Automated Resource Booking allows users to schedule rooms when setting up meetings in their Outlook calendar. Users can see free/busy times for rooms, and room requests can be automatically approved.

Please note: Not all rooms are designated for self-service and automatic approval. A room can be set up to handle requests in three ways

- *Moderated*: Requests to reserve the room must be approved or denied by a Moderator.
- *Self-service group(s)*: Requests are automatically accepted for designated groups.
- Self-service for all: Requests are automatically accepted based on availability.

A room has its own calendar, which can be viewed in a meeting request much like an individual's calendar. When a request for a room is accepted, an event is added to the room's calendar.

Scheduling a Room

There are two ways to schedule a room for your meeting as described below. Once a room is added, it will appear in both the "To:" and "Location:" fields of the invitation.

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0	You haven't sent This appointmen	this meeting invitati t conflicts with anot	on yet. her one on your calendar.	superintering inceasing in	, active of	- options		ing.	Force		
) s	Subject										Rooms
	Start time End time	Thu 9/12/2019 Thu 9/12/2019	2:30 PM 3:00 PM	All day event							

Option 1 for inviting a room to your meeting:

- 1. Open a new meeting request
- 2. Click on "Rooms"
- 3. You'll see a list of rooms available to you

Search: Name only OMore columns A Go	ddress Book III Rooms - swinters@jch.org	✓ Advance	ed Find		
Name	Location	Business Phone	Capacity	Description	Email Address
Administration Conference Room	Mr. Wade's Office		12	Room	AdminConferenceRoom@jch.org
Boardroom	East Annex Building	618-498-8345	15	Room	boardroom@jch.org
Classroom	Jersey Community H	618-498-8342	25	Room	classroom@jch.org
Community Room	East Annex Building	618-498-8340	200	Room	CommunityRoom@jch.org
CPR Training Center				Room	cprtrainingcenter@jch.org
Cysto Room 1	Surgery Cysto Room			Room	Cysto1@jch.org
 Demuzio Classroom 	Jersey Community H	618-498-8348	15	Room	Demuzio@jch.org
Demuzio Office	Office Across from D			Room	DemuzioOffice@jch.org
 Finance Conference Room 	East Annex Building	618-498-8379	20	Room	FinanceConferenceRoom@jch.org
GIRoom 1	Surgery GI Room 1			Room	Gl1@jch.org
IT Conference Room	Shane Winters Office	618-498-8359	6	Room	ITConferenceRoom@jch.org
Laptop				Room	Laptop@jch.org
OR Room 1	Surgery Room 1			Room	OR1@jch.org
OR Room 2	Surgery Room 2			Room	OR2@jch.org
Projector				Room	projector@jch.org
Wellness Center				Room	wellnesscenterclassroom@jch.org
Wellness Visits				Room	wellnessvisits@jch.org
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Option 2 for inviting a room to your meeting:

- 1. Click on the Address Book button
- 2. Select the room from the Global Address Book
- 3. Click the *Resource* button in the dialog box.

Important Note:

If a room is not scheduled as a Resource, the meeting request will not be placed on the room's calendar correctly.

Getting a Response

The response you receive depends on how the room is set up:

- *Moderated*: Request will be reviewed, approved or denied by the Moderator. When you receive an approval or denial depends on when the Moderator reviews your request.
- Self-service group(s): If you are in the designated group, your request will be automatically accepted, assuming the room is available. If you are not in the designated group, your request will be either reviewed by the Moderator or automatically denied, depending on how the room was set up.
- *Self-service for all*: All requests are automatically accepted based on room availability.

If you have questions or need help in scheduling a meeting room, please contact the JCH IT Department at 618-498-8357 or 8357, or itsupport@jch.org.