

Kentucky Department of Education

KDE Conference Room Scheduling

Instructions for scheduling a conference room at KDE using the Microsoft Outlook client application.

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10/21/2014

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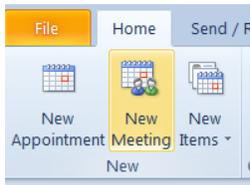
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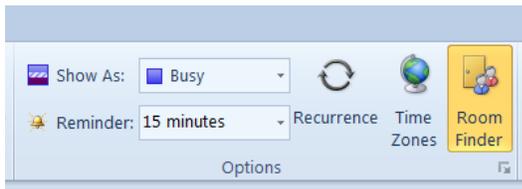
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Schedule a Meeting

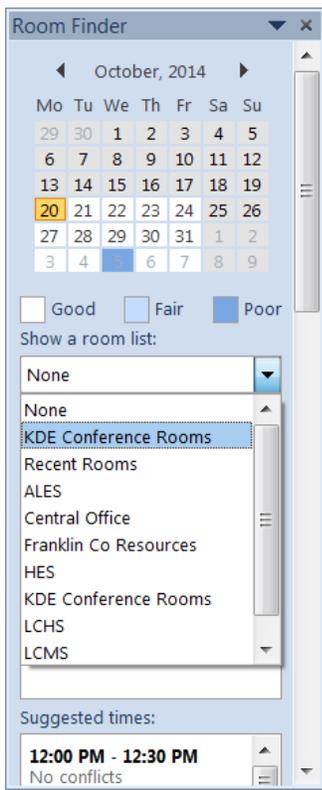
Select **New Meeting**.



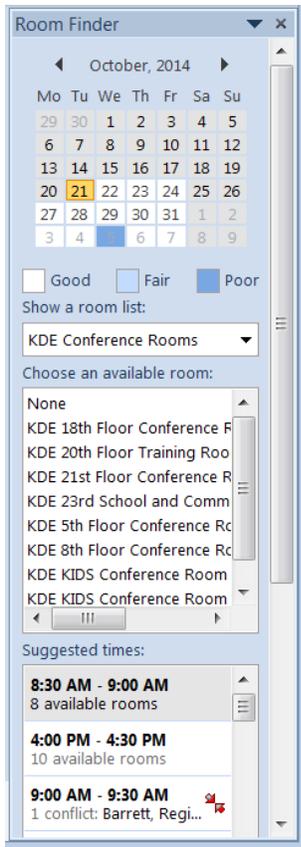
Turn on the **Room Finder** located on the Meeting tab from the ribbon (you will only have to do this the first time).



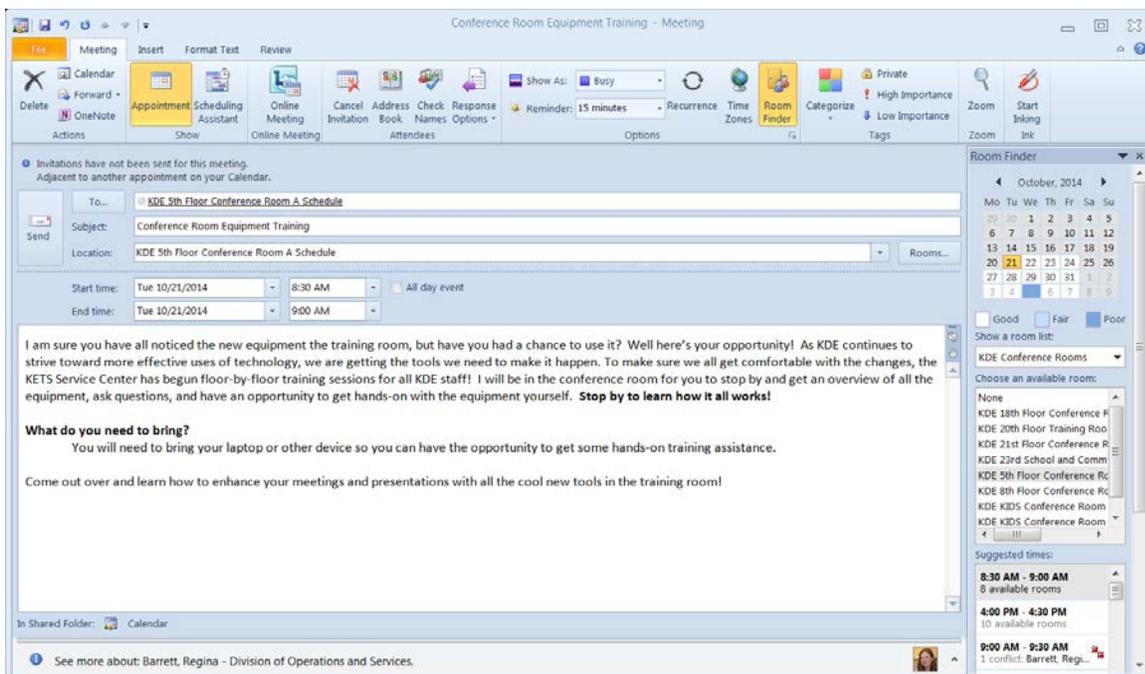
From the **Room Finder** on the right of the new meeting, choose **KDE Conference Rooms** from the Room List dropdown.



The room list will show you the available rooms for the date and time you've selected. Choose a room by selecting it from the available rooms list. This will automatically set the location of your meeting as well as include the room email address in the **To** line.

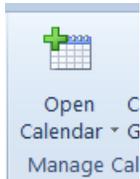


To finish, fill out the **Subject** of your meeting (NOTE: please be descriptive! “Reserved” or “Busy” isn’t helpful for anyone. Some room calendars will still be monitored by room owners and if your meeting does not have a descriptive subject you may be contacted to correct it.), the body, and any additional attendees. Click **Send** to finish.

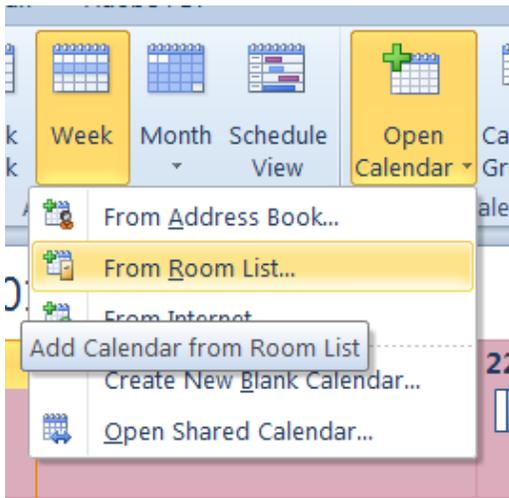


Check Room Capacity and Equipment

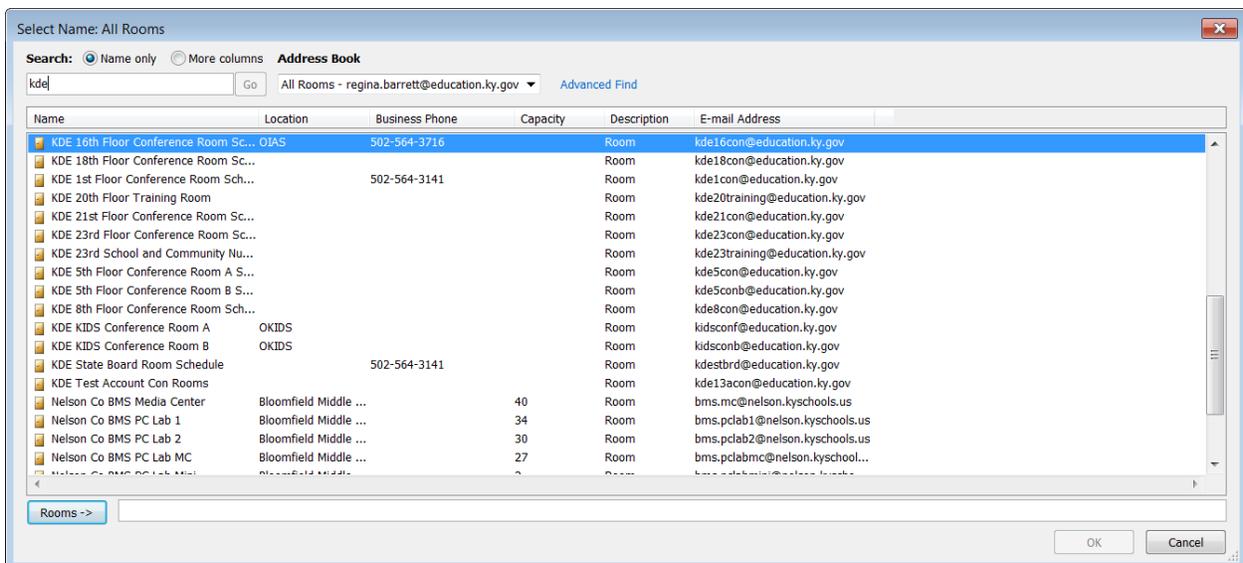
You can check the Room Properties to find room capacity and an equipment list. To find room properties from your calendar, select **Open Calendar**.



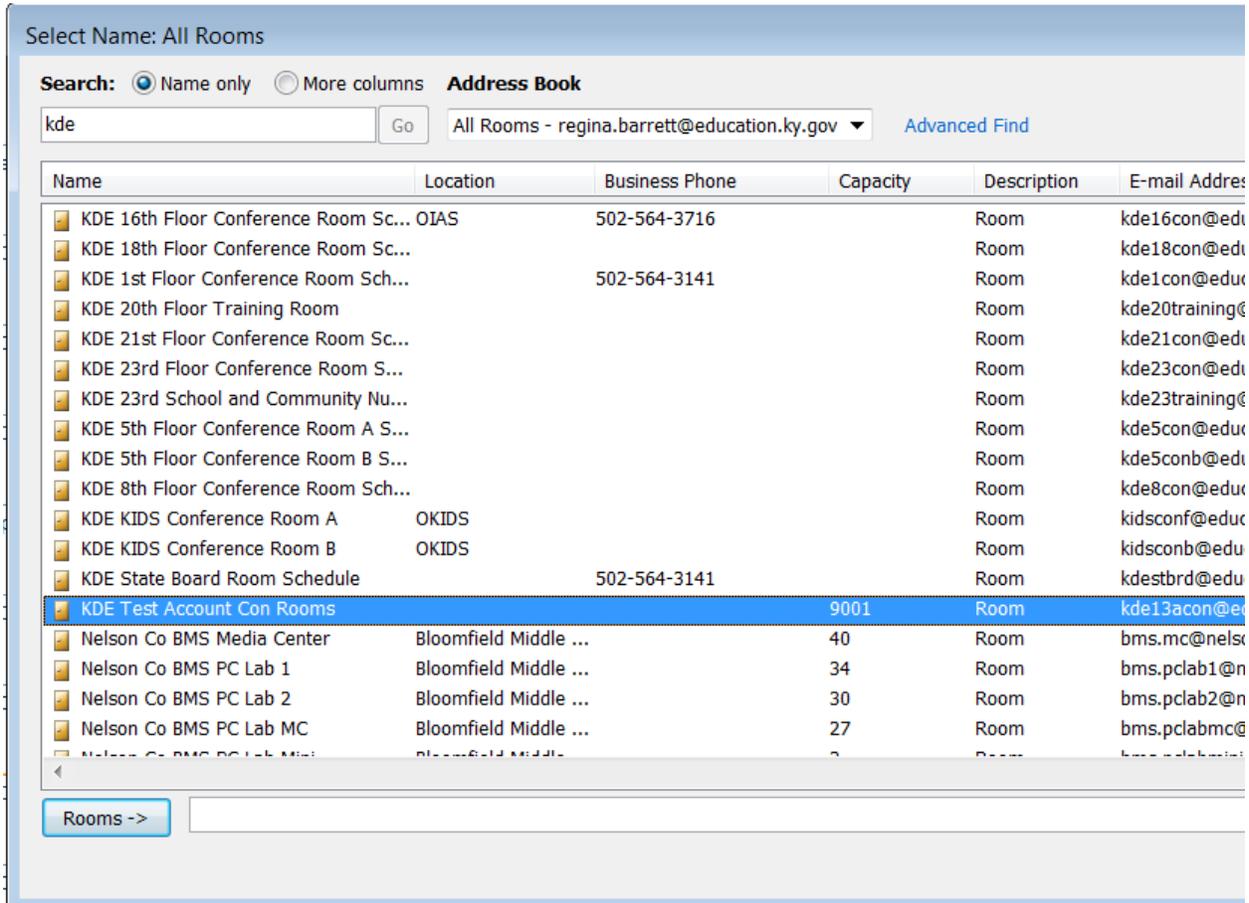
Choose From Room List



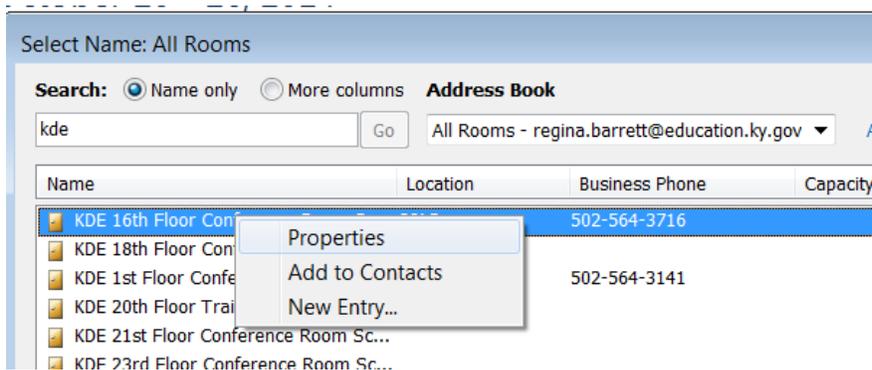
Start searching by typing “kde” and choose the room you wish to view.



Room capacity is now a column in the Room List. (Example: The room capacity for the KDE Test Account Con Rooms is 9001.)



To see an **equipment list**, right click on the room and choose **Properties**.



Click the **Phones/Notes** tab.

The screenshot shows a window titled "KDE 16th Floor Conference Room Schedule". Below the title bar, the main heading is "KDE 16th Floor Conference Room Schedule". There are five tabs: "General", "Organization", "Phone/Notes", "Member Of", and "E-mail Addresses". The "Phone/Notes" tab is selected. The form contains the following fields:

Name	
First:	Initials:
Display:	Alias:
Address:	Title:
City:	Department:

Values shown in the form:

- Display: KDE 16th Floor Conference R
- Alias: kde16con
- Address: 16th floor CPT
- Title: (empty)
- Company: education
- City: Frankfort
- Department: (empty)

The equipment list and room capacity is listed in the **Notes** section.

The screenshot shows the same window as above, but with the "Phone numbers" section expanded. It includes fields for Business, Business 2, Fax, Assistant, Home, Home 2, Mobile, and Pager. Below this is a "Notes" section with a text area containing "60" TV, Computer, Webcam". At the bottom of the form are buttons for "Add to Contacts", "Actions", "OK", "Cancel", and "Apply".

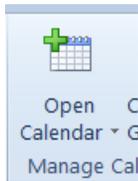
Phone numbers	
Business:	Home:
Business 2:	Home 2:
Fax:	Mobile:
Assistant:	Pager:

Notes:

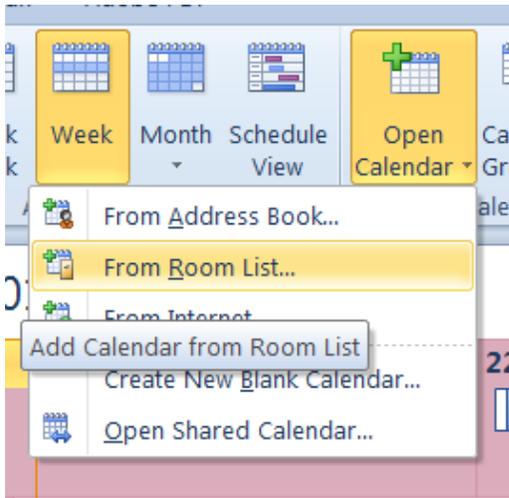
60" TV, Computer, Webcam

Search for a Room Calendar

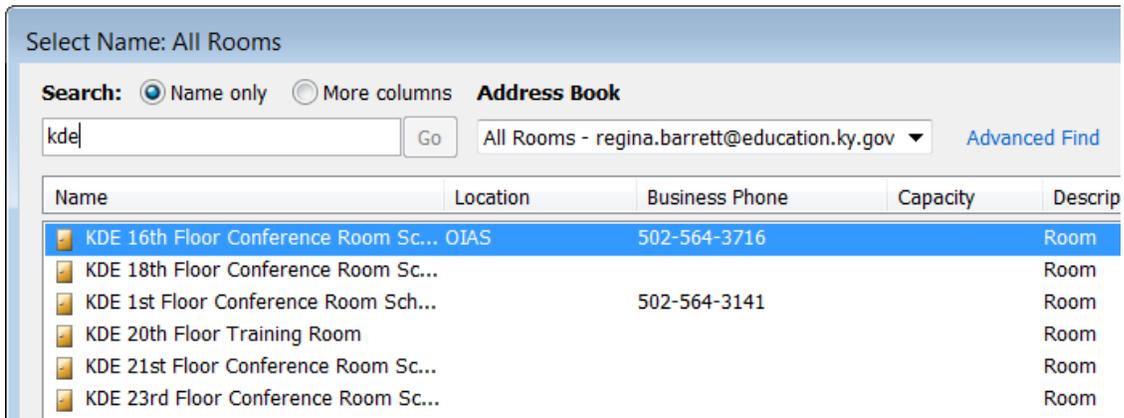
From your calendar, select **Open Calendar**

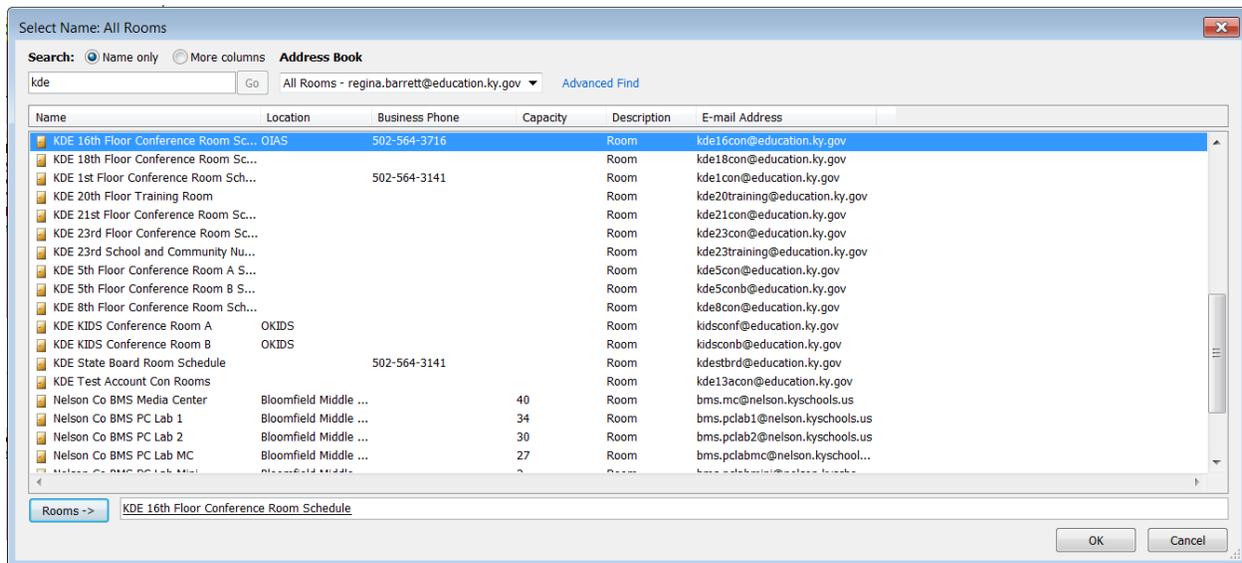


Choose **From Room List**



Start searching by typing “kde”, choose the room, click **Rooms** -> to select the room, and then click **OK**.





Helpful Hints!

Make sure the room you're scheduling is available to avoid immediately having to reschedule.

If you need setup time, schedule that too and make sure the room is available for it.

Leave a little time between meetings in case they go over. Don't book a meeting adjacent to another in the same room unless absolutely necessary.

Be considerate of those after you. Book enough time for your meeting so that you don't go over.

Leave the room as you found it – put tables and chairs back, plug cords back, throw trash away, take extra handouts back with you, etc.

Give your meeting a proper name! "Reserved" or "Busy" are confusing for those trying to schedule other meetings, those monitoring the rooms, and those trying to find the meeting.

Calendars will still be monitored by room owners.

Some rooms may be trumped by top leadership (just as before). Please plan accordingly.

Make sure you're not booking your meeting on a holiday. Holidays will still appear as "free" and can be deceiving.