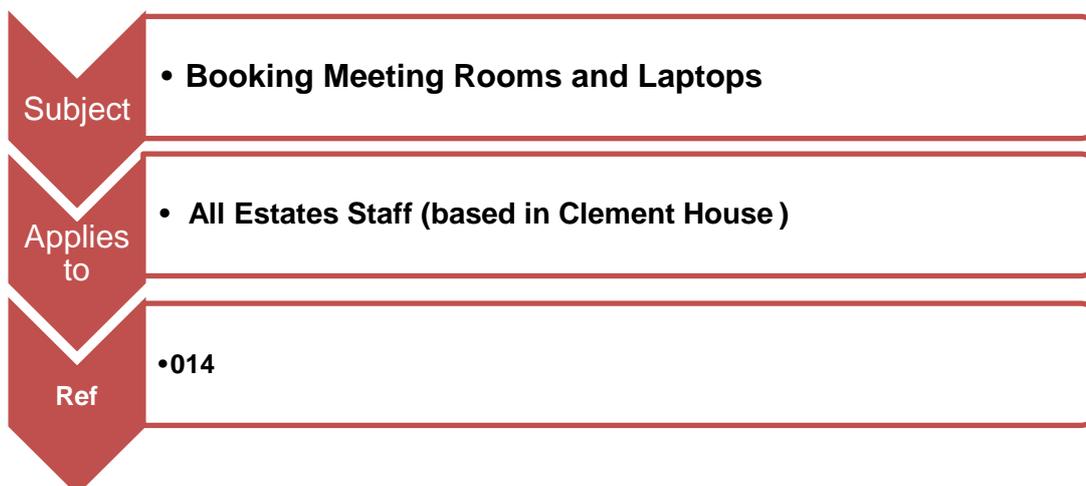


ESTATES DIVISION

Director of Estates – Procedure Note

**1. INTRODUCTION**

All Clement House based staff are now able to book meeting rooms on 3rd – 7th floor CLM using Outlook meeting invites. This guide outlines how to install and use a booking calendar.

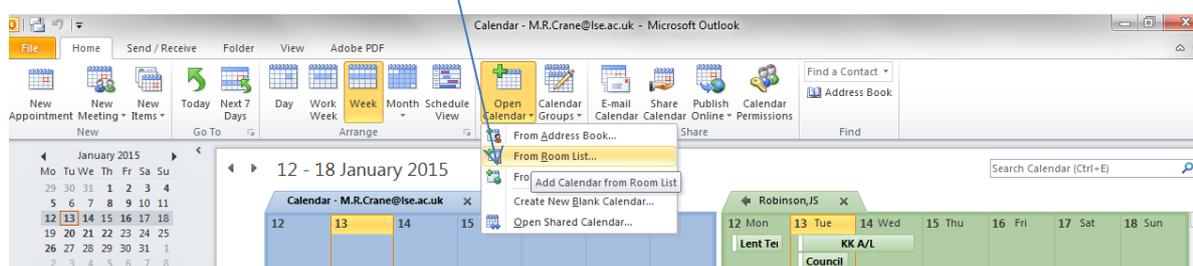
Room booking calendars are specifically for a meeting room and are designed so that all users across the department or division can access the calendar and book meetings in that room. To avoid meeting clashes, only one entry will be possible on any given time and date.

2. ADD THE ROOM BOOKING CALENDAR TO YOUR CALENDAR FOLDER LIST

This is a one-off process that only needs to be completed the first time you log onto a PC.

Find the new calendar and add it to your calendar list.

Go to Outlook, in calendar view go to the **Open Calendar** menu on the toolbar (highlighted in image below) and click once. A drop down list will appear. Select 'From Room List...'

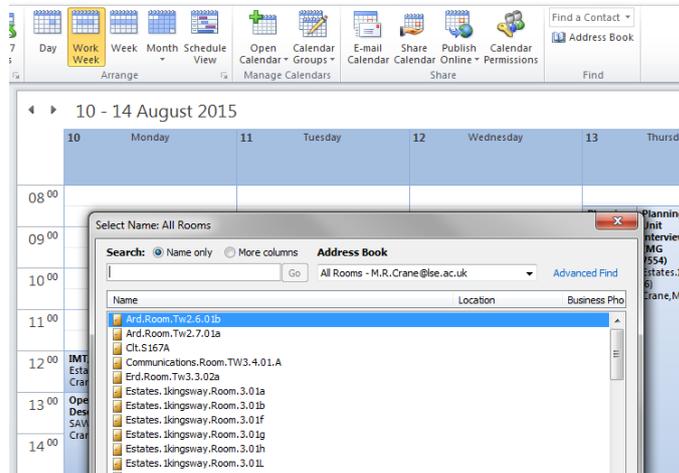


Double click on each of the following:

- Estates.Clement.Room.3.08 (seats 10/12) AV to be fitted Easter 2022
- Estates.Clement.Room.3.08a (seats 8) AV booking available after Easter 2022
- Estates.Clement.Room.4.12 (seats 4) AV no window
- Estates.Clement.Room.4.13 (seats 8 table + 4 chairs plus sofa for 4) no AV
- Estates.Clement.Room.5.10 (seats 6) AV
- Estates.Clement.Room.6.11 (seats 6/8) AV
- Estates.Clement.Room.6.13 (seats 6/8) AV
- Estates.Clement.Room.7.09 (seats 4) AV, no window
- Estates.Clement.Room.7.14 (seats 4) no AV, no window

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Once you are able to view the room calendars, browse in the calendar diary to view bookings and check for available slots. We suggest you check this through the **scheduling assistant** when booking your meeting. If space is available, you can then proceed to make bookings.

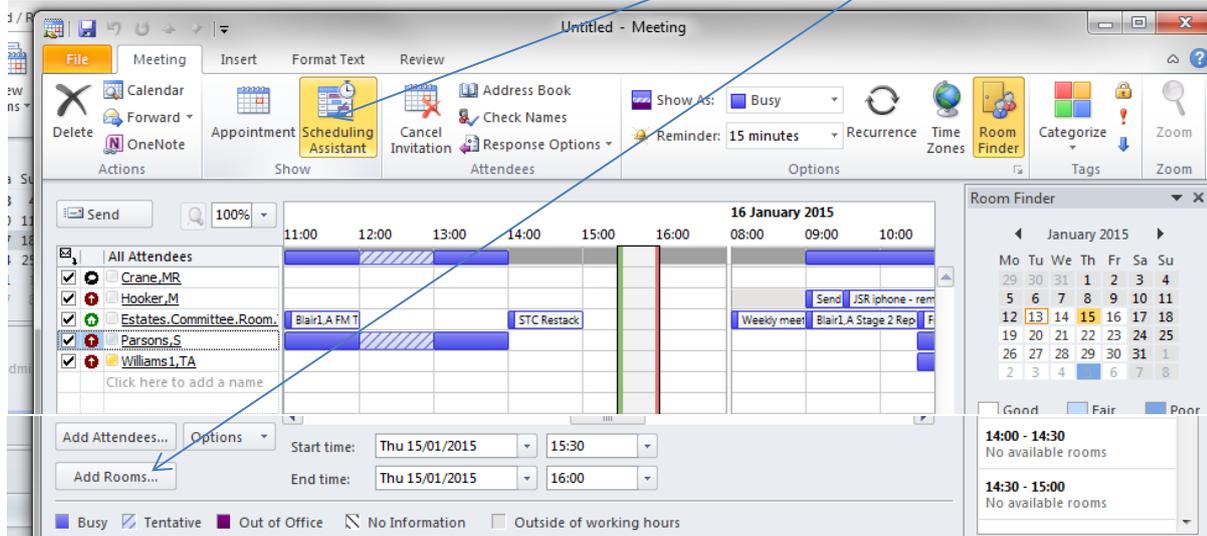
3. INVITING THE ROOM TO YOUR MEETING

When you prepare Outlook invites you can now **invite** the room to your meeting from your own calendar.

You need to arrange the meeting from your own calendar in order to manage responses by email. To do this go to *your* calendar view in Outlook and select ‘**New Appointment**’ or ‘**New meeting**’ from the quick access toolbar at the top.

4. USING SCHEDULING ASSISTANT TO CHECK ROOM AVAILABILITY

After choosing ‘**New Appointment**’ or ‘**New Meeting**’ click the ‘**Scheduling Assistant**’ button to ensure that all parties are available at the chosen time. Click the ‘**Add Rooms**’ button to select your room.



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If you do not check availability and you choose a room that is already booked the meeting invite **will be declined by the room calendar. Please do not ignore this** - you must open the appointment in **your** calendar and through the scheduling assistant find an available room to invite to the meeting.

If all CLM rooms are booked, you may wish to find a room in another location on campus. This can be done via Resource Booker <https://mybookings.lse.ac.uk/> If you do not have access please email Lse.Roombookings@lse.ac.uk to request access.

AMENDING/CANCELLING BOOKINGS

Ideally all room bookings should be attached to an invite so that amends/cancellations will automatically update the room booking simultaneously. If you wish to make amendments or delete the booking, make changes to the entry as appropriate from the meeting within **your** calendar.

BOOKING A MEETING SERIES

If you wish to book a series of recurring meetings and any of the dates/times clash with an existing booking in the chosen room **the whole series will be declined** so room availability needs to be checked carefully.

If you encounter problems when booking rooms please speak to a member of the Admin Team.