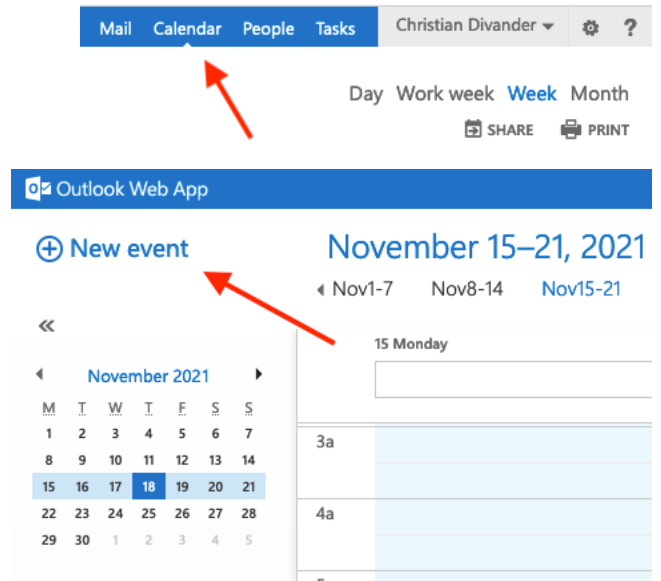
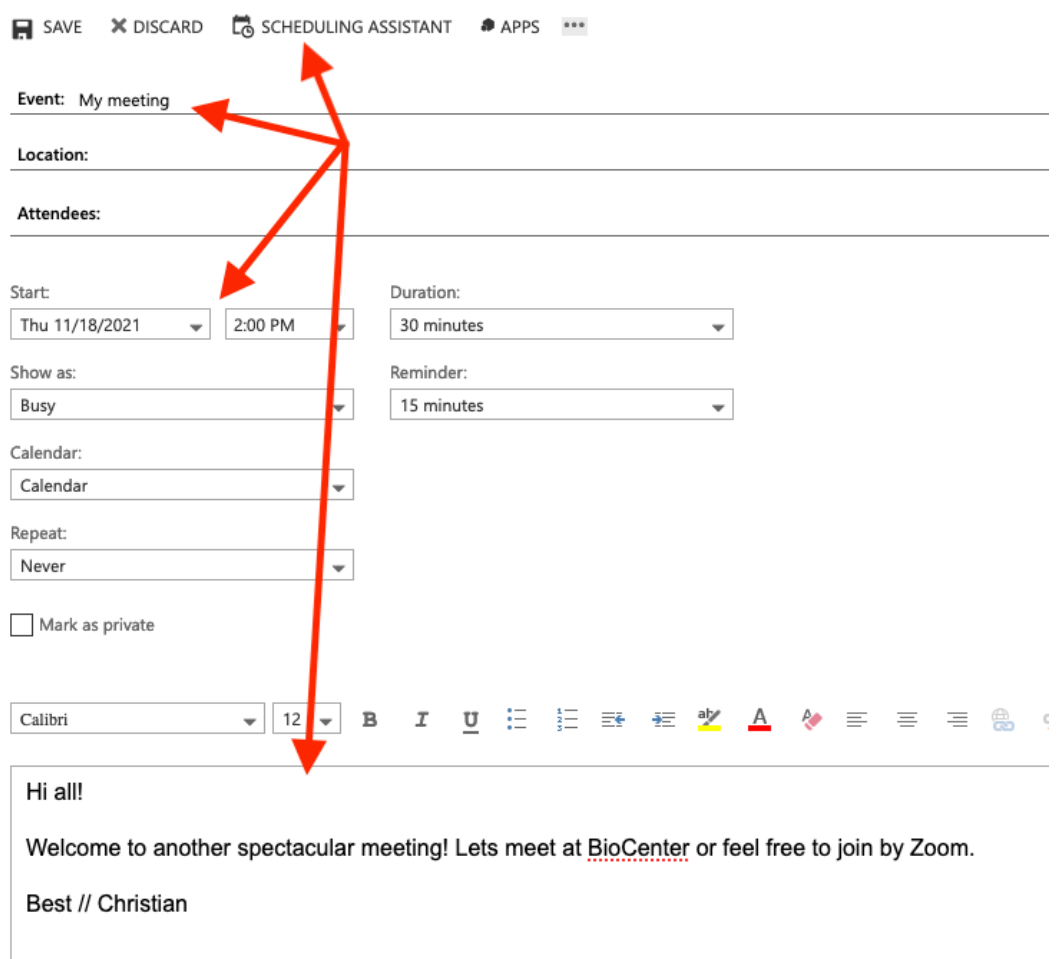


# BOOKING THROUGH OUTLOOK WEB

- Go to <https://webmail.slu.se> and login with AD username and password.
- Go to Calendar in the top right corner.
- Click New event.



- Set a title to the meeting, choose date & time, write a message, and then press Scheduling Assistant.



- Search for and add the people you want to invite in the Attendees box (you don't need to add yourself). If you want to change an attendee from Required to Optional, just right-click on the person after adding them and choose "Attendance optional".

My meeting

When: Tue 11/16/2021 10:00 AM

Duration: 30 minutes

Attendees:

Robert

**Robert Andersson**  
robert.k.andersson@slu.se

Search contacts and directory

2 REQUIRED 0 CONFLICTS

Christian Divander  
Free

Robert Andersson  
Free

Remove

View details

Attendance optional

- Click Add room and choose "BioC Rooms". In case you don't see "BioC Rooms" you might need to click "Choose new room list" first.

ADOBE Rooms

Alnarp Rooms

**BioC Rooms**

Drottningholm Rooms

Grimsö Rooms

Lysekil Rooms

Örebro rooms

Oregrund Rooms

Simpevarp rooms

Skara Rooms

SLUR labber Rooms

Add room

Ua BioC A502 (a502, 24 platser) (Free)

Ua BioC A562 (a562, 8 platser) (Free)

Show all rooms in BioC Rooms

Any available room in BioC Rooms

Choose new room list

Add room

- You will get a list of rooms that are Available at the current set time of the meeting. If you want to also see the Unavailable rooms, click "Show all rooms in BioC Rooms".

- Choose the room you want to book. If you need to book several rooms, see instructions at the end of this guide.

- You can click a free slot in the timeline to change the time of the meeting if you find one that fits better for the room/attendees. You can switch between Day and Week view in the top right corner. Day view gives more details about who is busy when. But selecting a “busy” time slot in Week view will also show who is free/busy in the list to the left.

- When you are done adding attendees, rooms and choosing a time for the meeting click OK.

- If you have booked a VIDEO room and want to have people join by Zoom simply paste the invite created in the Zoom client or [Zoom web](#). The whole invite isn't necessary, but the Join by SIP part is needed for the videoconferencing equipment to give you a green Join button on the touch panel.

- When you are done send the invitation. In a minute you will get a reply that the room(s) have confirmed the booking\*.

\*Unless you managed to choose a time when the room was busy, then you will receive a reply saying it was declined. You can then edit the meeting with a new time or another room (use Scheduling Assistant to pick a free time!) and send the invitation again.

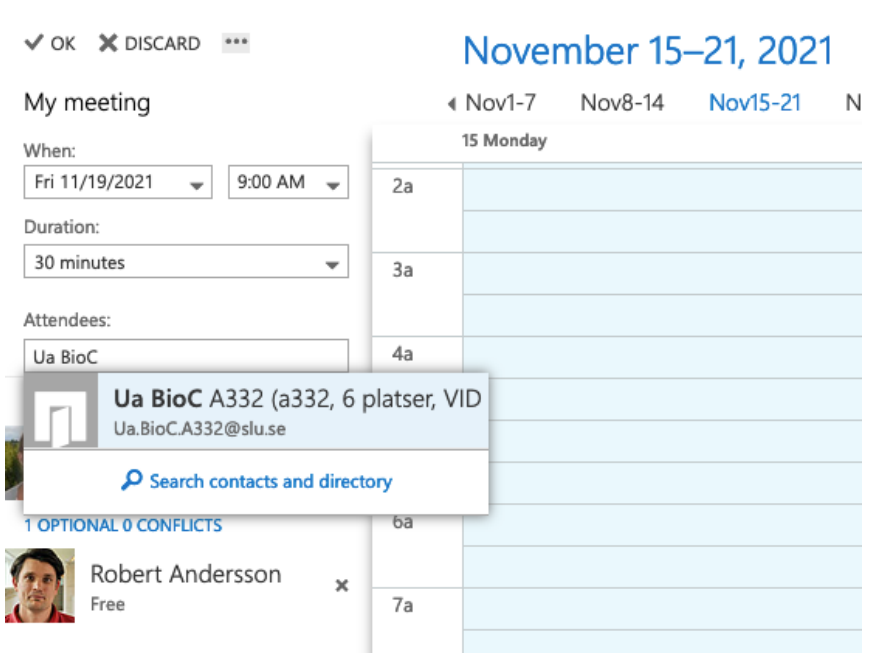
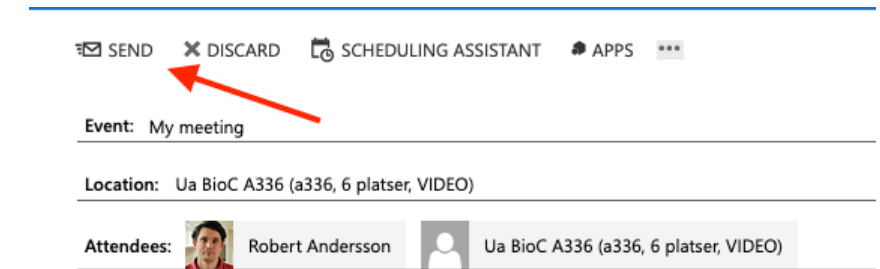
DONE!

Need to book several rooms in one meeting?

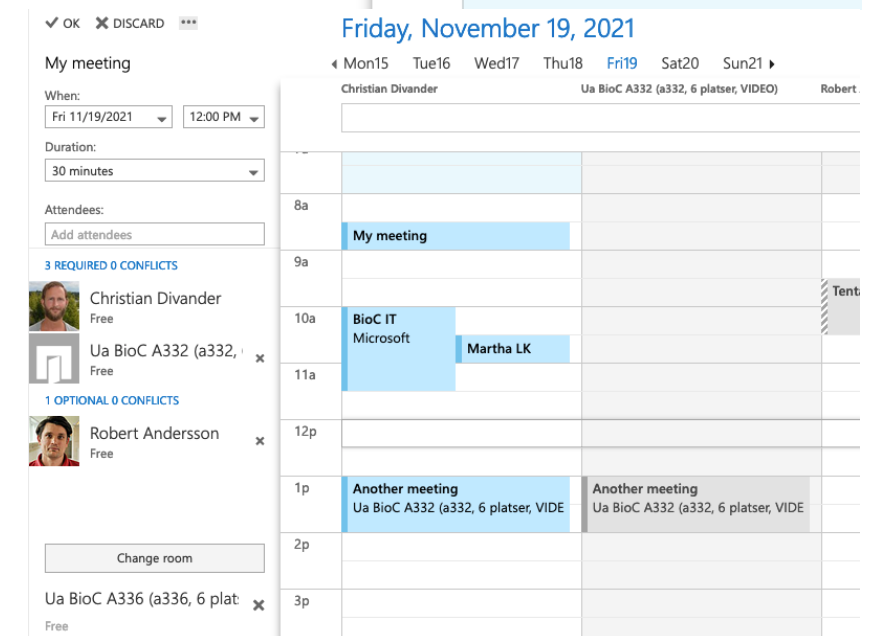
Our version of the Outlook Web App seems to have a limitation in the Scheduling Assistant, so it's only possible to choose one room.

You can however add the room as an Attendee and write manually in Location.

- In the Attendee field search for "Ua BioC" and press "Search contacts and directory" you will see a list of all BioCenter meeting rooms.



- Choose the room you want to use, and it will be added so you can see the free/busy times in the timeline.



- Click OK when you are done choosing a time for your meeting and have added all attendees and rooms. In the Location field you can manually enter the other room you just added.

SEND DISCARD SCHEDULING ASSISTANT APPS

Event: My meeting

Location: Ua BioC A336 (a336, 6 platser, VIDEO), Bioc A332

Attendees: Ua BioC A332 (a332, 6 platser, VIDEO) Robert Andersson Ua BioC A336 (a336, 6 platser, VIDEO)

- Finish the booking according to steps above.