

MEETING ROOMS

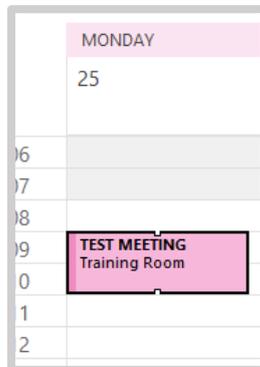
GUIDELINES

1. Recurring meetings should only be booked three months in advance and you must add an end date
2. Room bookings will automatically be accepted if the room is available apart from the CEO Meeting Room and the Board Rooms at both Coop House and The Waterfront which will require approval
3. If a meeting is cancelled the room booking will also automatically be cancelled
4. Only book rooms for the size you need. You can see the capacity in brackets next to the room name
5. Do not move equipment in between rooms. Once you populate your meeting invite with the meeting room, you will be able to see the equipment that the room has. If you require additional equipment, please see if another room is available

BOOKING A MEETING ROOM

HOW TO ADD A MEETING ROOM TO AN ALREADY SCHEDULED MEETING

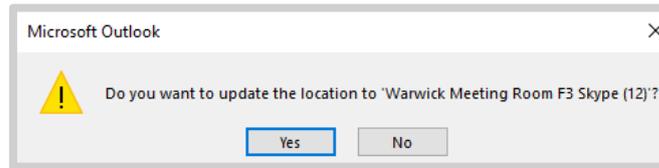
1. Double click on the existing meeting within your calendar



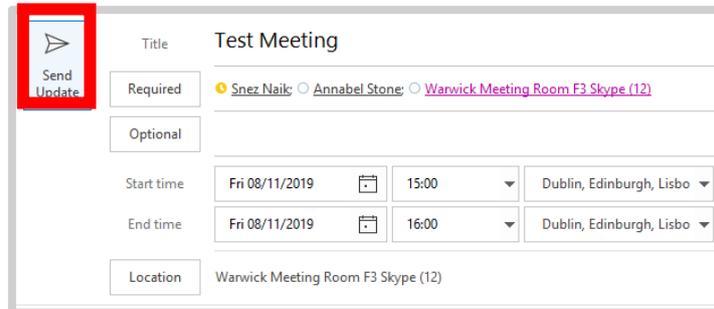
2. Click on '**Location**'

A screenshot of a meeting booking form. The form has a title 'Test Meeting' and a 'Send Update' button. Below the title, there are fields for 'Required' attendees (Snez Naik, Annabel Stone) and 'Optional' attendees. The 'Start time' is set to 'Fri 08/11/2019' at '15:00' in 'Dublin, Edinburgh, Lisbo'. The 'End time' is set to 'Fri 08/11/2019' at '16:00' in 'Dublin, Edinburgh, Lisbo'. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' button. At the bottom, the 'Location' field is highlighted with a red box and contains the text 'Training Room'.

3. Double click on the meeting room you need. Please be aware that the room names are now different and will require checking.
4. Click yes when asking if you want to update your location

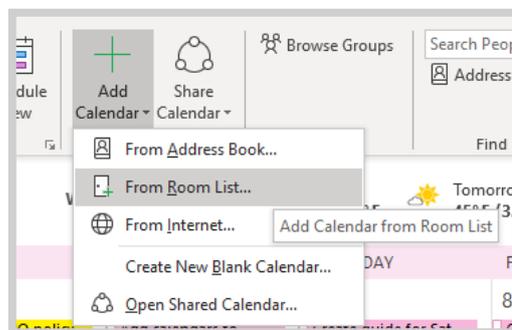


- You then need to select **'Send Update'**, this will go out to all attendees, with the change of location. You will receive an automatic reply that the room has been booked



HOW TO BOOK A ROOM IN A NEW MEETING

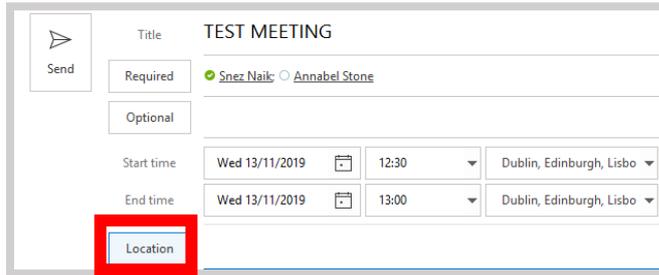
- Open a new meeting and type in the attendee's names into **'Required'**
- To book a meeting room, you will need to click on Location and select the meeting room you need
- To see what meeting rooms are free, go on your calendar view and click **Add Calendar** at the top and select **From Room List**



- You can then double click on any/all of the Warwick Meeting Rooms (these all begin with Warwick Meeting Room), once you have selected all that you require, click Ok
- You can now see all the rooms availability in your calendar view under **Rooms**. The next time you want to book a meeting room, select **Rooms** at the bottom of your calendars to see availability

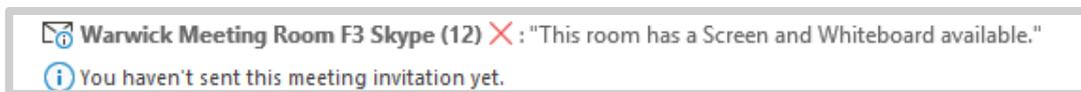


6. Once you have a suitable time and meeting room identified, click back to meeting. Invite your attendee's, ensure the time is correct and click **location**



The screenshot shows a meeting invitation form titled "TEST MEETING". On the left, there is a "Send" button with a right-pointing arrow. The form includes a "Required" section with radio buttons for "Snez Naik" (selected) and "Annabel Stone". Below that is an "Optional" section. The "Start time" is set to "Wed 13/11/2019" at "12:30" in "Dublin, Edinburgh, Lisbo". The "End time" is set to "Wed 13/11/2019" at "13:00" in "Dublin, Edinburgh, Lisbo". At the bottom, a "Location" button is highlighted with a red rectangular box.

7. Double click on the meeting room you require
8. Once the room has populated, you will be able to see what equipment the room has available



The screenshot shows a notification box with a grey border. It contains two lines of text: the first line reads "Warwick Meeting Room F3 Skype (12) X: "This room has a Screen and Whiteboard available." and the second line reads "You haven't sent this meeting invitation yet." The first line has a red 'X' icon and the second line has an information 'i' icon.

9. You then need to send the invite. You will receive an automated response that the room has been accepted.