Using Room Resources When Scheduling Meetings Via Outlook 2013

One of the new features in our Exchange 2013 / Outlook 2013 setup is the ability to book rooms as part of a meeting request. This replaces the use of the various public folder “Reservations” calendars.

1. Create a new meeting to open the meeting window
2. Choose your attendees, subject, date, time, etc., as normal
   When you are ready to choose a room, you have a few options, depending on if you’re using the appointment view or the scheduling assistant
3. Use one of the options below to setup your meeting

Option #1: Appointment View, without Room Finder

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This will open the room selection dialog, which will by default show all rooms. Choose the room you want then click "OK." Please note, by using this method you will not see free/busy info for the room.

After choosing the room, you will see it “invited” to the meeting as well as shown in the “Location” field. You may also see a “mail tip” with additional information about the room.

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**Option #2: Appointment View, with Room Finder**

When creating your meeting, click “Room Finder” in the ribbon to open the Room Finder Window.

Through the room finder, select a room list, then choose an available room.

![Room Finder Window](image)

By default, room availability is shown based on the time for the meeting you have set. Suggested times are shown however in case there are no rooms available during your desired time.

Simply clicking an available room in the room finder will add it to the location field.

The room finder uses a number of criteria to determine if a room is available, so there may be times where the room is not booked but does not appear in the room finder. As we collectively tweak room settings these situations should be minimized.

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Option #3, Scheduling Assistant, with or without Room Finder

Using the scheduling assistant is the best way to see free/busy info for rooms as well as anyone else you’re inviting to your meeting. For general information on using the scheduling assistant, view this [video](#) from Microsoft.

After creating a new meeting, click Scheduling Assistant to open the scheduling assistant view.

From here you can add attendees and see their availability. You can also either manually add a room or use the room finder to see free/busy info for that room. Note that depending on the room settings and/or your permissions to that room, you may or may not see details about what is scheduled there.

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4. Once you have your meeting setup the way you want, including a room resource, click “Send”

What happens next depends on the room you selected. Some rooms are setup to automatically accept your reservation; you will receive a confirmation of this via e-mail. Other rooms require approval by a third party; in these cases you will receive a “tentative” reservation. Once the appropriate person either approves or denies your room request, you will be notified via e-mail.

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**Viewing Room Information as a Calendar**

If you want to open the room’s schedule in calendar view, you can easily do so.

1. From the calendar view, select “Open Calendar” than “From Room List…”

2. The room list selection dialog will appear. Select a room (as shown in option #2 above) then click OK. The calendar for that room will then appear as another calendar in your list of calendars. You can enable or disable it as any other calendar and choose different views.

Note that depending on the room settings and/or your permissions to that room, you may or may not see details about what is scheduled there.