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

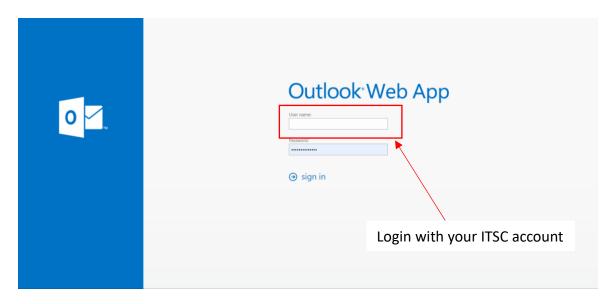
I) USING OUTLOOK WEB APP

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

<u>Step 1</u>

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.

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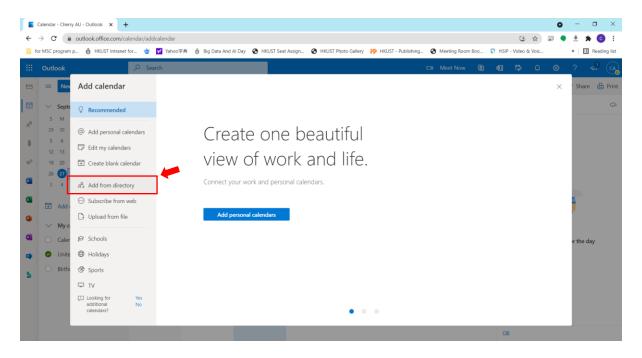
Step 3

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

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<u>Step 4</u>

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



<u>Step 5</u>

After clicking "Add from directory", a text box will show. Type "**uc_room_106@ust.hk**" into the text box.

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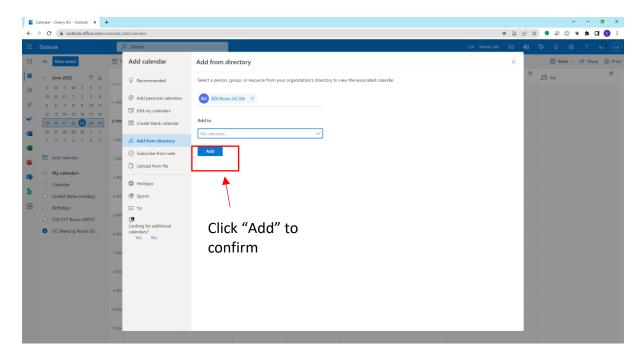
<u>Step 6</u>

After typing "**uc_room_106@ust.hk**" into the text box, select a calendar to show the UC-106 Meeting Room Booking Calendar.

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		9 PM	Select t	he calendar to show the room booking calendar						
		10 PM								
		11 PM								

<u>Step 7</u>

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



<u>Step 8</u>

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

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1.2 Add a New Room Booking

<u>Step 1</u>

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.

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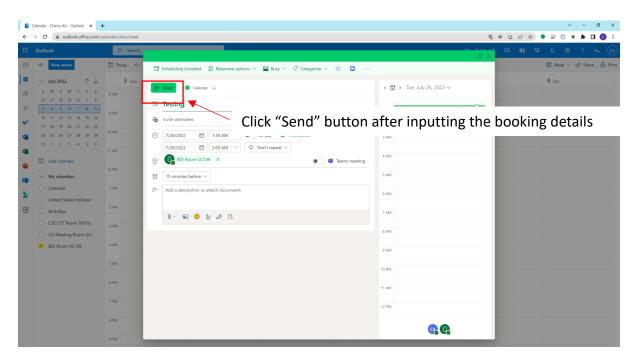
<u>Step 2</u>

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.

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Step 3

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

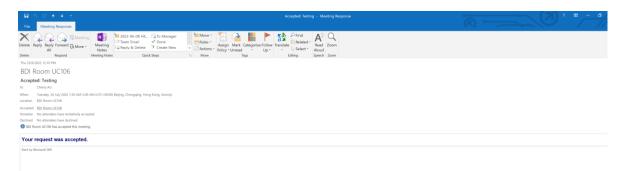


<u>Step 4</u>

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.

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Sample of automatically generated email for booking confirmation



1.3 Cancel Room Booking

<u>Step 1</u>

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".

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<u>Step 2</u>

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

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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

<u>Step 1</u>

Select the Calendar Tab.

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<u>Step 2</u>

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

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<u>Step 3</u>

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

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<u>Step 4</u>

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

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2.2 Add a New Room Booking

<u>Step 1</u>

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".

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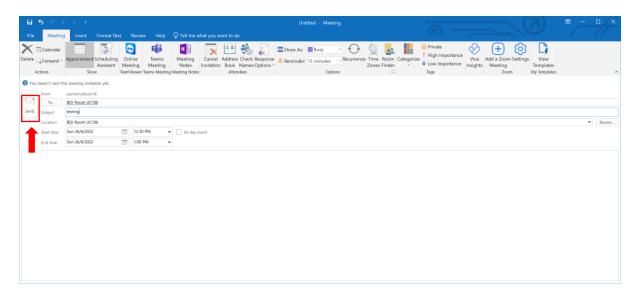
<u>Step 2</u>

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

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<u>Step 3</u>

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

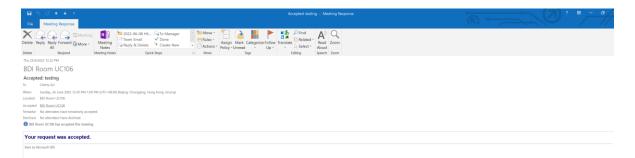


<u>Step 4</u>

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.

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Sample of automatically generated email for booking confirmation



2.3 Cancel Room Booking

<u>Step 1</u>

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".

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<u>Step 2</u>

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

Meeting											
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e cancellation has no	t been sent for this meeting. Cli	ck Send	Cancellation to upd	late meeting attendees.							
From	aucherry@ust.hk										
To	BDI Room UC106										
Subject	testing										
Location	BDI Room UC106									Ŧ	Ro
Start time	Sun 26/6/2022			All day event							
End time	Sun 26/6/2022		:00 PM	-							