

PX Facilities - Meeting Room Resource Booking through Outlook Calendar User Guide

Currently company facilities have the following meeting rooms available which can be booked through outlook calendar. Every room booking request done through outlook calendar is send to the respective meeting room custodian (admin officers listed below) who can either *accept, decline, or propose a new meeting time*.

The respective admin officers are listed against the meeting rooms below.

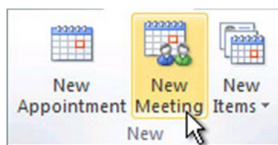
- ❖ Airline Operations Conference Room (Engineering) – **Bernadette Vaname /Naomi Mea**
- ❖ ANH1 Destinations Meeting Room1 – **Henry Gelu**
- ❖ ANH1 Finance Conference Room1 – **Bea Ali**
- ❖ ANH4 Board Room – **Anna Kakamara**
- ❖ Ground Operations Conference Table – **Melissa Kalinoe**
- ❖ HR Conference Room – **Mea Gini/Mary Tapo**
- ❖ IT Conference Room – **Mary Kamang**
- ❖ LinkPNG Conference Room – **Elsie Agonia**
- ❖ Waigani Charlie Meeting Room – **Gima Ravu**

STEPS:

A. Send a Request to Book a Meeting Room (by Requester)

A meeting is an appointment that includes other people and includes resources such as a meeting (conference) rooms. Responses to your meeting room requests appear in your **Inbox**. To book and schedule a meeting room do the following:

1. In **Calendar**, on the **Home** tab, click **New Meeting**.



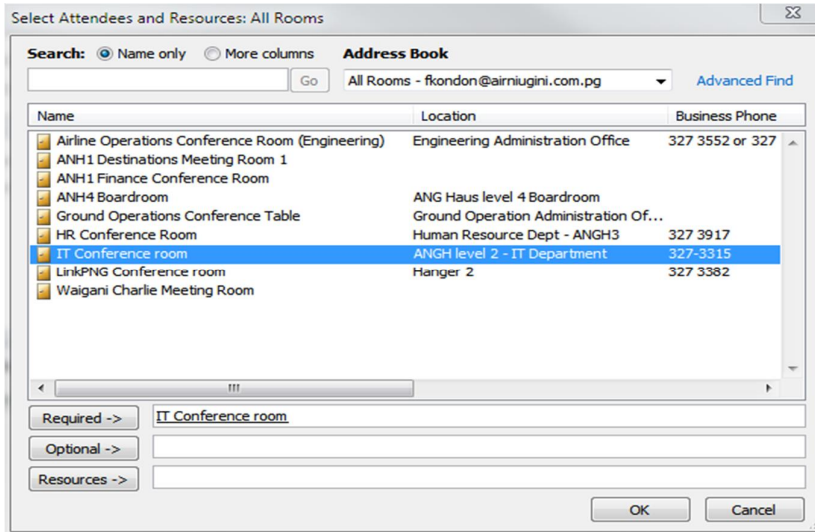
2. On the new **Meeting** screen below, fill in the details as follows:
3. In the **Subject** box, type a description of the meeting.

A screenshot of the Outlook 'New Meeting' form. The form is titled 'Invitations have not been sent for this meeting. Adjacent to another appointment on your Calendar.' It contains fields for 'To...', 'Subject:', and 'Location:'. Below these fields are 'Start time' and 'End time' dropdown menus, both set to 'Thu 13/10/2016' and '12:00 PM' respectively. There is also an 'All day event' checkbox. A 'Rooms...' button is visible on the right side of the form.

4. In the **Location** box, click **Rooms** button to choose from available rooms in our facilities.

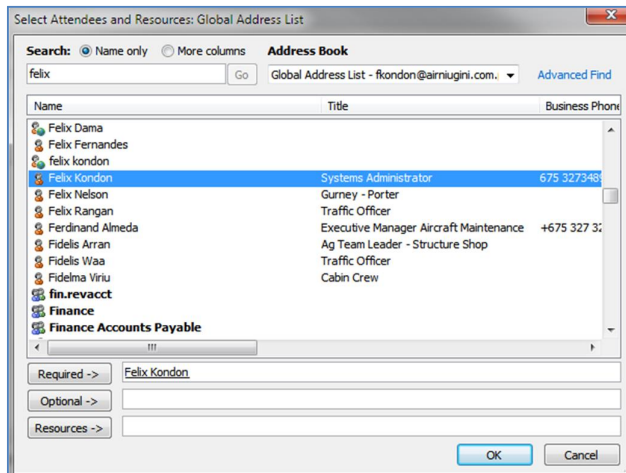
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5. On the **Address Book** below, select **All Rooms**, and select the specific meeting room you would like to book and click **Required** as screen below shows, and click the **OK** button.



Note when location box is populated with the room name, it also populates the **To..** box with the room name.

6. To include the attendees for the meeting, click the **To..** button to open the global address book to select names and then click **Required** and click the **OK** button.



7. In the **Start time** and **End time** lists, click the start and end time for your meeting.

If you select the **All day event** check box, the event shows as a full 24-hour event, lasting from midnight to midnight.

8. In the meeting request **body**, type any information that you want to share with the recipients. You can also attach files if needed.

- Finally you can click on the **Send** button to send the meeting room request to the meeting room custodian once it is populated as the screen below.

B. Accept, Decline, or Propose a Room Request (by Custodian)

As a meeting room custodian (owner), you receive any proposed room meeting request being forwarded to you as below screen shows from anyone who wants to book the particular meeting room. You decide whether to accept, decline, or propose new meeting schedule.

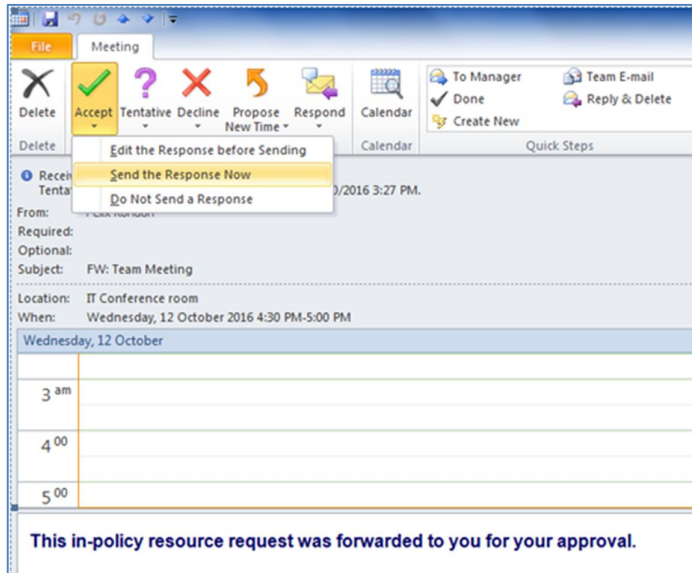
To accept a proposed new meeting time

- Open the new meeting request you receive

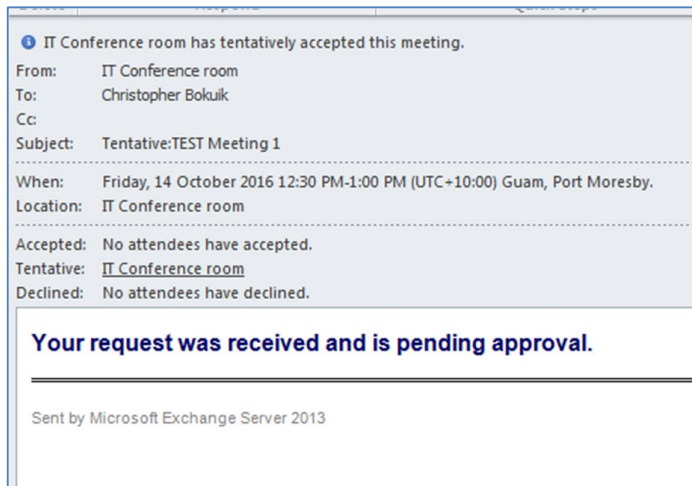
- Click **Accept** option at the top of the screen and
- Select **Send the Response Now**.

There are two other options there as well, which you can use depending on your requirement.

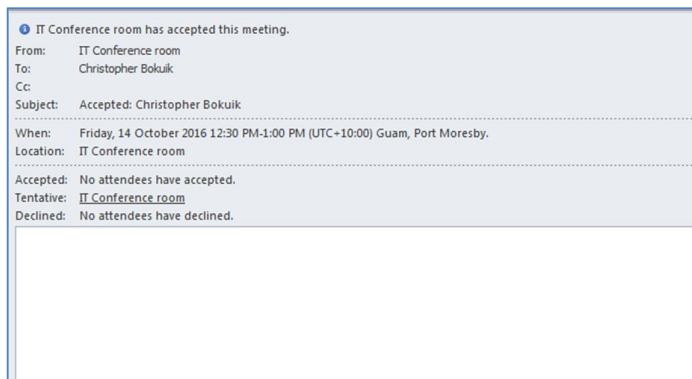
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The following auto-reply will be send back to the requester while pending approval by the custodian of the meeting room requested.

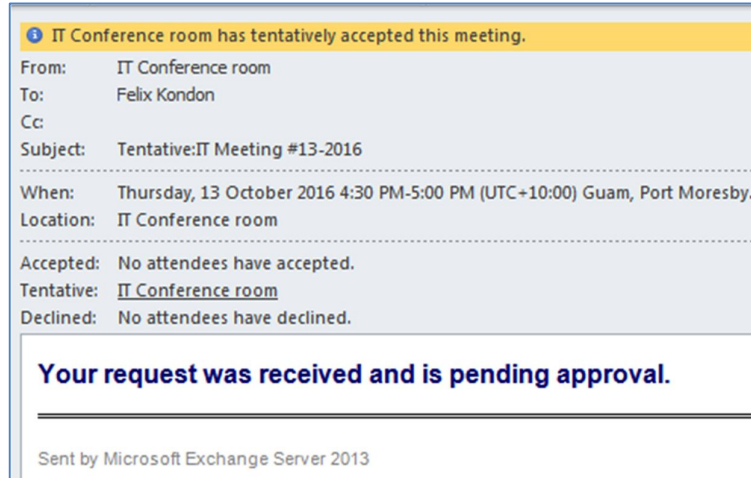


If the request is approved by the custodian of the room, the auto-reply (screen below) will be send to the requester confirming the acceptance of the request.

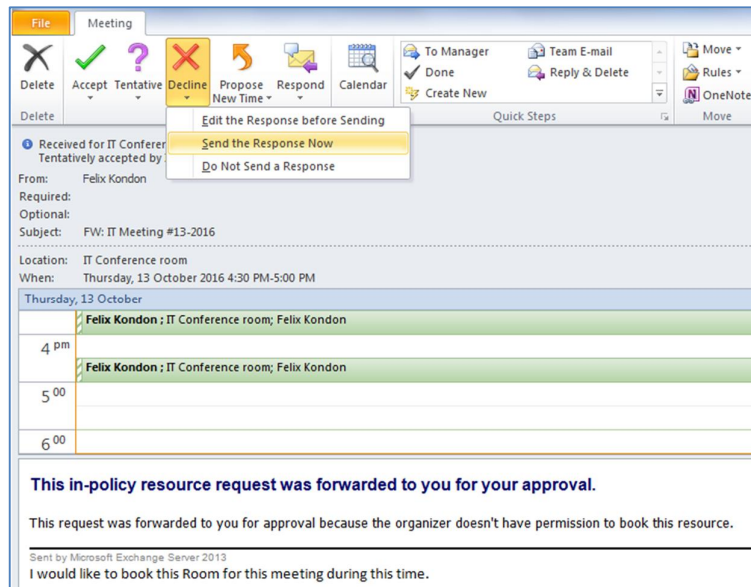


To decline a proposed new meeting room request

When a room request is sent to the custodian of the specific meeting room, the requestor receives the following out-reply screen pending approval by the meeting room custodian.



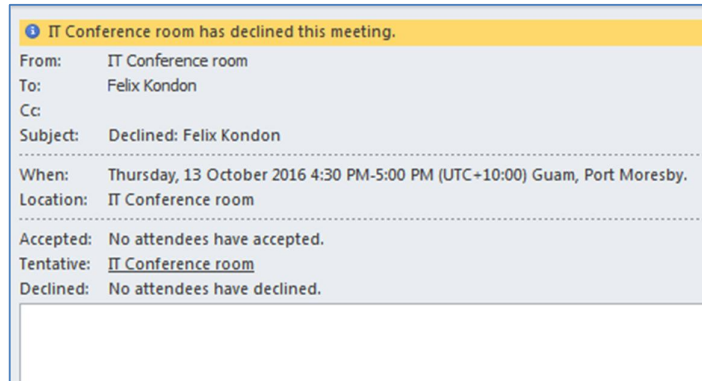
The meeting room custodian receives the following meeting room request screen forwarded to him/her pending approval.



To decline the meeting room resource request by the room custodian, do the following:

1. Open the room meeting request you receive
2. On the **Meeting** tab, click **Decline**, then select **Send the Response Now** to decline the meeting room request. There are two options as well you can select depending on your requirements.

As soon as the request is declined, the requestor then receives the following auto-reply screen advising of the decline of the specific meeting room requested for.

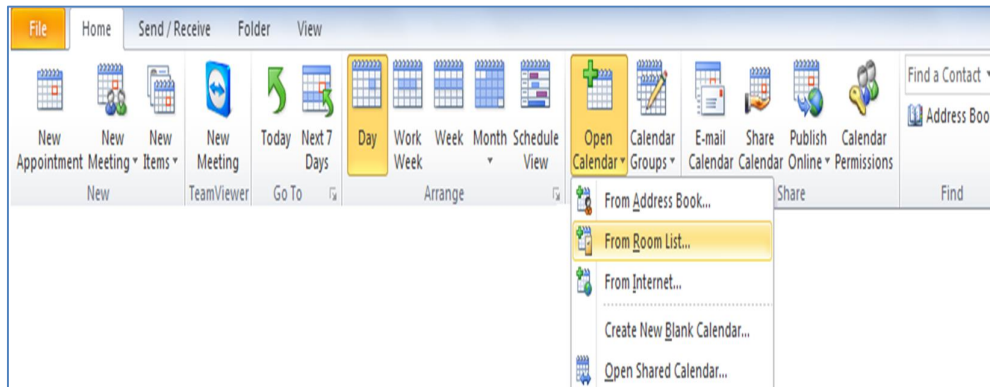


When you receive a new meeting request for a time that the room isn't available, you can propose a new meeting time. The meeting room custodian makes the final decision whether to accept or decline a proposed meeting time.

C. Add Meeting Room Calendar to your Outlook

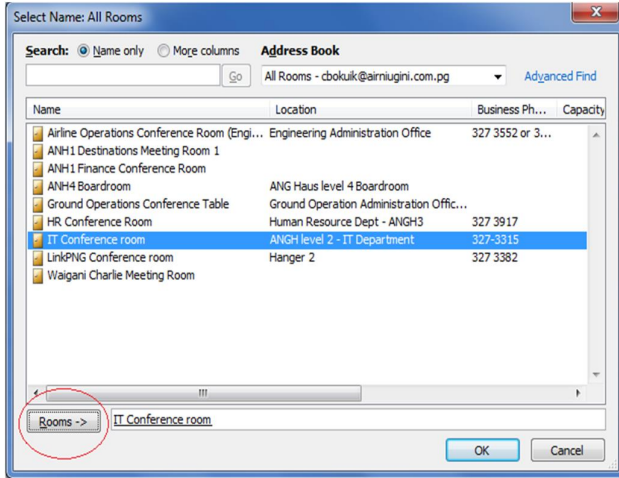
To add a room calendar to your personal outlook, do the following:

1. Click on the **Home Tab**
2. Locate **Manage Calendar** and click **Open Calendar**
3. Scroll Down and select **From Room List**

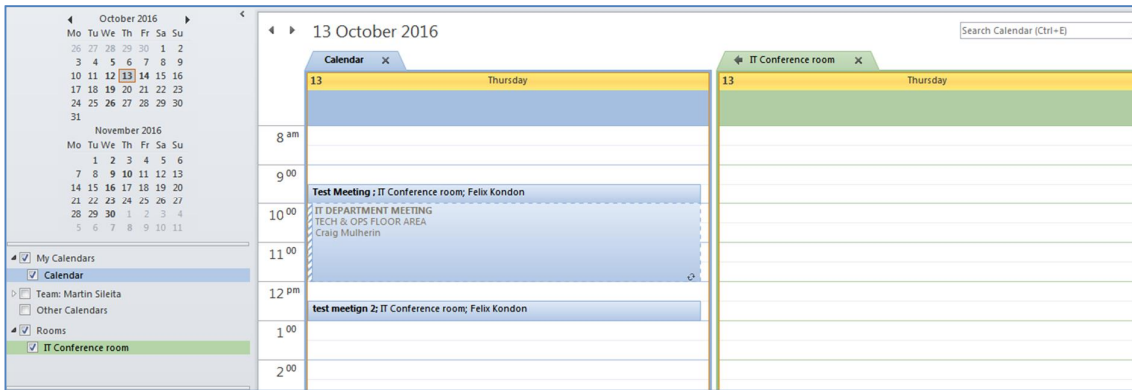


4. Select name of Room and double on it or click on the **Rooms** button as encircled.
5. Click on the **OK** button

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Now the specific meeting room is added under **Rooms** under your outlook Calendar and you can see the bookings for this specific meeting room. You can also add the other rooms so you can also view their booking details as well per day.



Any Questions or Queries??

Please raise with IT Helpdesk at it.helpdesk@airniugini.com.pg or call Ext 3315

Prepared By: IT Systems Admin Team

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