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

<u>STEPS:</u>

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.

| Invita Adjad | tions have no ent to anothe | t been sent for this meet r appointment on your (| ting. Calendar. | | | | | | | | | | |
|--------------------------------------|--------------------------------|--|--------------------|----------|---------------|--|--|--|--|--|--|-------|--------|
| Send | To Subject: | | | | | | | | | | | | |
| | Start time: | Thu 13/10/2016 Thu 13/10/2016 | • | 12:00 PM | All day event | | | | | | | Rooms | |
| | End time: | INU 15/10/2016 | | 12:30 PM | | | | | | | | | 1 23 4 |
| | | | | | | | | | | | | | r |

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

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.

| Go | Addres All Room | | Advanced Fin |
|--|--------------------|-------------------------------------|----------------------------------|
| Name | | Location | Business Phone |
| Airline Operations Conference Room (Eng ANH1 Destinations Meeting Room 1 ANH1 Finance Conference Room | gineering) | Engineering Administration Office | 327 3552 or 327 |
| ANH4 Boardroom | | ANG Haus level 4 Boardroom | |
| Ground Operations Conference Table | | Ground Operation Administration Of. | |
| HR Conference Room | | Human Resource Dept - ANGH3 | 327 3917 |
| IT Conference room | | ANGH level 2 - IT Department | 327-3315 |
| LinkPNG Conference room Waigani Charlie Meeting Room | | Hanger 2 | 327 3382 |
| | | | |
| < III | | | Þ |
| Required -> IT Conference room | | | 4 |

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.

| Search: Name only More columns | Address Book | |
|----------------------------------|---|---------------|
| felix Go | Global Address List - fkondon@airniugini.com. 👻 | Advanced Find |
| Name | Title | Business Phon |
| 🗞 Felix Dama | | |
| 8 Felix Fernandes | | |
| Sa felix kondon | | |
| S Felix Kondon | Systems Administrator | 675 3273489 |
| & Felix Nelson | Gurney - Porter | |
| & Felix Rangan | Traffic Officer | |
| & Ferdinand Almeda | Executive Manager Aircraft Maintenance | +675 327 32 |
| 8 Fidelis Arran | Ag Team Leader - Structure Shop | |
| 8 Fidelis Waa | Traffic Officer | |
| & Fidelma Viriu | Cabin Crew | |
| S fin.revacct | | |
| S Finance | | |
| S Finance Accounts Payable | | - |
| • III | | • |
| Required -> Felix Kondon | | |
| Optional -> | | |
| Resources -> | | |

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.

9. 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.

| | Mary Kamang; Punia VAI; IT Conference room | | | | | | | | | |
|-------------|--|------------------------------------|--|---|---------------|--|--|--|--|--|
| Subject: | Π Meeting #15-2016 | | | | | | | | | |
| Location: | IT Conference room | | | | | | | | | |
| Start time: | Thu 13/10/2016 | | - 12:00 AM | | All day event | | | | | |
| End time: | Thu 13/10/2016 | - | 12:30 AM | - | | | | | | |
| a photo to | see social network updates | and e | mail messages f | rom | this person. | | | | | |
| | | | - | | | | | | | |
| t to s | ocial ne ees (3) | ocial networks to show profile pho | ocial networks to show profile photos ar | ocial networks to show profile photos and activity upda | | | | | | |

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

1. Open the new meeting request you receive

| Delete | Accept Tentative Decline Propose Respond | Calendar | ➡ To Manager ✓ Done ➡ Create New | 🚰 Team E-mail 🚑 Reply & Delete | e > 1 | Move * |
|-----------|---|--------------|--|-----------------------------------|--------|-----------|
| Delete | Respond | Calendar | Qu | ick Steps | 6 | Move |
| | | 016 3:27 PM. | | | | |
| Location: | Π Conference room Wednesday, 12 October 2016 4:30 PM-5:00 PM | | | | | |
| Wednes | iday, 12 October | | | | | |
| 4 pn | 5 | | | | | |
| | Felix Kondon ; IT Conference room; Felix Kond | ion | | | | |
| 5 00 | | | | | | |
| 600 | | | | | | |
| | in-policy resource request was fo | | | | k this | resource. |

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

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

| Delete Ac | cept Tentative Decline Propose Respond | Calendar | ➡ To Manager ✓ Done ➡ Create New | 😭 Team E-mail 🧠 Reply & Delete |
|---------------------------|---|-------------|--|-----------------------------------|
| Delete | Edit the Response before Sending | Calendar | Qu | lick Steps |
| Recei Tenta From: | Send the Response Now Do Not Send a Response D/20 | 016 3:27 PM | | |
| Required: Optional: | | | | |
| Subject: | FW: Team Meeting | | | |
| Location: | FW: Team Meeting Π Conference room Wednesday, 12 October 2016 4:30 PM-5:00 PM | | | |
| Location: 1 When: | IT Conference room | 1 | | |
| Location: 1 When: | IT Conference room Wednesday, 12 October 2016 4:30 PM-5:00 PM | 1 | | |
| Location: When: Wednesday | IT Conference room Wednesday, 12 October 2016 4:30 PM-5:00 PM | | | |

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

| IT Conf | erence room has tentatively accepted this meeting. |
|------------|--|
| From: | IT Conference room |
| To: | Christopher Bokuik |
| Cc | |
| Subject: | Tentative:TEST Meeting 1 |
| When: | Friday, 14 October 2016 12:30 PM-1:00 PM (UTC+10:00) Guam, Port Moresby. |
| Location: | IT Conference room |
| Accepted: | No attendees have accepted. |
| Tentative: | IT Conference room |
| Declined: | No attendees have declined. |
| Your | request was received and is pending approval. |
| Sent by M | Vicrosoft Exchange Server 2013 |
| | |

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 send to the custodian of the specific meeting room, the requestor receives the following out-reply screen pending approval by the meeting room custodian.

| IT Cont | ference room has tentatively accepted this meeting. |
|-----------|---|
| From: | IT Conference room |
| To: | Felix Kondon |
| Cc | |
| Subject: | Tentative:IT Meeting #13-2016 |
| When: | Thursday, 13 October 2016 4:30 PM-5:00 PM (UTC+10:00) Guam, Port Moresby. |
| Location: | IT Conference room |
| | |
| Accepted: | |
| | IT Conference room |
| Declined: | No attendees have declined. |
| | |
| Your | request was received and is pending approval. |
| | |
| | |
| Sent by I | Microsoft Exchange Server 2013 |
| | |

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

| File | Meeting | | | | | | | | |
|---------------------------------|-------------------------------------|------------|-----------------------|--------------|-------------|--|-----------------------------------|--------|---|
| Delete | Accept Tentative | | Propose lew Time - | Respond | Calendar | ➡ To Manager ✓ Done ♥ Create New | 😭 Team E-mail 🙈 Reply & Delete | 4 + | Move ▼ Move ▼ Rules ▼ MOneNote |
| Delete | | Edit | t the Resp | onse befor | re Sending | Qu | uick Steps | Fa | Move |
| | ived for IT Conferen | | d the Res | ponse Nov | v | | | | |
| Tenta From: | tively accepted by Felix Kondon | Do | Not Send | a Respons | e | | | | |
| Required Optiona Subject: | | #13-2016 | | | | | | | |
| Location When: | : IT Conference r Thursday, 13 O | | 6 4:30 PM | -5:00 PM | | | | | |
| Thursd | ay, 13 October | | | | | | | | |
| | Felix Kondon ; | IT Confere | nce room | ; Felix Kond | lon | | | | |
| 4 pr | | | | | | | | | |
| | Felix Kondon ; | IT Confere | nce room | ; Felix Kond | lon | | | | |
| 5 00 | | | | | | | | | |
| 6 00 | 1 | | | | | | | | |
| This r | | arded to y | you for a | | | l to you for you organizer doesn't l | ur approval. | k this | resource. |
| I wou | ld like to book t | his Room | for this | meeting | during this | time. | | | |

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**, the 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.

| From: | IT Conference room |
|------------|---|
| To: | Felix Kondon |
| Cc | |
| Subject: | Declined: Felix Kondon |
| When: | Thursday, 13 October 2016 4:30 PM-5:00 PM (UTC+10:00) Guam, Port Moresby. |
| Location: | Π Conference room |
| Accepted: | No attendees have accepted. |
| Tentative: | IT Conference room |
| Declined: | No attendees have declined. |

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 Calender and click Open Calender
- 3. Scroll Down and select **From Room List**

| File | Home | Send / R | eceive Fo | lder | View | | | | | | | | | | | | | |
|------------|------|----------|------------|-------|------|--------|---------|---------|--------|----------|----|----------|---------------------|--------|-------|-------|-------------|------------------|
| -22222 | | | | K | Ę | 000000 | 2222222 | 0000000 | 222222 | | ł | <u>m</u> | 2000 | - | | | 3 | Find a Contact 🔻 |
| New | New | New | New | Today | | Dav | Work | | | Schedule | | en | Calendar | E-mail | Share | | Calendar | 🔟 Address Book |
| Appointmer | | | Meeting | Touay | Days | Udy | Week | WEEK | * | View | | | Groups | | | | Permissions | |
| | New | | TeamViewer | Gol | lo G | |) | Arrange | | G. | 2 | Fror | m <u>A</u> ddress E | Book | | Share | | Find |
| | | | | | | | | | | | | Fror | m <u>R</u> oom List | t | | | | |
| | | | | | | | | | | | 23 | Fror | m Internet | | | | | |
| | | | | | | | | | | | | | ate New Bla | | | | | |
| | | | | | | | | | | | | | en Shared C | | | | | |

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

| Search: Name only More columns | A <u>d</u> dress Book | | |
|--|---------------------------------------|----------------------------------|-----------|
| Go | All Rooms - cbokuik@airniugini.com.pg | Ad<u>v</u>an | iced Find |
| Name | Location | Business Ph | Capacit |
| Airline Operations Conference Room (Engl., ANH1 Destinations Meeting Room 1 ANH1 Finance Conference Room | . Engineering Administration Office | 327 3552 or 3 | ^ |
| ANH4 Boardroom | ANG Haus level 4 Boardroom | | |
| Ground Operations Conference Table | Ground Operation Administration Offic | | |
| HR Conference Room | Human Resource Dept - ANGH3 | 327 3917 | |
| IT Conference room | ANGH level 2 - IT Department | 327-3315 | |
| 🧧 LinkPNG Conference room 🥃 Waigani Charlie Meeting Room | Hanger 2 | 327 3382 | |
| , iii | | | |

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.

| ♦ October 2016 Mo Tu We Th Fr Sa Su | < + > | 13 October 2016 | | Search Calendar (Ctrl+E) |
|--|-------|---|----|--------------------------|
| $\begin{array}{cccccccccccccccccccccccccccccccccccc$ | | Calendar X (# IT Conference room X | | |
| | | 13 Thursday | 13 | Thursday |
| | 8 am | | | |
| | 9 00 | Test Meeting ; IT Conference room; Felix Kondon | | |
| | 10 00 | T TO EPARTMENT MEETING TECH & OPS FLOOR AREA Craig Mulherin | | |
| ✓ My Calendars ✓ Calendar | 11 00 | | | |
| > 🔄 Team: Martin Sileita | 12 pm | | | |
| C Other Calendars | | test meetign 2; IT Conference room; Felix Kondon | | |
| a | 100 | | | |
| | 2 00 | | | |

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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