

## **Quick Guide on Meeting Room UC-106 Booking**

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***NOTE: The room booking can only be scheduled up to 180 days in advance***

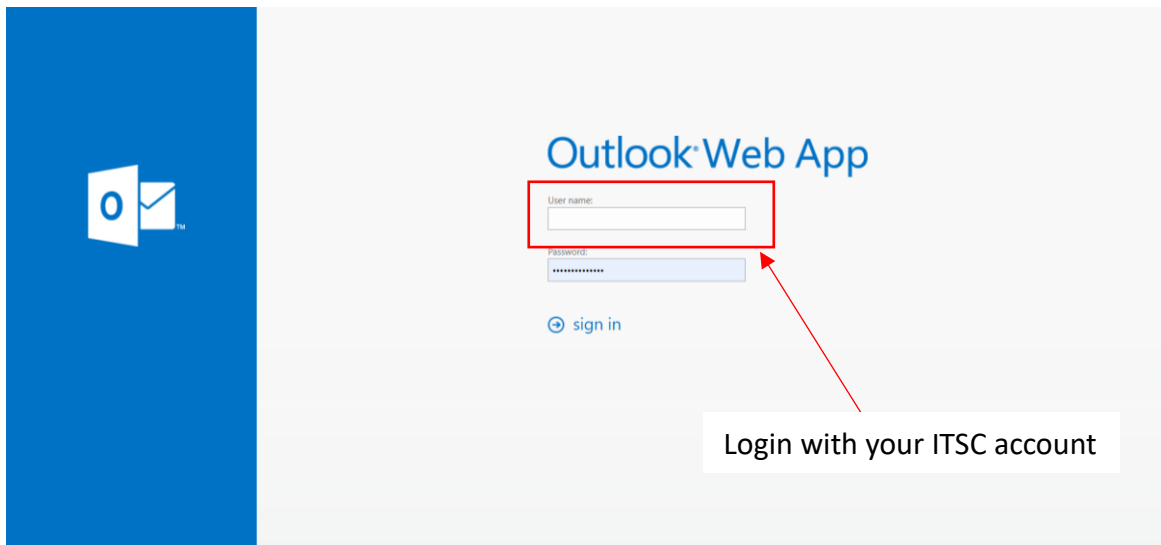
## I) USING OUTLOOK WEB APP

If the booking calendar has been added to the Outlook account, users can directly refer to P.5 for adding a new room booking.

### 1.1 Add Meeting Room UC-106 Booking Calendar

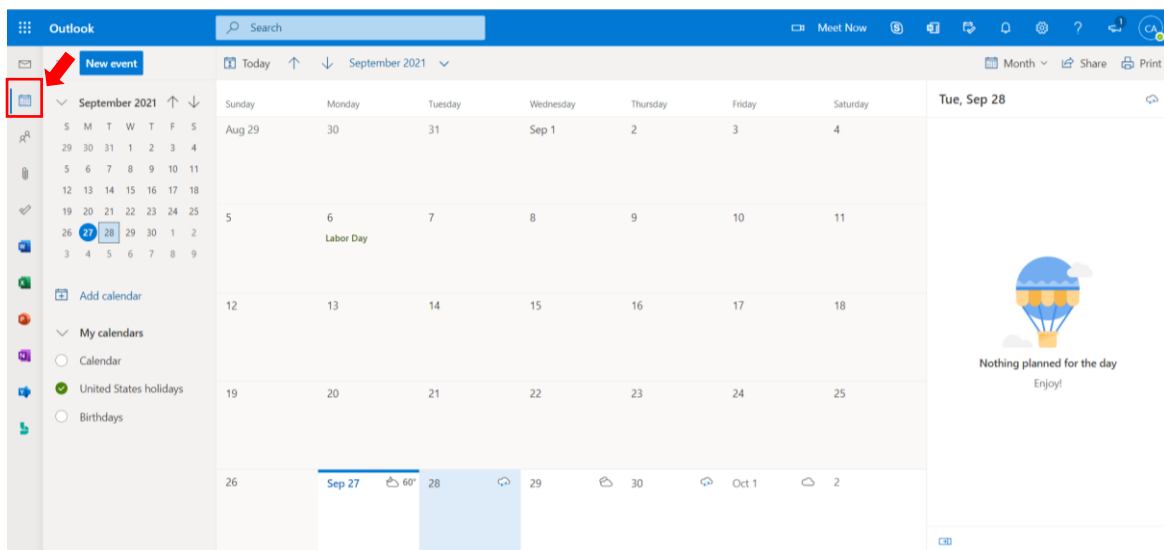
#### Step 1

Visit Web Outlook Exchange Calendar (<https://owa.exchange.ust.hk/owa/#path=/calendar>) and login with your ITSC account.



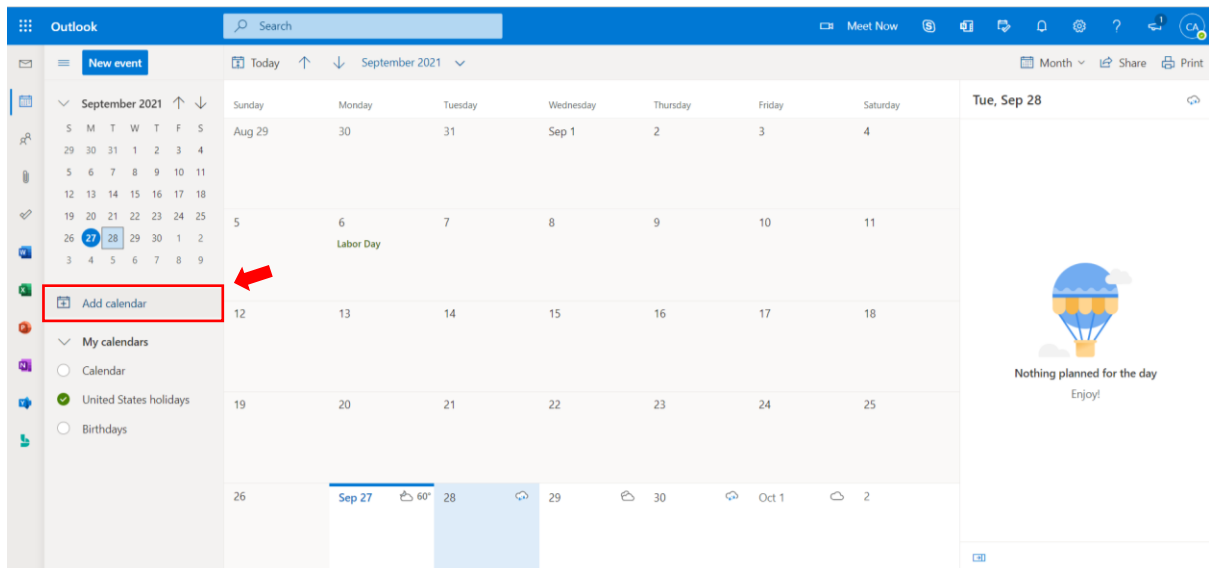
#### Step 2

Select the Calendar Tab.



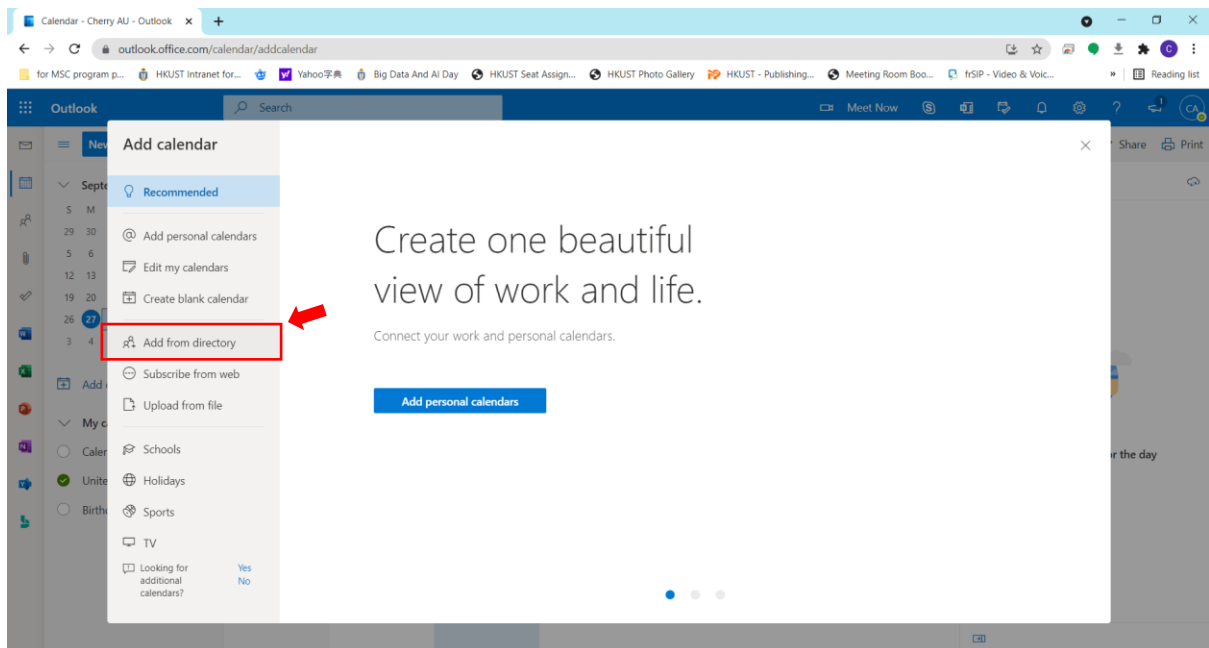
### Step 3

If you have not added the Room resource, you may click on "Add calendar".



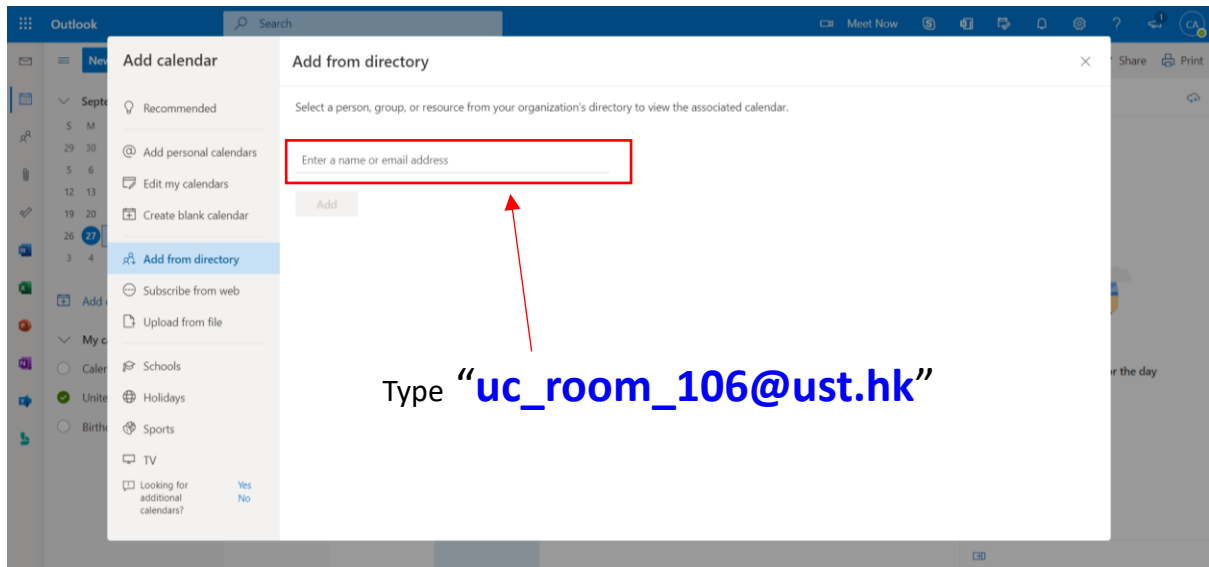
### Step 4

A dialog box will pop up after clicking "Add calendar", then click on "Add from directory".



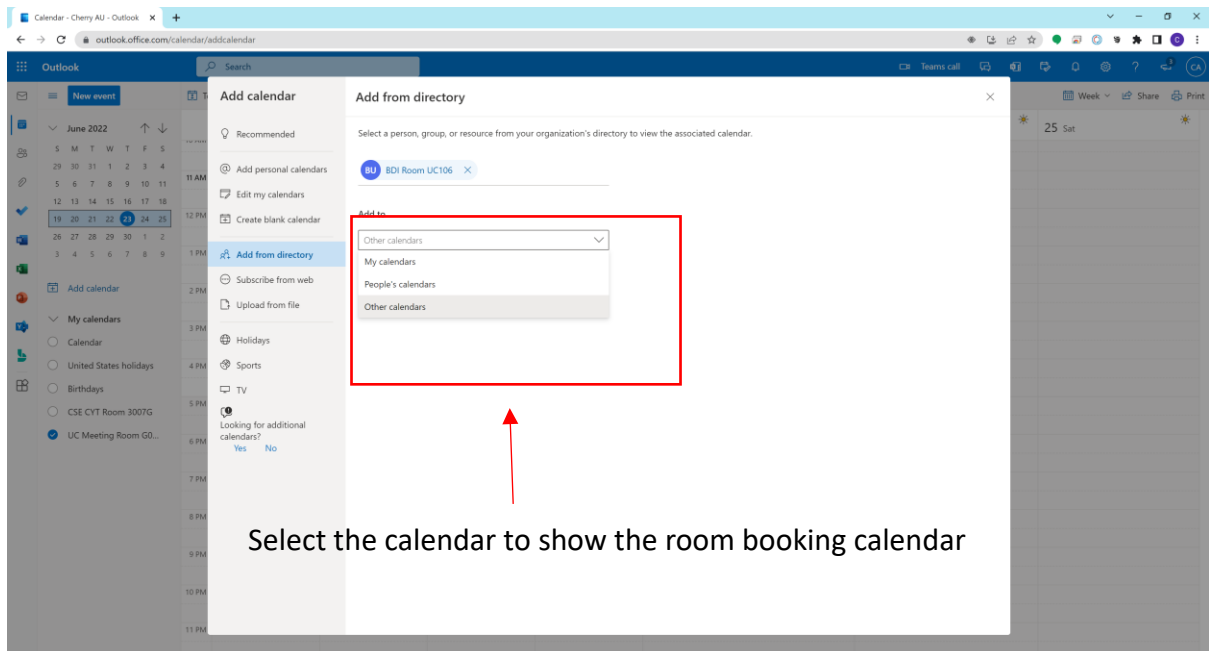
## Step 5

After clicking “Add from directory”, a text box will show. Type “uc\_room\_106@ust.hk” into the text box.



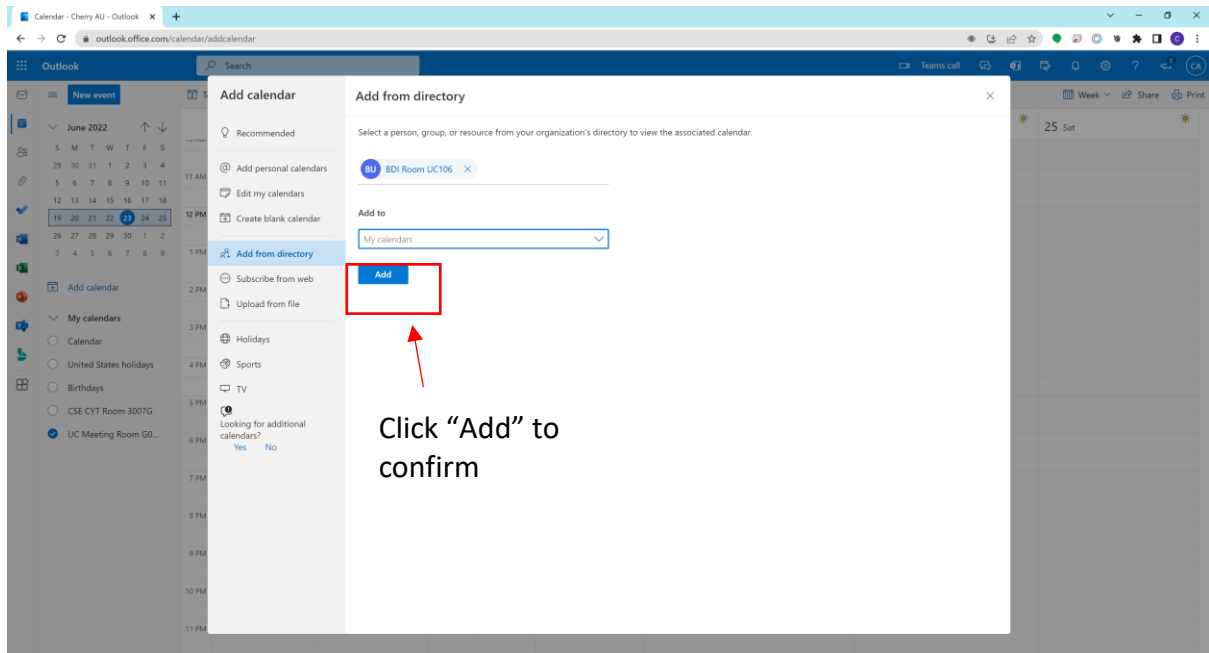
## Step 6

After typing “uc\_room\_106@ust.hk” into the text box, select a calendar to show the UC-106 Meeting Room Booking Calendar.



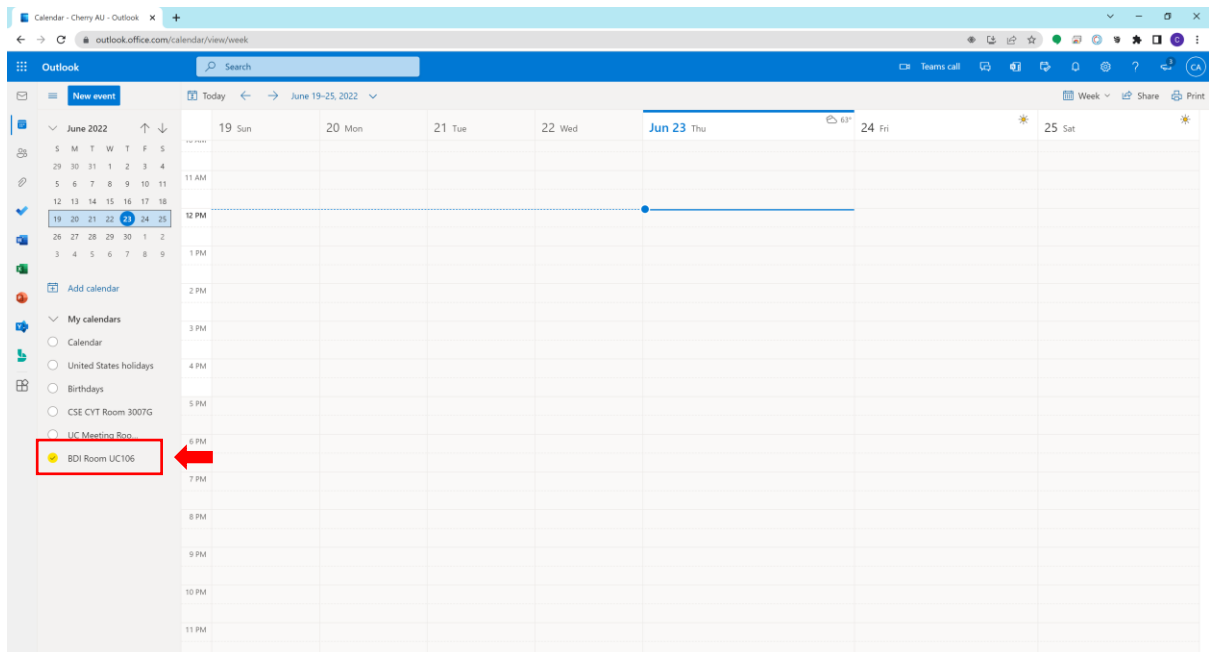
## Step 7

After selecting the location to show the booking calendar, please click on “Add” to confirm.



## Step 8

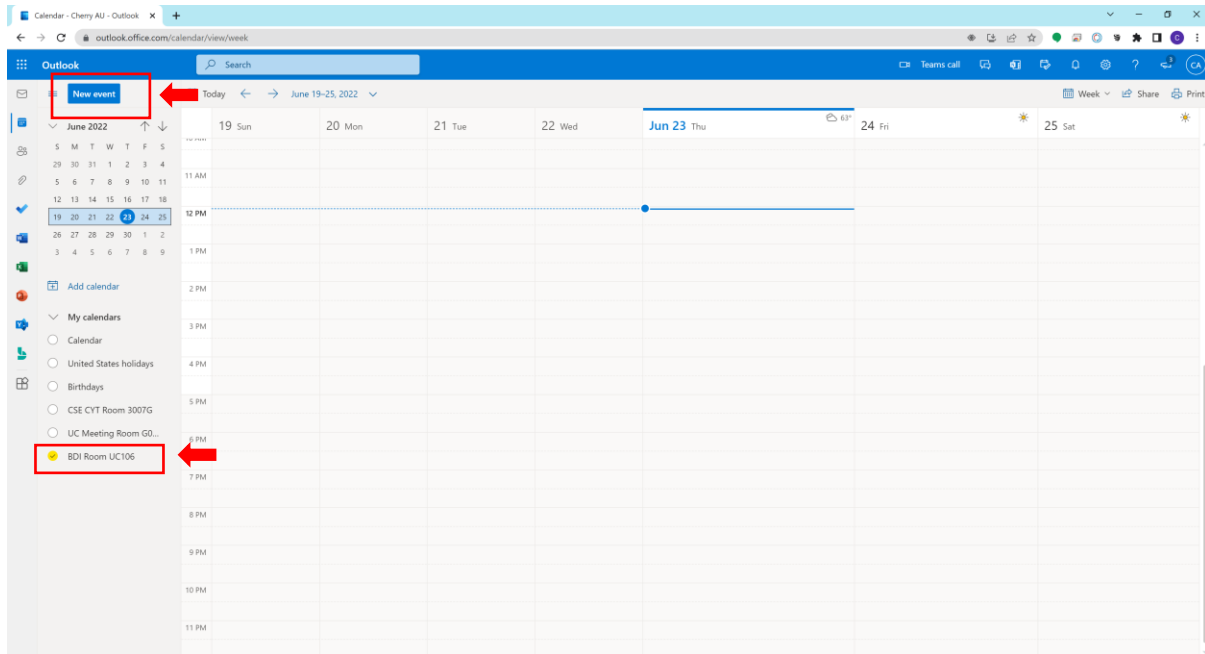
UC-106 Meeting Room Booking Calendar is added and listed under your selected calendar location.



## 1.2 Add a New Room Booking

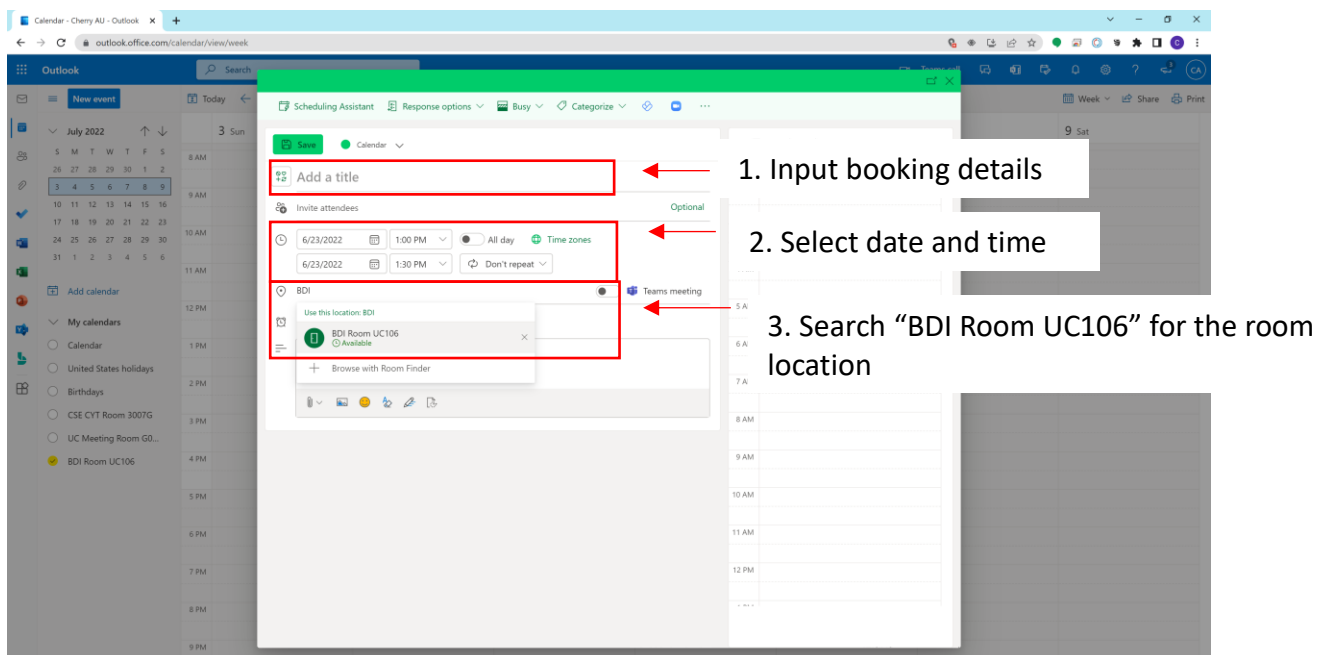
### Step 1

To make a new room booking, please select the calendar of uc\_room\_106@ust.hk, and then click "New event" button at the top.



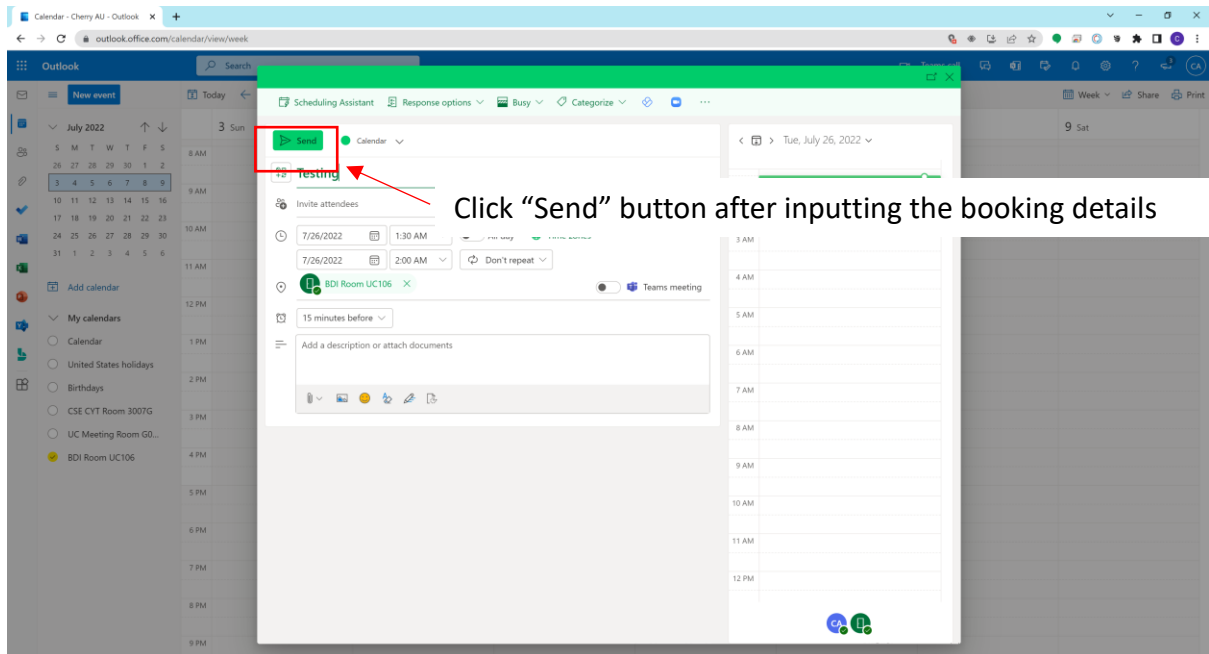
### Step 2

After clicking "New event" button, a dialog box will pop up. Please input your booking details, select the date and time, and search "BDI Room UC106" in the location column.



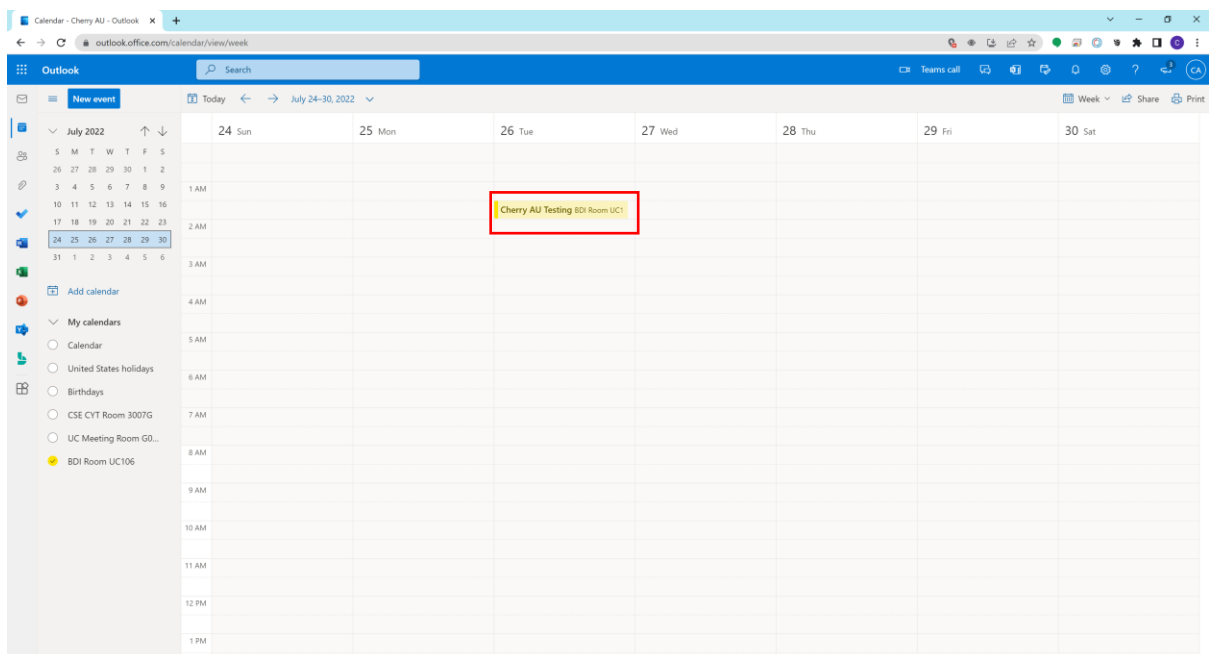
### Step 3

After inputting and selecting the booking details, click “Send” button at the top left corner on the pop-up dialog box.

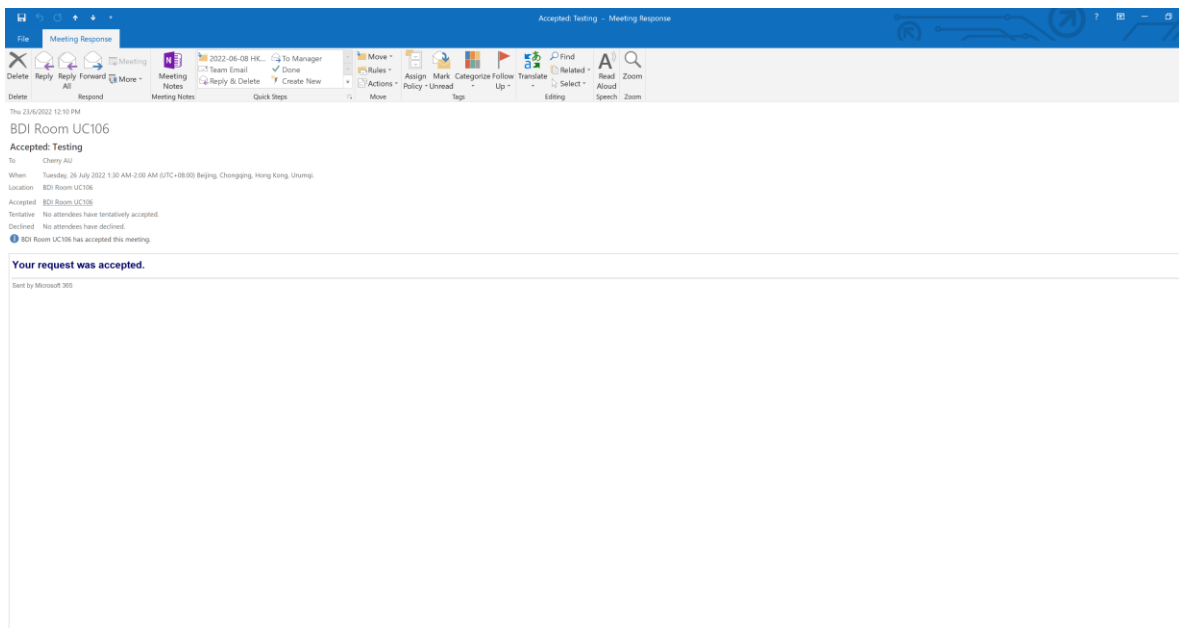


### Step 4

After a while, the scheduled event will be listed on the calendar. An automatically generated email will be sent out from system to confirm the booking.



# Sample of automatically generated email for booking confirmation

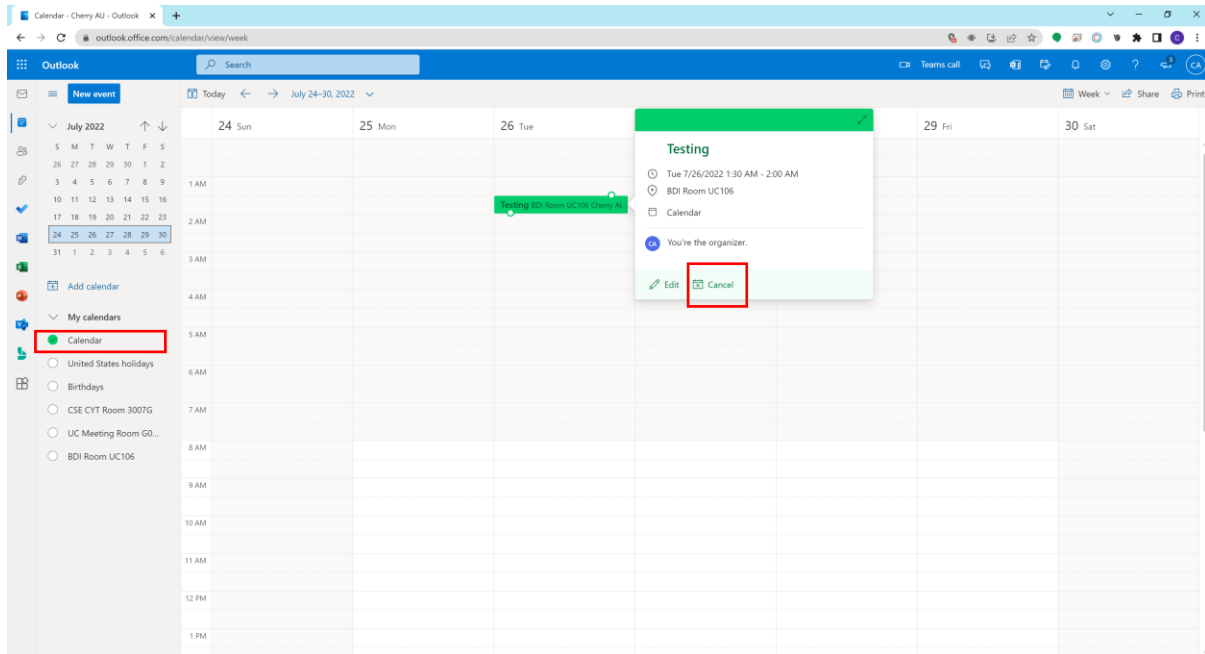




### 1.3 Cancel Room Booking

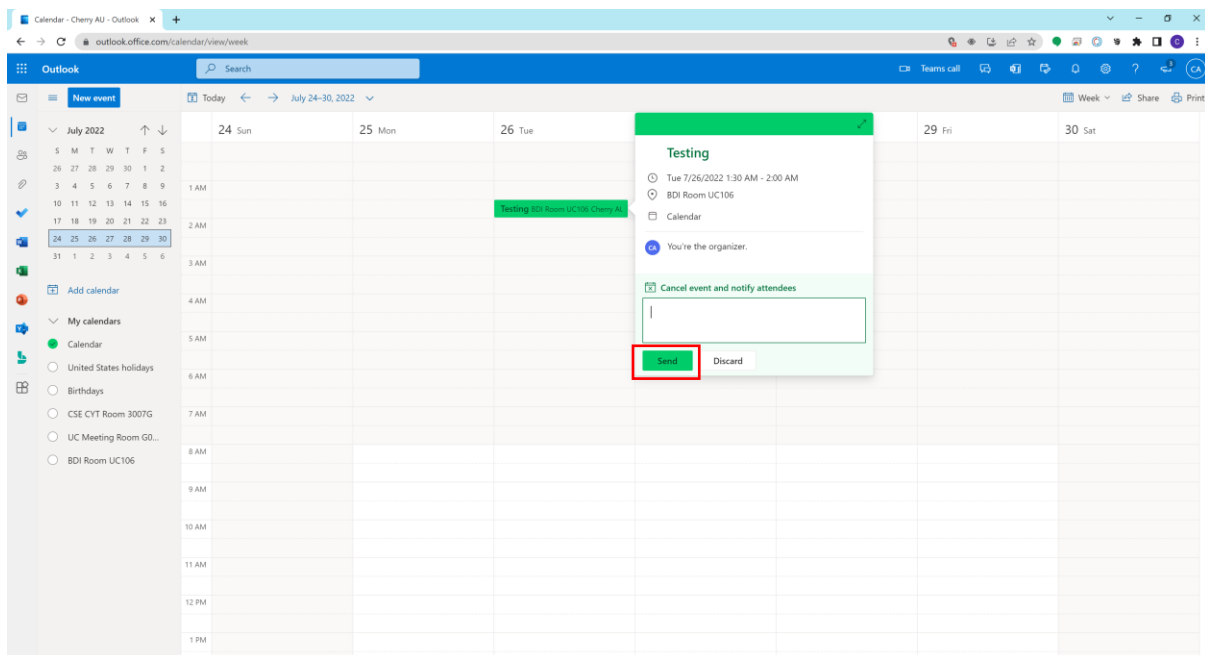
#### Step 1

To cancel the room booking, please select your own “Calendar” first. Then, right click on the booking that has to be cancelled and select “Cancel”.



#### Step 2

After selecting “Cancel”, a dialog box will pop up. Click on “Send” button and the booking will be cancelled.



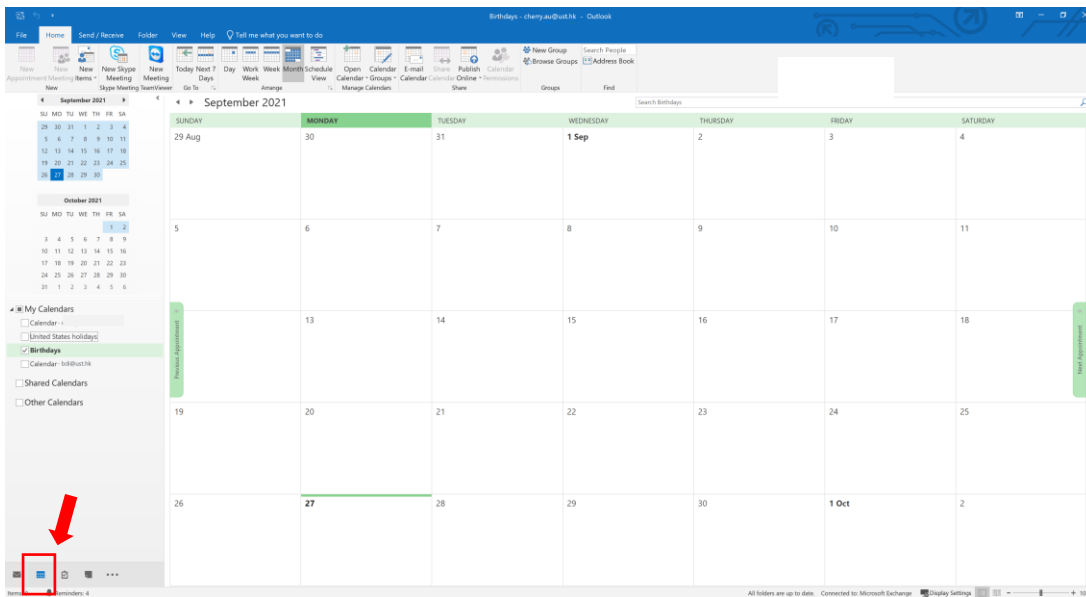
## II) USING OUTLOOK ON DESKTOP

If the booking calendar has been added to the Outlook account, users can directly refer to P.11 for adding a new room booking.

### 2.1 Add Meeting Room UC-106 Booking Calendar

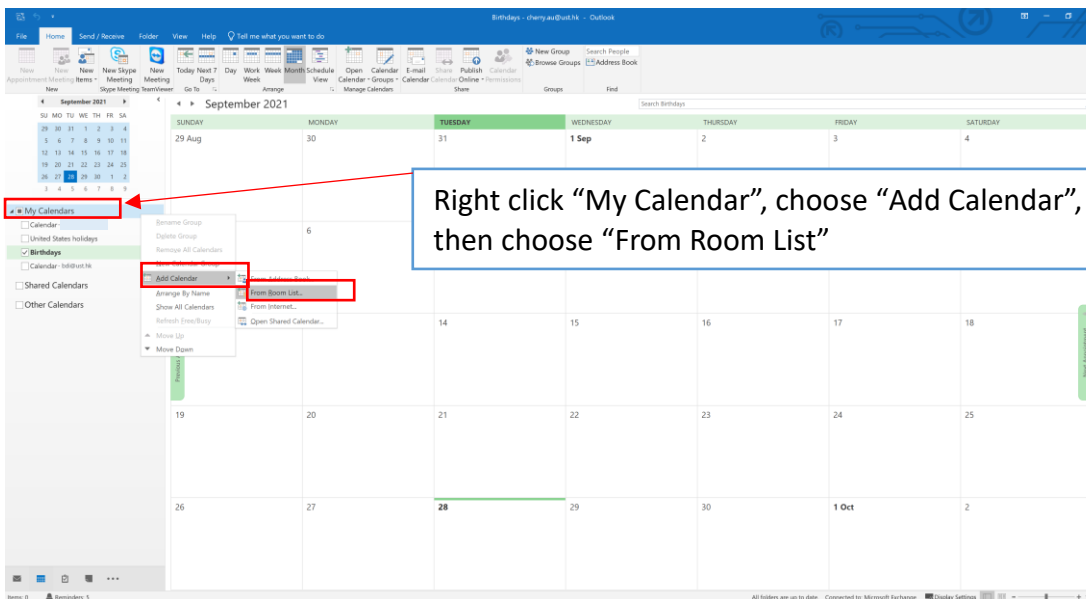
#### Step 1

Select the Calendar Tab.



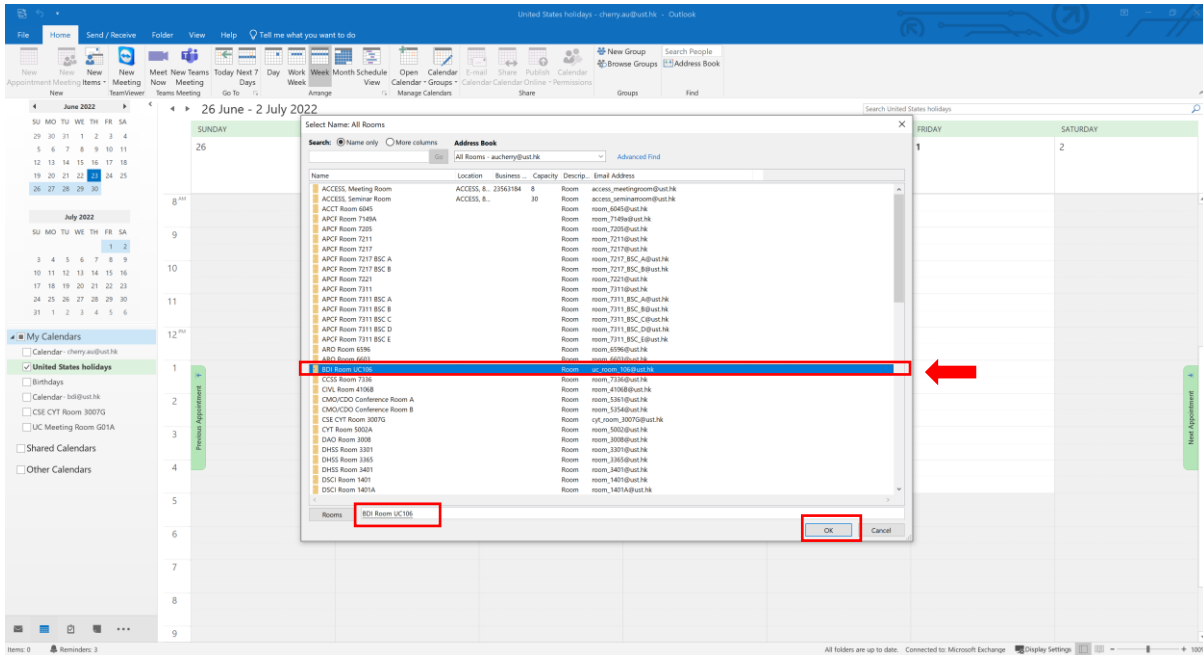
#### Step 2

Right click "My Calendar", and then choose "Add Calendar", and choose "From Room List".



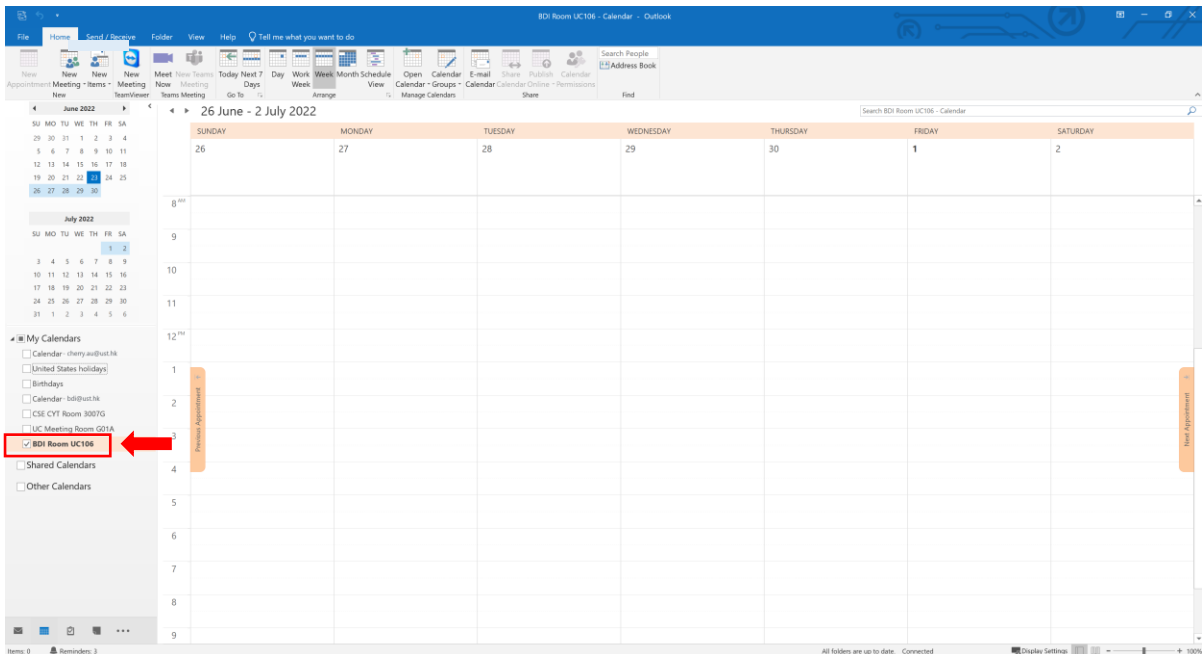
### Step 3

Choose “BDI Room UC106” from the room list, double click and then press “OK”.



### Step 4

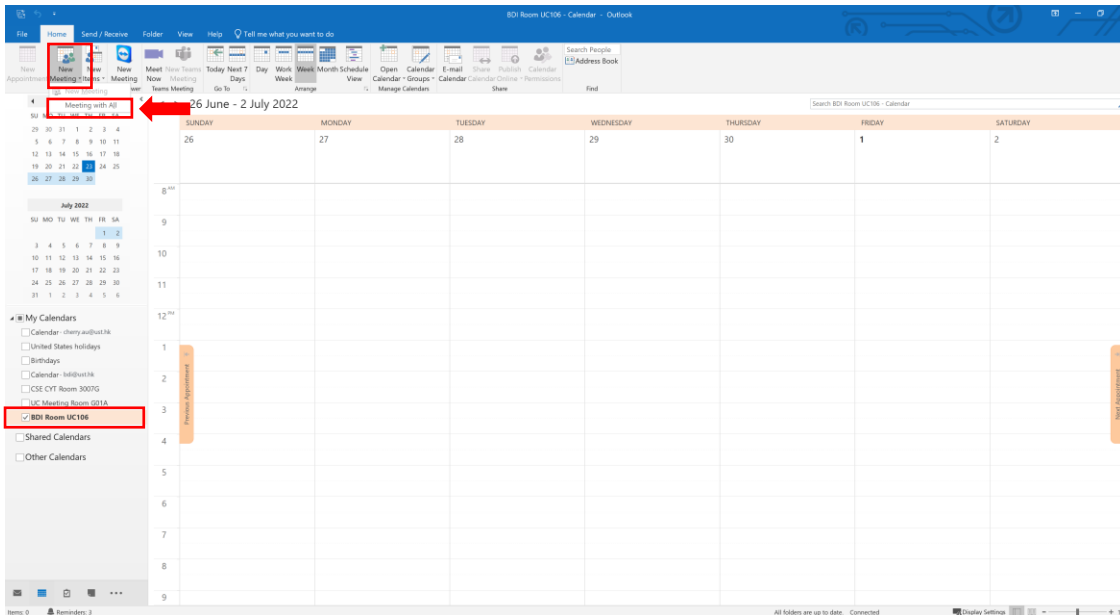
After a while, the BDI Room UC106 Meeting Room Booking Calendar is added and listed.



## 2.2 Add a New Room Booking

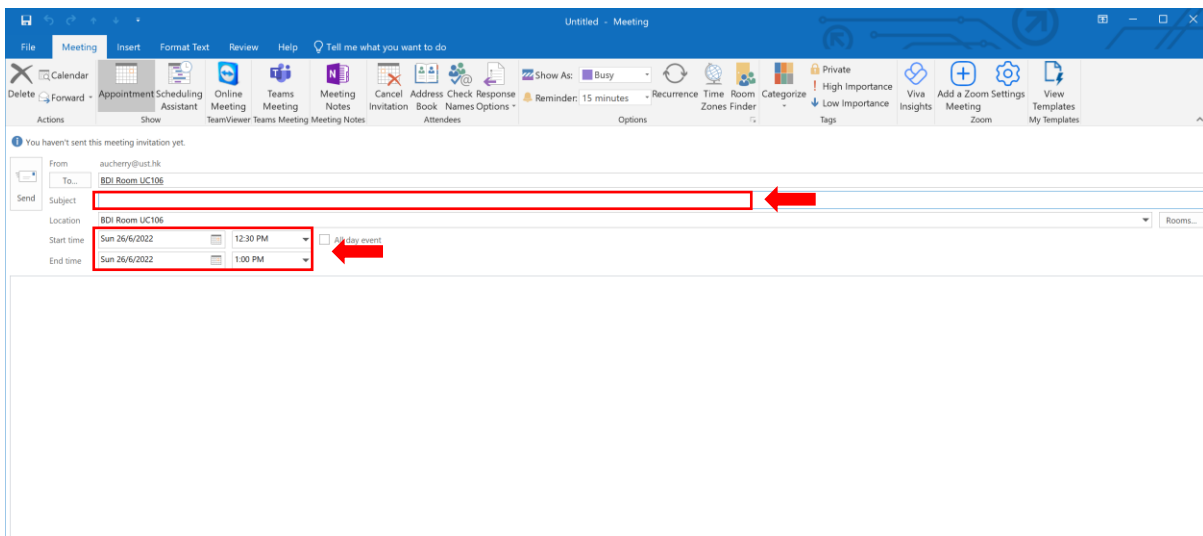
### Step 1

To make a new room booking, please select the calendar of BDI Room UC106. Click "New Meeting" button at the top and select "Meeting with All".



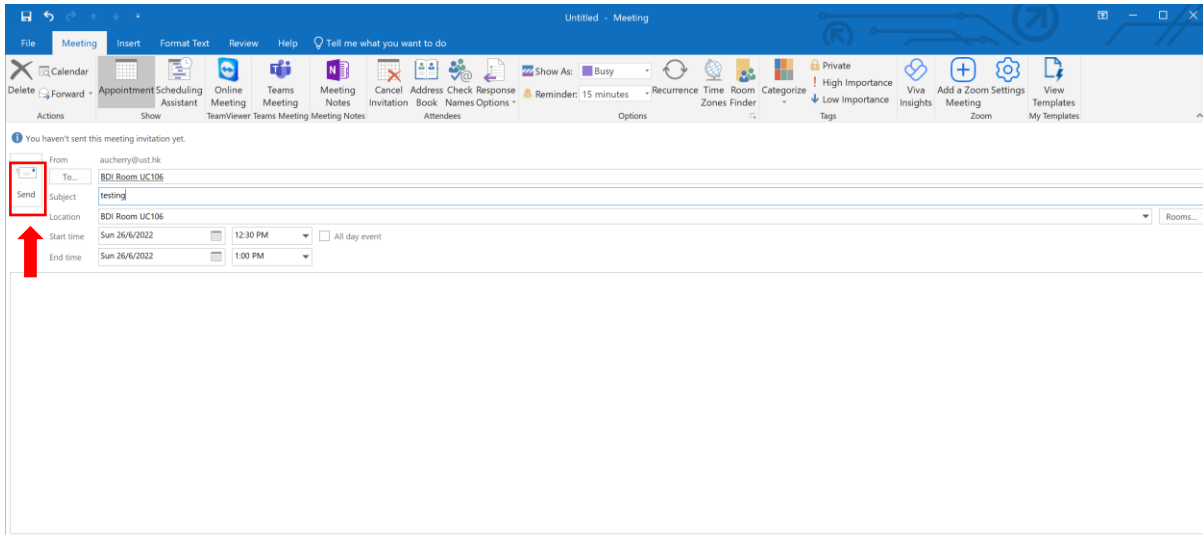
### Step 2

After selecting "Meeting with All", a dialog box will pop up. Please input your booking details, select the date and time.



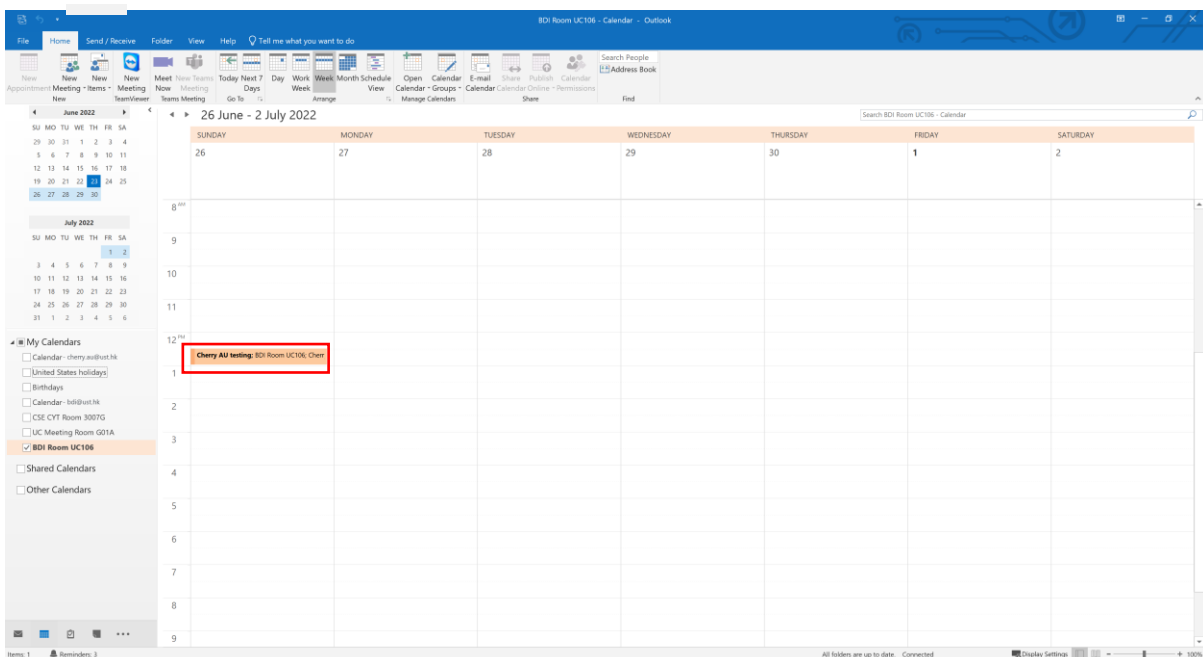
### Step 3

After inputting and selecting the booking details, click “Send” button on the pop-up dialog box.

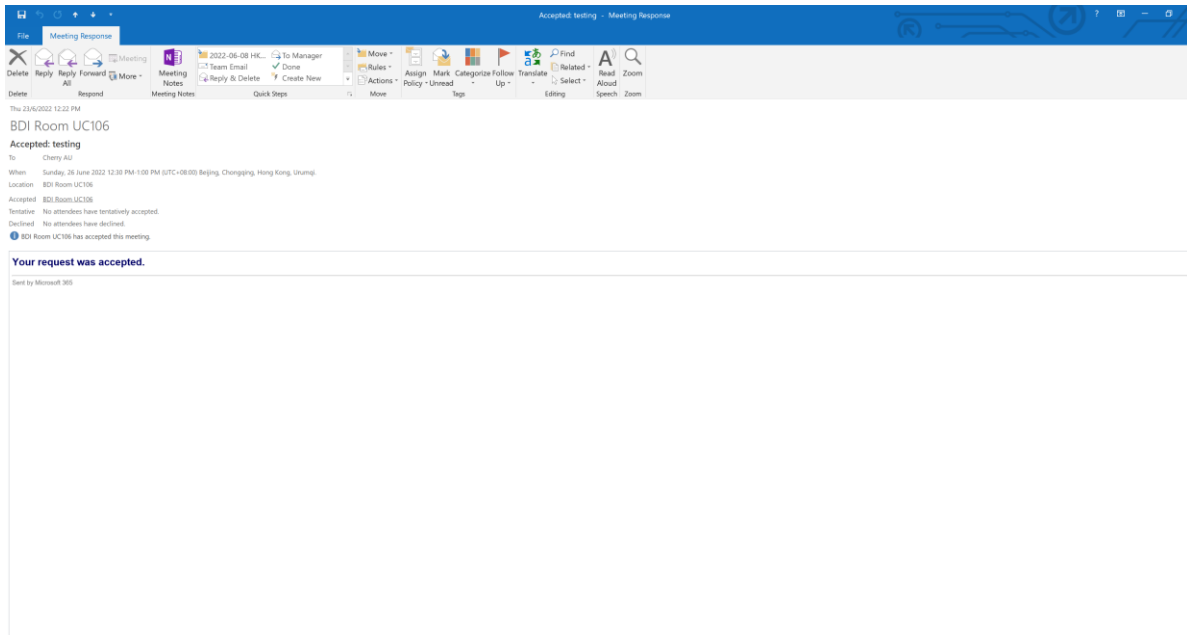


### Step 4

After a while, the scheduled event will be listed on the calendar. An automatically generated email will be sent out from system to confirm the booking.



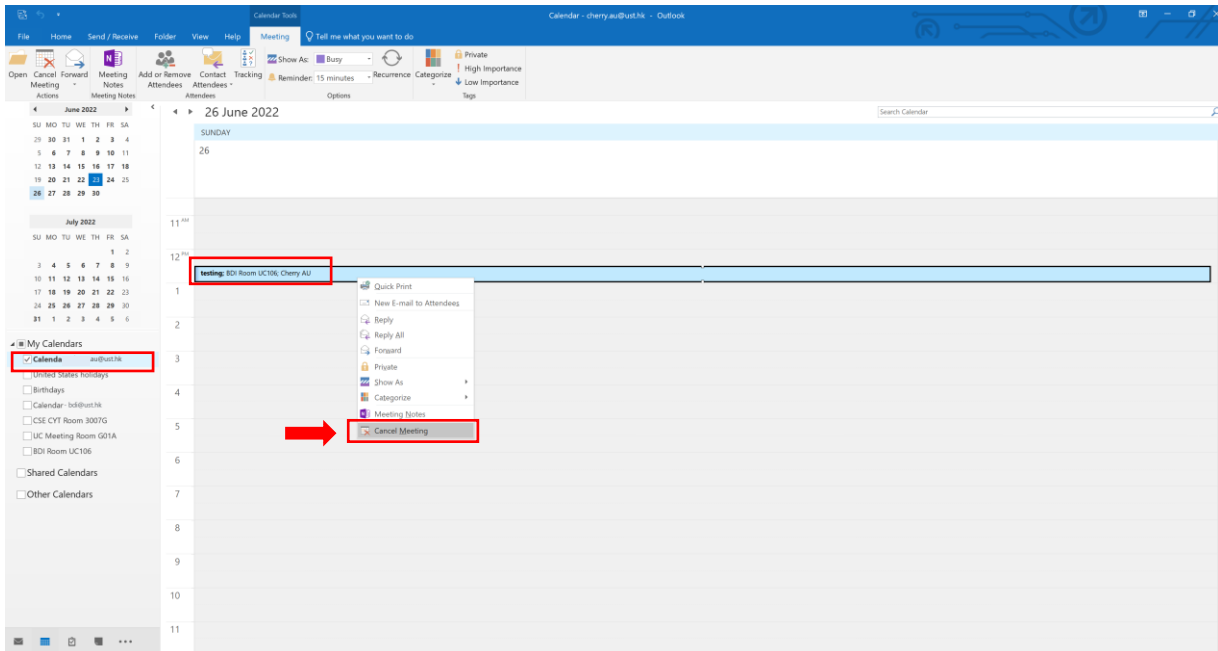
## Sample of automatically generated email for booking confirmation



## 2.3 Cancel Room Booking

### Step 1

To cancel the room booking, please select your own “Calendar” first. Then, right click on the booking that has to be cancelled and select “Cancel Meeting”.



### Step 2

After selecting “Cancel Meeting”, a dialog box will pop up. Click on “Send Cancellation” button and the booking will be cancelled.

