

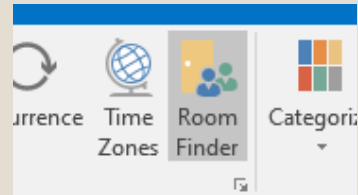


**FIND A MEETING
ROOM**

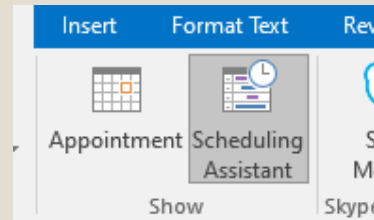
Find an available meeting room

You can use:

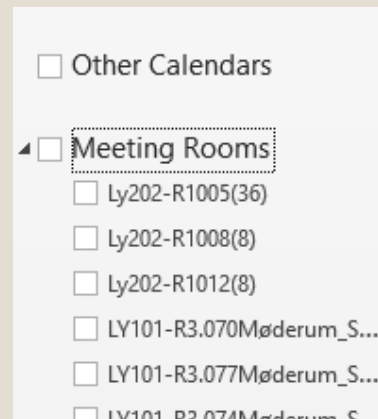
- Room Finder



- Scheduling Assistant



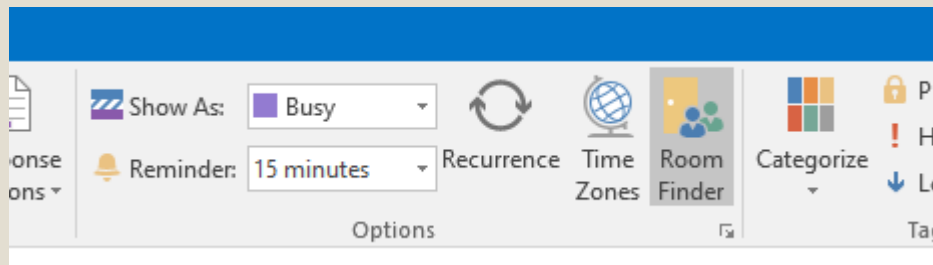
- Calendar



Room Finder

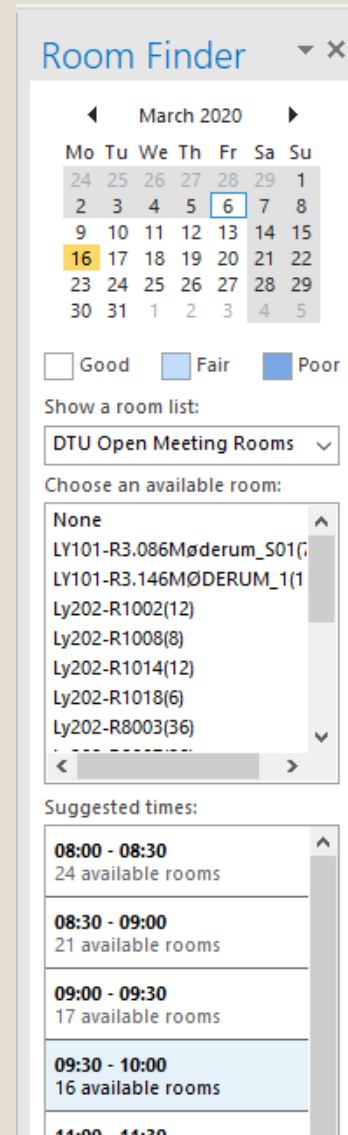
How to find Room finder:

- Invite to a "New meeting"
- Click "Room finder"



How to find an empty room:

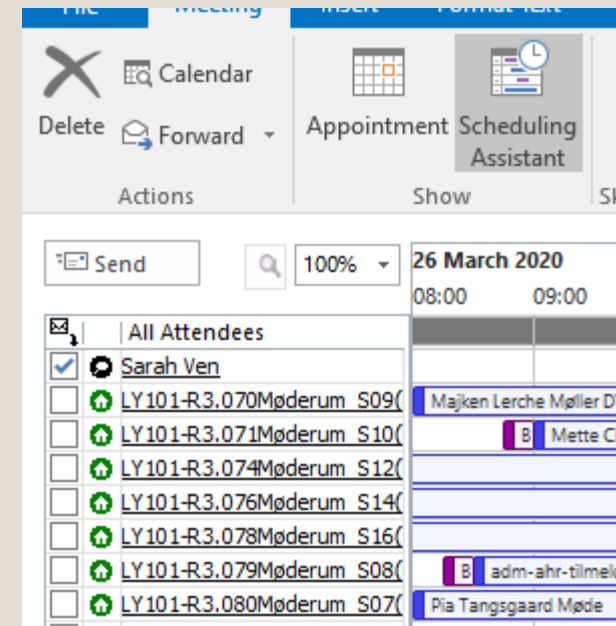
- "Show a room list" and find the relevant list e.g. "DTU Open Meeting Rooms" (Meeting center 101 og 202)
- Now you can see all available rooms for your meeting



Scheduling Assistant

Use Scheduling Assistant when:

- You want a specific room.
- Want to find a time all participants incl. a specific room are available
- The find a new time, if you have to reschedule your meeting



Room Finder and Scheduling Assistant

working together

If you need a or more rooms for a meeting, you can activate Room Finder and Scheduling assistant at the same time.

The screenshot displays the Microsoft Outlook interface with the Scheduling Assistant and Room Finder features active. The top ribbon includes tabs for Actions, Show, Skype Meeting, Meeting Notes, Attendees, Options, Time Zones, Room Finder, Categorize, and Tags. The main view shows a calendar for March 26-29, 2020, with a list of attendees on the left and a room list on the right. The Room Finder pane on the right shows a calendar for March 2020 and a list of available rooms, including LY101-R3.070Møderum_S09, LY101-R3.071Møderum_S10, LY101-R3.074Møderum_S12, LY101-R3.076Møderum_S14, LY101-R3.078Møderum_S16, LY101-R3.079Møderum_S08, LY101-R3.080Møderum_S07, LY101-R3.081Møderum_S06, LY101-R3.082Møderum_S04, LY101-R3.086Møderum_S01, LY101-R3.143Møderum_2(4), LY101-R3.146Møderum_1(1), LY101-R3.148Møderum_5(2), and LY101-R3.151Møderum_4(1).

Calendar

To book the same room(s) often, you can add them to your calendar.

- Right click on rooms.
- Find the room(s) and click OK.
- Now you can open the room(s) calendar together with your own and your colleague

