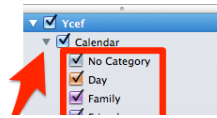
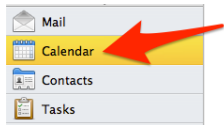


# Setting up Room Booking (in Outlook)

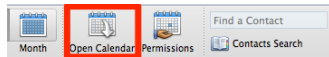
## To open your Outlook calendar:

Click "Calendar" in the bottom-left of your window. This will reveal your calendar, and a list of 'categories'. I like to hide these categories by clicking on the little triangle under "Ycef".

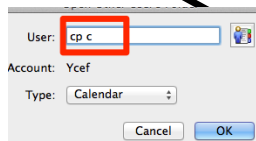


## To view the room calendars:

1. Click on "Open Calendar" in the toolbar.



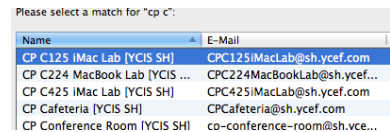
2. Type the **first four letters** of the room name into the User field and press return.



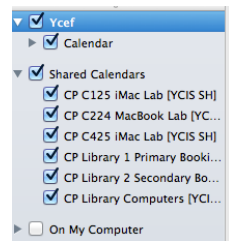
**Room names in Outlook**  
Type "cp c" or "cp l" to find the following CP rooms:

- CP C125 iMac Lab
- CP C224 Macbook Lab
- CP C425 iMac Lab
- CP Cafeteria
- CP Conference Room
- CP Library 1
- CP Library 2
- CP Library Computers

3. Click the room you want to add, and then click "Select".



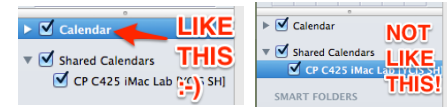
4. Repeat steps 1-3 until you have added all of the rooms you are interested in. Most likely you will want to add the three computer labs and three Library calendars. Once you have added the room calendars they will appear in your calendar list on the left of the window.



You can **hide** these calendars by **unchecking** them.

# Booking Rooms Through Outlook

First, ensure that *your* calendar is currently selected in the left of the window. Keep the room you want to book enabled (ticked check box), so that you can see when it is available.



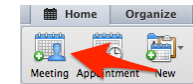
## EITHER

Create a new event.

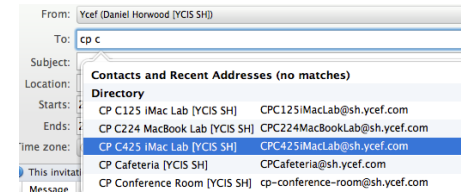
- Click the "Meeting" button on the left of the toolbar.

## OR

Select an existing event.



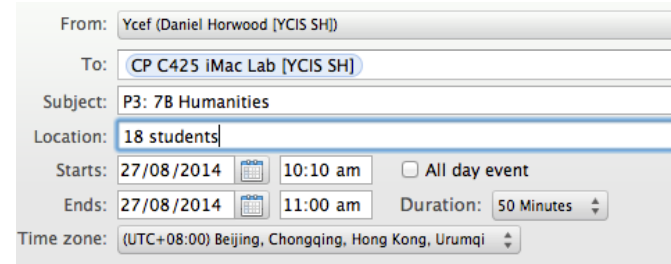
Put the room in the "To:" field. To do this, start typing the first four characters of the room name (e.g., "cp c" or "cp l"). Then select your room from the list that pops down.



In the "Subject:" field, put the period number and class.

In the "Location:" field, put the **number of students**.

Ensure that your times **exactly** match with the school's period times. This is pure courtesy to other teachers. If you are out by even one minute, the calendar will refuse other teachers' attempts to book the room for the previous or subsequent period.



Once you are finished, click "Send" in the toolbar. You will receive an email informing you of the booking status.

## Room Booking Guidelines

- Available Rooms for staff to book ahead include: Library 1 and Library 2 (open to both Primary and Secondary sections simultaneously if needed); Library Computers; Auditorium; Cafeteria; ICT Labs C425, C222, C125; Conference Room.
- Gym A and Gym B need to be booked through the PE HOD (Dale Mills). There is no online system to book the Gym.
- CP Rooms can only be booked by all CP Teachers, including those who work between campuses. If a CP only teacher wishes to book a venue at RP, please go through a VP or Co-P.
- Administrator rights include the ability to delete or over-ride existing bookings. Permission for this is only given to ICT Integration Specialists and Office Staff.
- The CP Office is to be contacted to help book venues for those coming in to visit from off site (i.e. visitors from Puxi Campus, the DHO, etc..)
- Teachers are to book rooms up to 3 weeks in advance (maximum). If you have an event that requires a room booking well in advance (i.e. beyond 3 weeks), please contact the school office with details. Such events should ideally be listed on the school calendar.
- Headcount for the number of students using the room at the time of the booking must be placed in the **location field** when sending the the invite request.
- **Exact times** need to be listed which coincide with Period lessons, when applicable. Please do not book the full hour as our timetable blocks are between 50-55 min unless this is the meeting time.
- The Parent Room is only available for booking through Admissions and the Parent Relations officer.
- Plan to have your shared space (such as the conference room) cleaned when there are back-to-back meetings. Call the office for an ayi to clean if needed

## Room Bookings: Common Problems

Q: Why can't I change the booking time/details, or cancel my booking?

A: (This is a bit long-winded, Ed.)

When you book a room, your event/appointment appears on *two* calendars: your's, and the room's.



You cannot edit or delete the event directly on the room's calendar. But - you **can** edit or delete the event from *your* calendar. After you save your changes, the room's calendar will reflect your changes.

If you can only see **one** event in the calendar display, and you can't edit it, then you most probably are "hiding" your calendar. Make sure the check-box is ticked next to your calendar.

