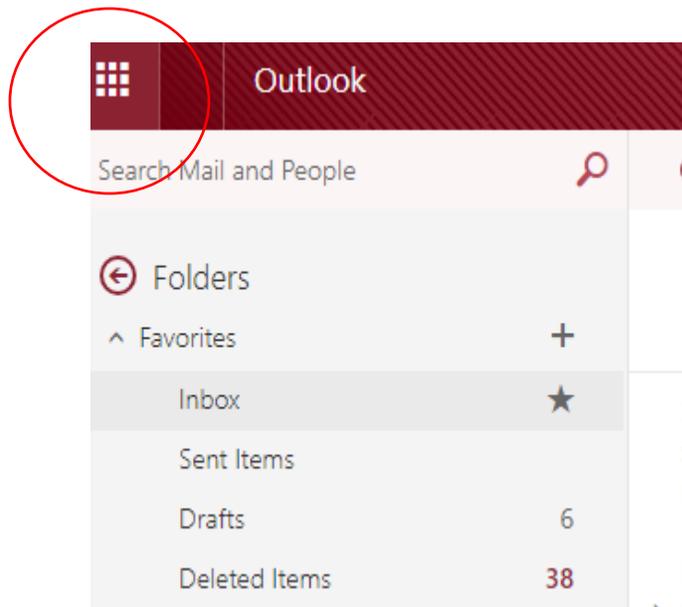# Scheduling Meeting Rooms in Office 365 Portal

1. Access your AUB webmail through the following link **(mail.aub.edu.lb)** and user your AUBnet credentials

2. Go to the Grid icon on the upper left corner

3. Under Apps → All Apps, choose Calendar
   1. The view is as follows:

4. Create a new Calendar event

5. Click on Scheduling assistant on the upper right, to check the list of rooms and the schedules of the attendees
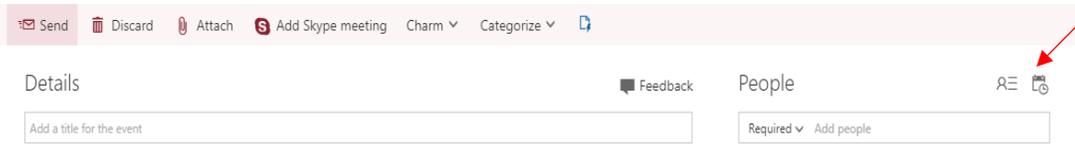
2. The below page should be displayed
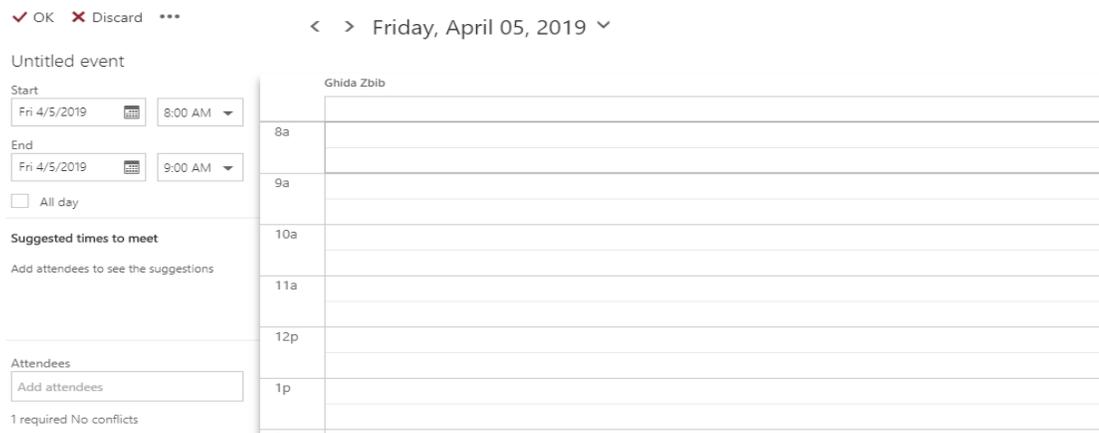
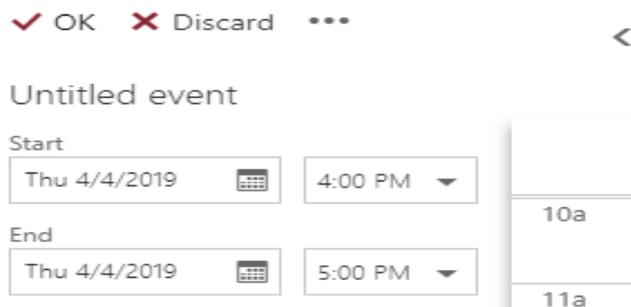6. Specify the starting and the ending time of the meeting

7. In the "Add attendees" section, search for available rooms and attendees

Attendees

Add attendees

3p

2 required No conflicts

- Available attendees/rooms are marked as Free
- Non-available attendees/rooms are marked as Busy

✓ OK ✗ Discard •••

Meeting - TEST

Start
Thu 4/4/2019 📅 4:00 PM ▼

End
Thu 4/4/2019 📅 4:30 PM ▼

☐ All day

Suggested times to meet

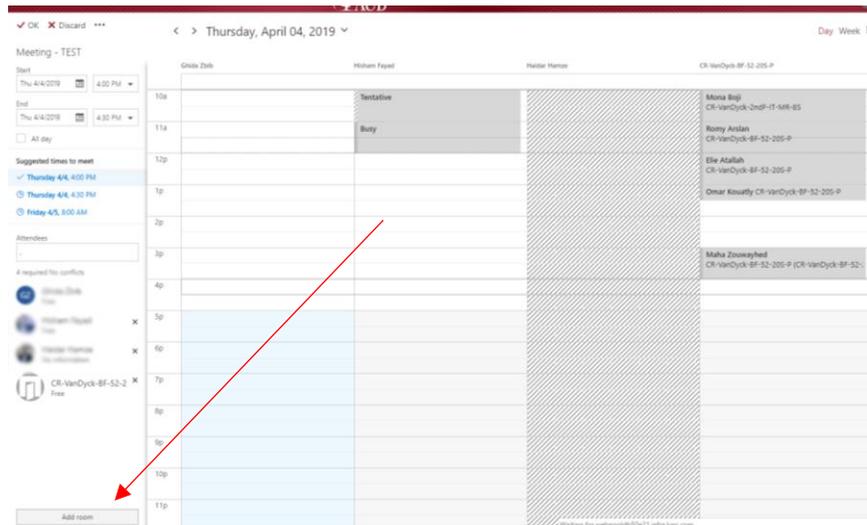✓ Thursday 4/4, 4:00 PM

🕐 Thursday 4/4, 4:30 PM

🕐 Friday 4/5, 8:00 AM

Attendees

4 required No conflicts

GZ Ghida Zbib
Free

Hisham Fayad ✗
Free

Haidar Hamze ✗
No information

CR-VanDyck-BF-52-2 ✗
Free

< > Thursday, April 04, 2019 ˅

Ghida Zbib   Hisham Fayad   Haidar Hamze

10a   Tentative

11a   Busy

12p

1p

2p

3p

4p

5p

6p

7p

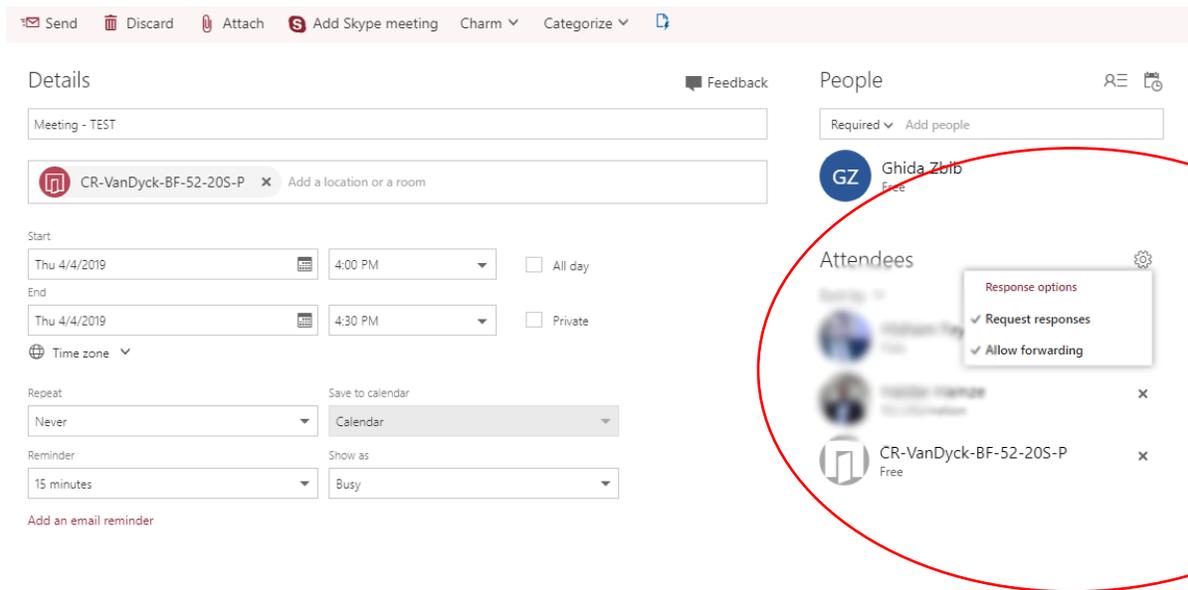8. Click on "Add room "in the below left corner to add the room as the addressed location

9. Organize the calendar daily or weekly on the upper right corner
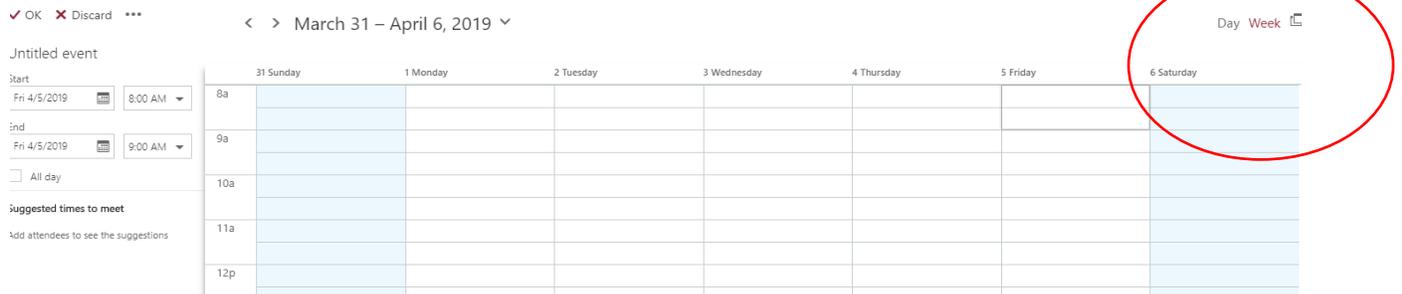
10. After you finish inviting attendees, specifying the meeting room, and assigning a suitable timing, press on OK.

11. You can edit the response of attendees by clicking on the gear icon as shown below

12. You can add a text message for any further details; once your meeting event is ready to be sent, press "Send" on the upper left corner.