From Your Outlook Calendar – Open a New meeting Invite

Schedule your Outlook meeting with the following details:

- Include a **Meeting Title**
- Select the **Date and Time**
- To **Request a room:** Invite Rooms by **adding them in the required field of your meeting invite as shown below**
    - o Outlook will save your frequently used rooms on a drop-down list.
    - o If you do not have a specific room name, you can **search for a room by using the Outlook Directory**
- The majority of KP administrative rooms are listed with a common naming convention:
    - o The first three identifiers as follows: **1.) State – 2.) City – 3.) Building (optional)**
    - o Followed by: Room number and /or Room name - Capacity and room type. (See example on the next page.)

	Title	Test
Send	Required	● CA Walnut Creek 501 Lennon 2fl LN2-2A 023R06A (20) CR; ● CA Walnut Creek 501 Lennon 2fl LN2-2B 023R02B (20) CR; ● CA Walnut Creek 501 Lennon 2fl LN2-2C 023R02 (20) CR
	Optional	
	Start time	Thu 6/1/2023 8:30 AM ▼ ☐ All day ☐ 🌐 Time zones
	End time	Thu 6/1/2023 9:00 AM ▼ ↻ Make Recurring
	Location	Microsoft Teams Meeting; CA Walnut Creek 501 Lennon 2fl LN2-2A 023R06A (20) CR; CA Walnut Creek 501 Lennon 2fl LN2-2B 023R02B (20) CR; CA Walnut Creek 501 Lennon 2fl LN2-2C 023R02 (20) CR

Microsoft Teams meeting

Join on your computer, mobile app or room device
Click here to join the meeting

Meeting ID: 237 322 102 145
Passcode: RxoQdi
Download Teams | Join on the web

Join with a video conferencing device
teams@evc.kp.org
Video Conference ID: 119 911 607 9
Alternate VTC instructions

Listed below is a snapshot of the **Outlook Room Directly**. In this example, we will book rooms at **501 Lennon Ln in Walnut Creek**. The drop-down menu is set for **All Rooms:**

- with the **Search Filter limited to "CA" for California**
- Then **Walnut Creek** for the **City** and **501** for the **Building**

Select Rooms: Search Results - All Rooms ✕

Search: ⦿ All columns ○ Name only   **Address Book:**

`ca walnut creek 501` [→] [✕]   Search Results - All Rooms [∨]   Advanced Find

Name	Location	Business Phone	Capacity
CA Walnut Creek 501 Lennon 1fl Dinosaur Hill (12) CR			12
CA Walnut Creek 501 Lennon 1fl Heather Farm (14) CR			14
CA Walnut Creek 501 Lennon 1fl Iron Hill (8) CR			8
CA Walnut Creek 501 Lennon 1fl Las Trampas (8)			8
CA Walnut Creek 501 Lennon 1fl Rock City (16) CR			16
CA Walnut Creek 501 Lennon 2fl 208 (2) Lactation			2
CA Walnut Creek 501 Lennon 2fl LN2-2A 023R06A (20) CR			20
CA Walnut Creek 501 Lennon 2fl LN2-2B 023R02B (20) CR			20
CA Walnut Creek 501 Lennon 2fl LN2-2C 023R02 (20) CR			20

Rooms   CA Walnut Creek 501 Lennon 2fl LN2-2A 023R06A (20) CR;
CA Walnut Creek 501 Lennon 2fl LN2-2B 023R02B (20) CR;
CA Walnut Creek 501 Lennon 2fl LN2-2C 023R02 (20) CR

[OK]   [Cancel]

Notes:

Rooms at 501 Lennon Ln, Walnut Creek and 300 Pullman, Livermore are only available to employees assigned to those facilities. Your meeting may be denied if you are not housed at that facility.

For rooms that can be combined such as 1950 Franklin 2A and 2B, book both rooms and send an email to 1800-CONF-SERVICE@KP.ORG to have the partition removed.

For rooms with multiple layouts please send an email to 1800-CONF-SERVICE@KP.ORG to have the room configured to one of the approved layouts. Include meeting title, date, and time. Refer to the Room Information document for layouts and capacities.
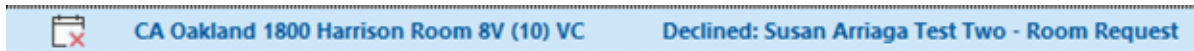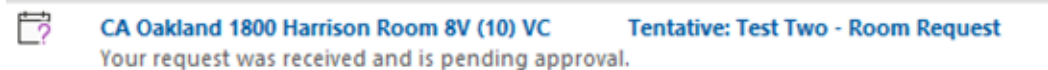
After selecting your rooms, use the Outlook **Scheduling Assistant** to **check** Room and Attendee **availability (free/Busy)** as shown below:
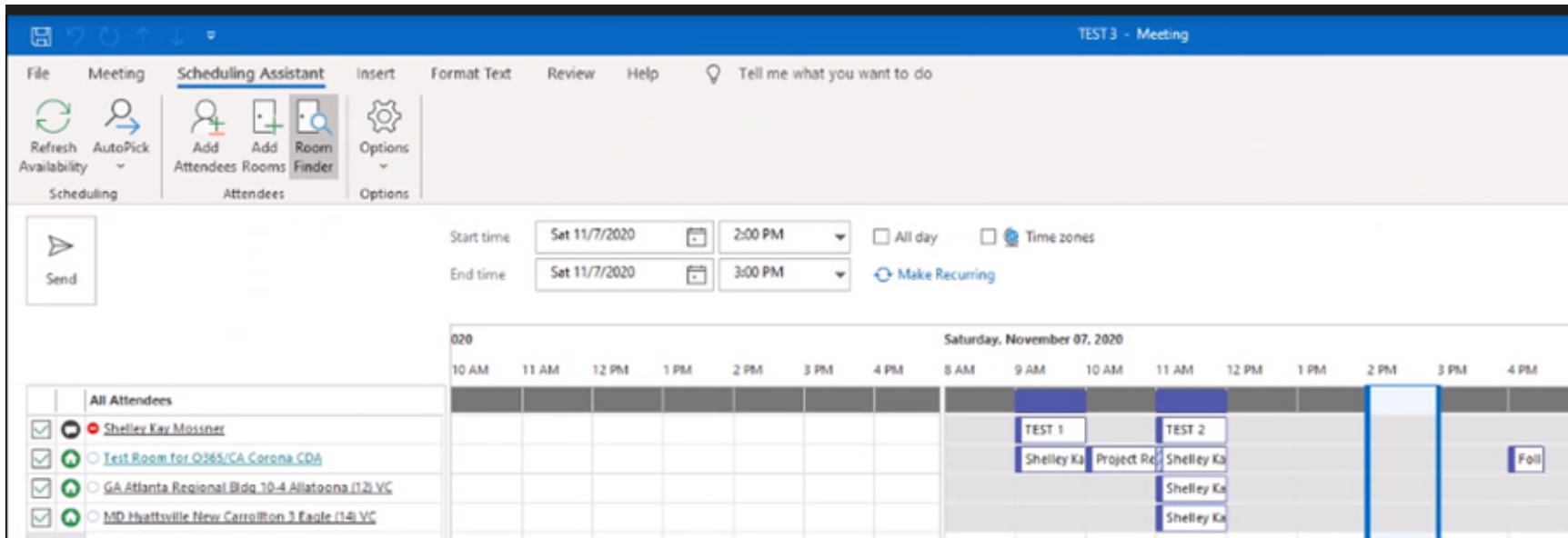
Once you **send the meeting invite**, Outlook will pass along the request via the automated email system.

Once your request is actioned, you will receive **email updates indicating the status of your reservation.**
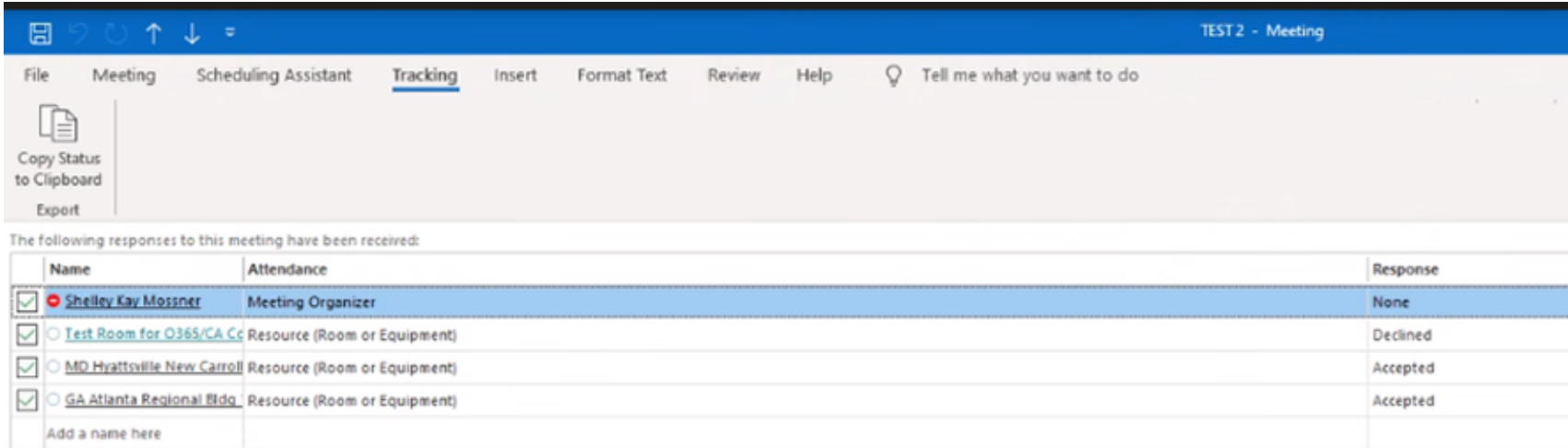
Examples below: **Accepted / Declined or Tentative** (pending review)

CA Oakland 1800 Harrison Room 8T (10) VC   Accepted: Test one - Room Request
Your request was accepted.

CA Oakland 1800 Harrison Room 8V (10) VC   Tentative: Test Two - Room Request
Your request was received and is pending approval.

CA Oakland 1800 Harrison Room 8V (10) VC   Declined: Susan Arriaga Test Two - Room Request

-   Some rooms are set to **Auto Accept based on calendar availability**
-   Others require **additional approval** from the local room owner or conference services group
-   TIP: Always open and **review your email responses for each room** – check the details of your reservation and request alternate rooms for those locations that may have been declined

The Outlook **tracking tab** is a convenient way to view responses and **check the status of your requested rooms all in one place**

If a room has been **declined** – it will show as such, in the tracking tab. However, Outlook **Does Not** automatically drop the resource from you invite.
Important: To avaid any confusion, you'll want to **Remove the declined room** from you Outlook invite and be sure the location and room details are up to date for your attendees.

Please Note: If your meeting is **rescheduled,** Outlook will re-send the room request and meeting invite for the NEW Date you choose. It is important to cross check your most recent email responses and track your approvals, as the same **rooms may not be available for the new date.**

This next section in this guide is specific to Room Approvers and Facilities Managers. Those that have full Calendar rights for a specific room. See pages 5 and 6 if applicable.

As a **Room Approver** you will receive an **email notification** when someone submits a request for a Private or Restricted room that you manage.

Options contained in the invite are as follows: **Accept - Decline – Tentative - or propose new time**

Important: Always choose to **send a response,** so that the meeting organizer is notified of the reservation status

If you decline the room, you can also include also include a note with your response

In addition, you may see several different rooms listed on the meeting invite. However, you are only able to respond for the locations you manage

This in-policy resource request was forwarded to you for your approval.

This request was forwarded to you for approval because the organizer doesn't have permission to book this resource.

Please Note: If you receive what looks to be the same request twice. Check the meeting dates and details.

It may be request with the same title and the same room as previously approved, but the meeting **date has changed**, or the time slot has been updated.

- It is important to open each request you receive as **Outlook will require an updated room approval (or decline) for any scheduling change**

- Cross check the request with the most recent time stamp. If you're not sure, reach out to the organizer for clarification

As a Facilities Manager or room owner, if you have full calendar control, you can also **Action a request directly from the Outlook room calendar**

- If a meeting is shown on the room calendar with **Hash Marks,** it is still **Tentative** and Pending approval
- **Right click** on the calendar entry you will see a **list of options for response.** (Screen shot below)
- **Note:** Always choose to **send a response,** so that the requestor/ meeting Organizer is notified of the reservation status