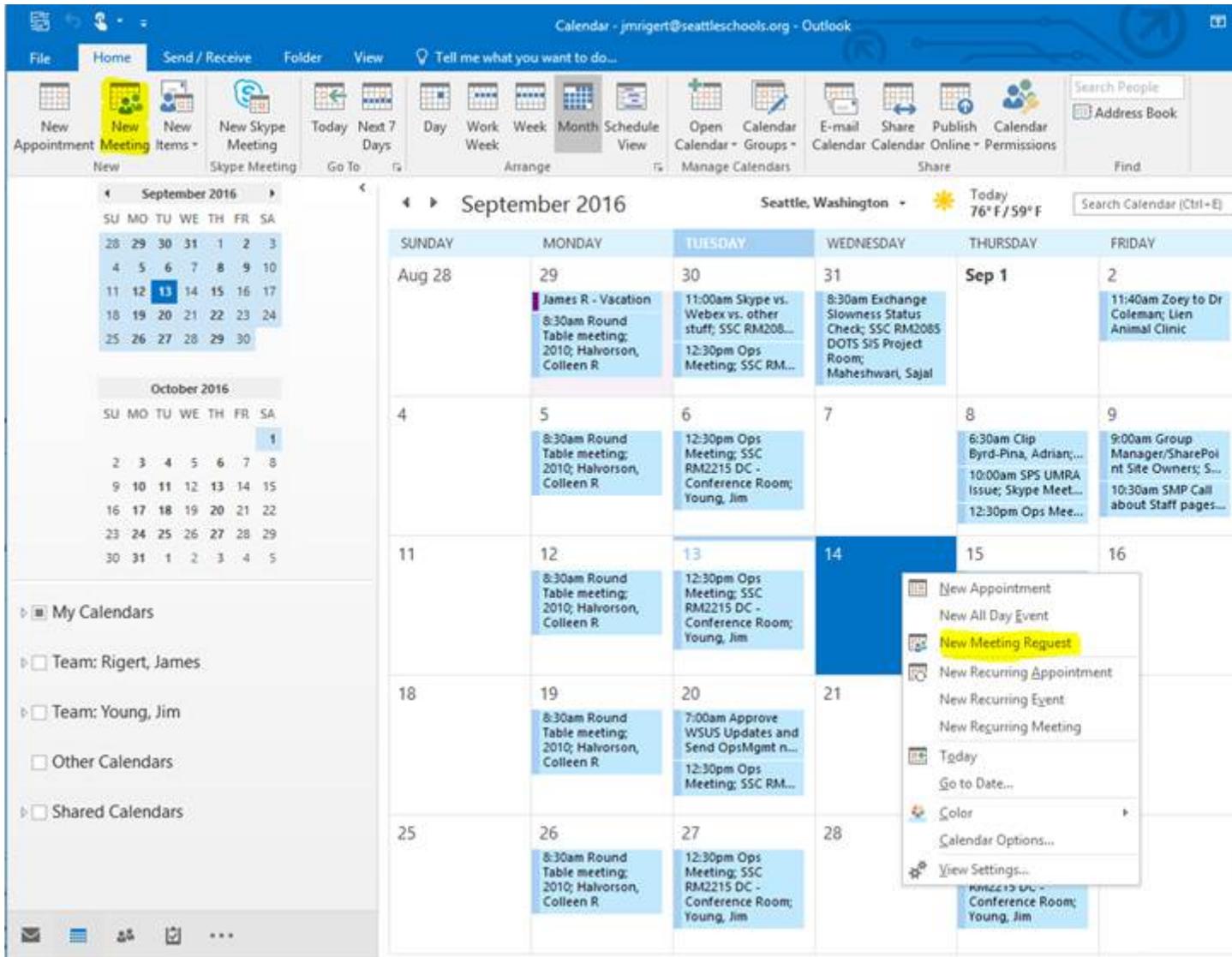
This brings up the New Meeting window with the Room Finder:
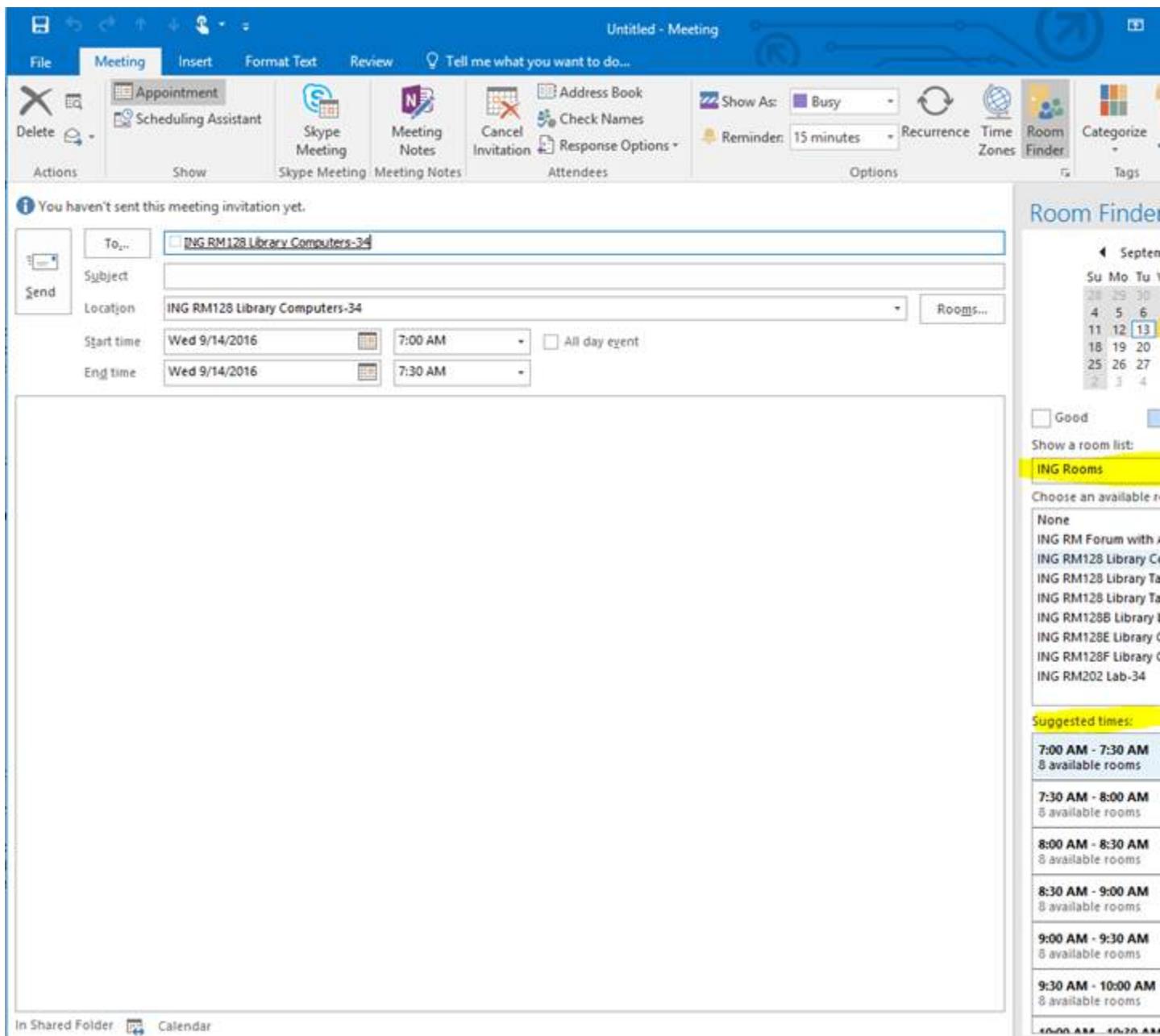
I'd like to point out the highlighted area under "Show a room list:", this is where an Ingraham teacher would choose "ING Rooms" from the pull down menu. This populates a list of all the room resources at Ingraham (so far the list is just your requested resources). Based on the time and date of your meeting it will show a subset of those rooms that are actually available at that time. Below the list of available rooms you see "Suggested times" this shows you other blocks of time of similar duration to your meeting and how many rooms are available at that time. Once you decide on a room that's available (In this example ING RM128 Library Computers-34) just click the Room Name from the list and it automatically adds it to your meeting. You can then fill out the rest of the invitees, subject, meeting details, etc and when you hit Send it will create a meeting on your calendar at the time specified, e-mail your invite to all your invitees, and will automatically schedule the room you selected. Once scheduled it removes the room from the available rooms list for that date/time so no other teacher/staff member

can double book the room. Since this is an automated process you will receive a brief e-mail from ING RM128 Library Computers-34 saying that your reservation was accepted. This workflow is for peace of mind for those who don't want to have all the room calendars added to their Outlook calendar list.

There is nothing else you need to do. In that one step you've created a meeting for your calendar, your invitee calendars, and a reservation on the room resource.

If you decide you don't need the meeting anymore just open it up on your calendar and click Cancel Meeting and send the cancellation to everyone. The new room resource will get that cancellation notice and process it automatically, thus removing your reservation for that date/time while making it available again to all.

With the current configuration only Ingraham staff can add these resources (if available) without needing approval. Anyone outside of Ingraham can also request to use these resources but it will result in an e-mail to you that will allow you to approve or deny their request based on whatever criteria you currently use for allowing non-Ingraham SPS employees to schedule your rooms.

That concludes your introduction to Room Finder!

To schedule items like ChromeBook Carts just treat them like another invitee to the meeting. In this case you click the To button in the new meeting and either do a search for "ING EQ" which will bring up all Equipment resources for Ingraham as seen below:
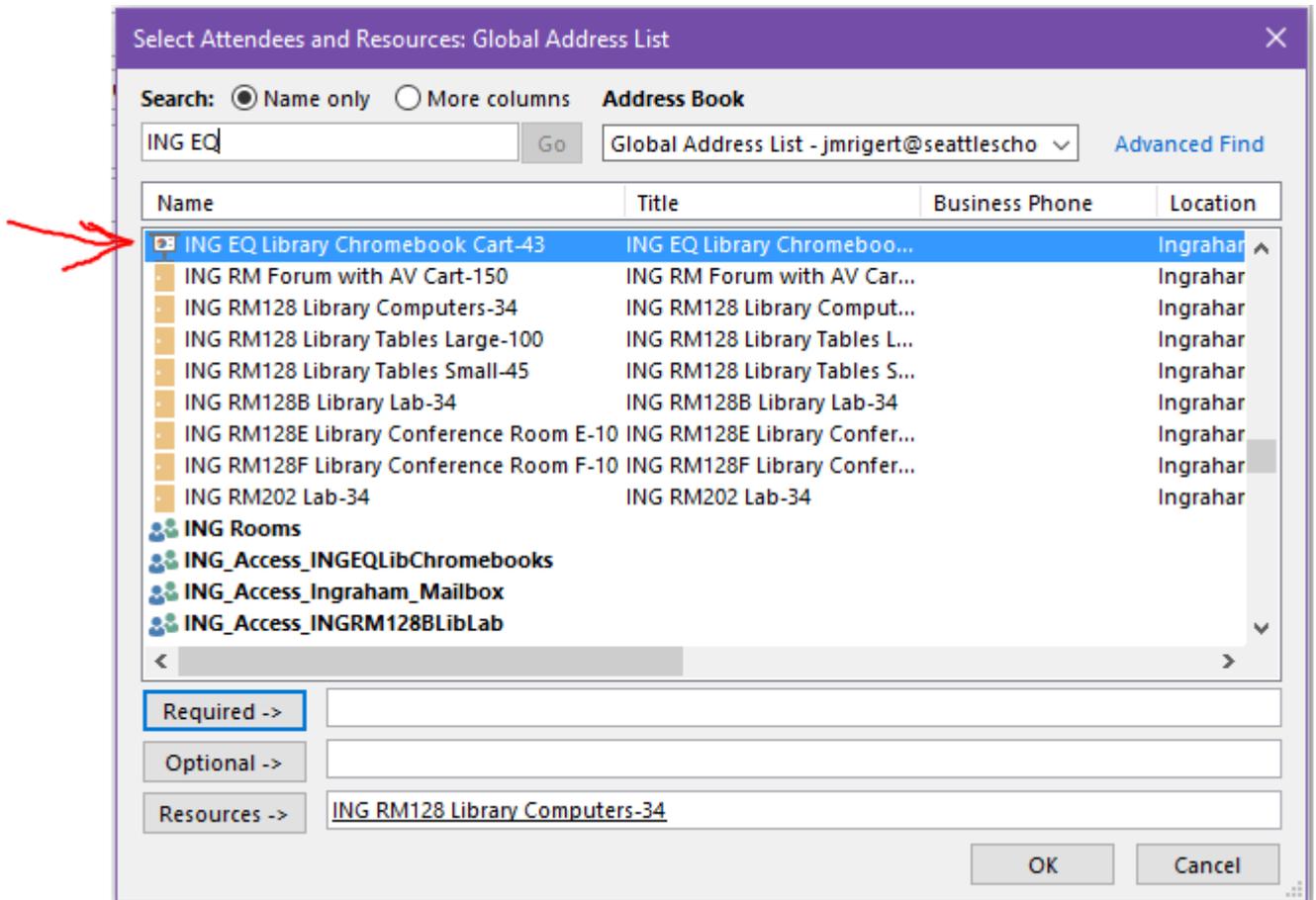
At this time you can see there is only one ING EQ item for the ING EQ Library Chromebook Cart-43. You can tell it's equipment based on the icon looking like a projector screen while a room resource looks like a door icon. Another option for displaying all equipment available in the district is to use the "All Equipment" Address list as seen below:
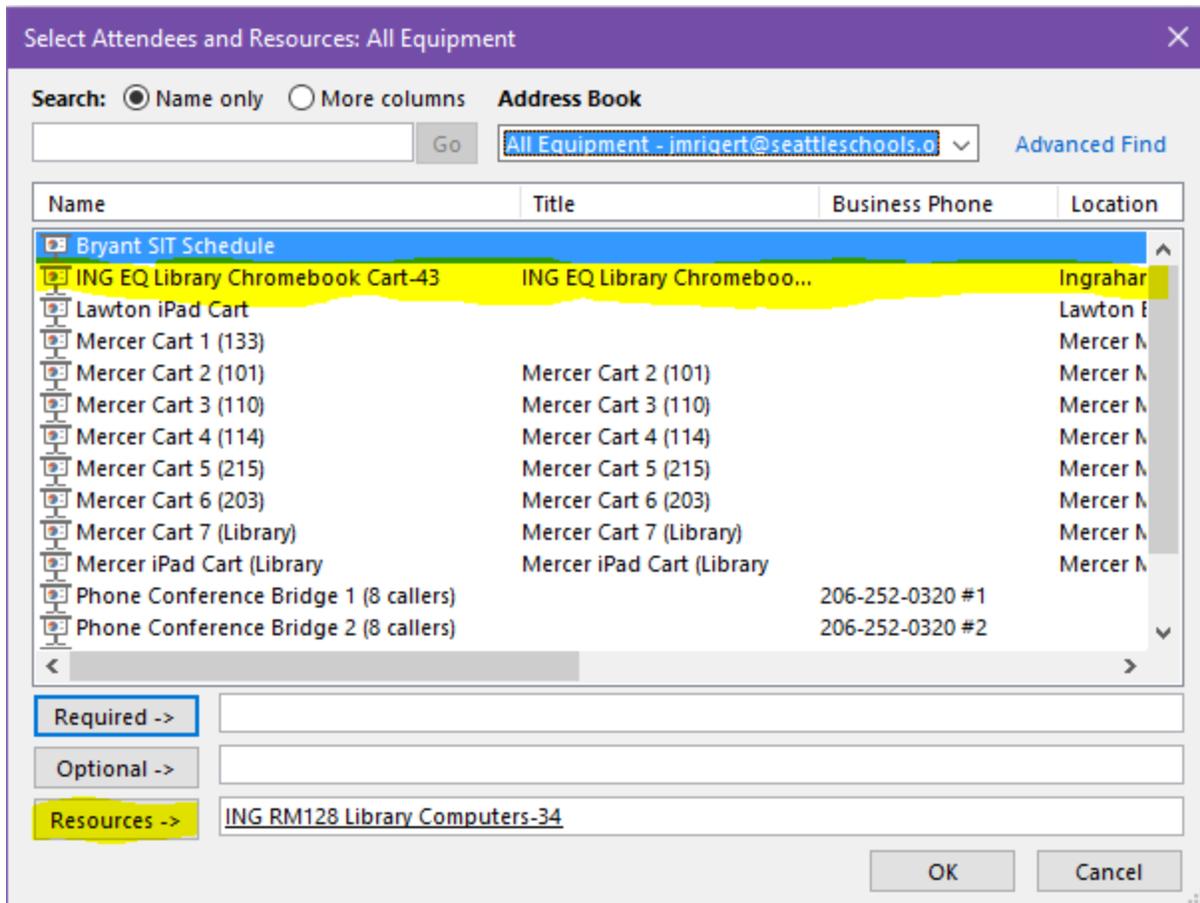
Regardless of which method you choose to find the equipment you're looking for you'll just highlight it from the list and click the Resources button to add it as a resource and click Ok. If you want to see if the equipment is available you'll have to add it via the Scheduling assistant view as seen below:
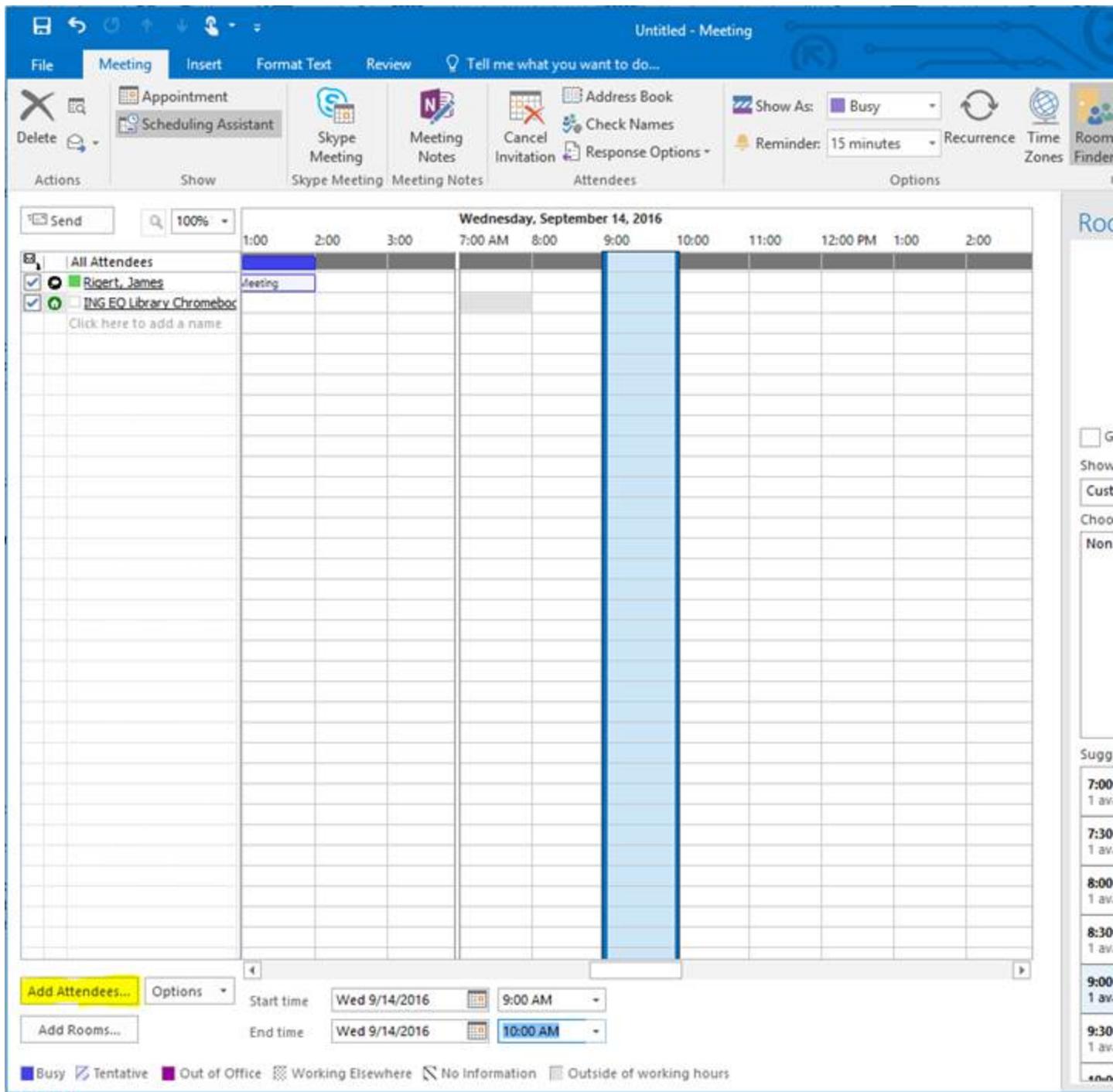
By clicking the Add Attendees button you can add your Equipment Resource (In this case ING EQ Library Chromebook Cart-43) to the resource field and it will show if it's scheduled or not during your meeting window. Once you've finalized the time, details, equipment resource, and even room resource (you can do multiple resources!) you send the meeting invite out and it automatically creates the meeting in your calendar, schedules both the equipment resource for that timeframe and the room resource (if you needed one)!

Below I've included a URL from the University of Wisconsin-Madison that also gives an explanation on how to use the scheduling assistant. Feel free to give it a look if you want a detailed look at the Scheduling Assistant!

https://kb.wisc.edu/page.php?id=52863

One last thing to mention, to ensure these resources are available at school and from your home computer you can do all this scheduling using EduMail (http://edumail.seattleschools.org). Just log in, click your waffle menu (usually top left of browser window) and click Calendar from the waffle menu as seen below:

From the Calendar app you'll have all the same functionality as you do from Outlook 2016. Below is a URL from Microsoft with details on the various options available for creating a meeting and reserving resources via the Office 365 Calendar app.

https://support.office.com/en-US/article/Calendar-in-Outlook-on-the-web-for-business-5219c457-d1fe-4c2f-9032-1a816b88e936