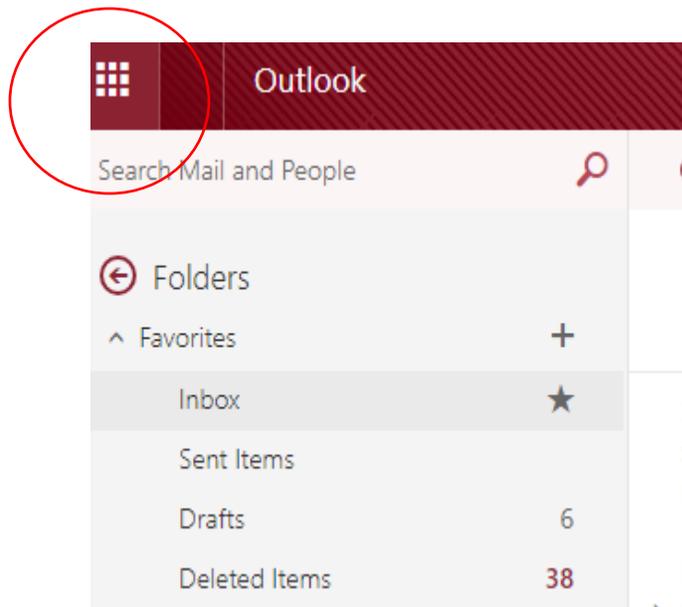


Scheduling Meeting Rooms in Office 365 Portal

1. Access your AUB webmail through the following link (mail.aub.edu.lb) and use 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:

Search Calendar + New | Add calendar | Interesting calendars | Share | Print Try the new Outlook

< April 2019 > < > April 2019 Day Work week Week Month | Today

Calendar United States holidays

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Tuesday, April 02, 2019
31	Apr 1	2 🌧️	3 ☁️	4 ☁️	5 ☁️	6 ☁️	
7	8	9	10	11	12	13	
14	15 Tax Day	16	17	18	19	20	
21 Father Day	22	23	24 Administrative Professionals	25	26	27	

Your calendars
 Other calendars
 People's calendars
 Groups

4. Create a new Calendar event

Outlook AUB

Search Calendar + New | Add calendar | Interesting calendars | Share | Print

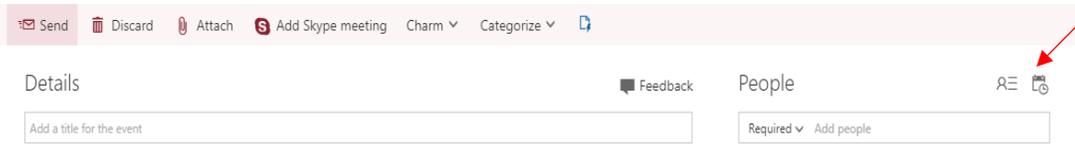
< May 2019 >

Calendar event
Email message
Birthday event

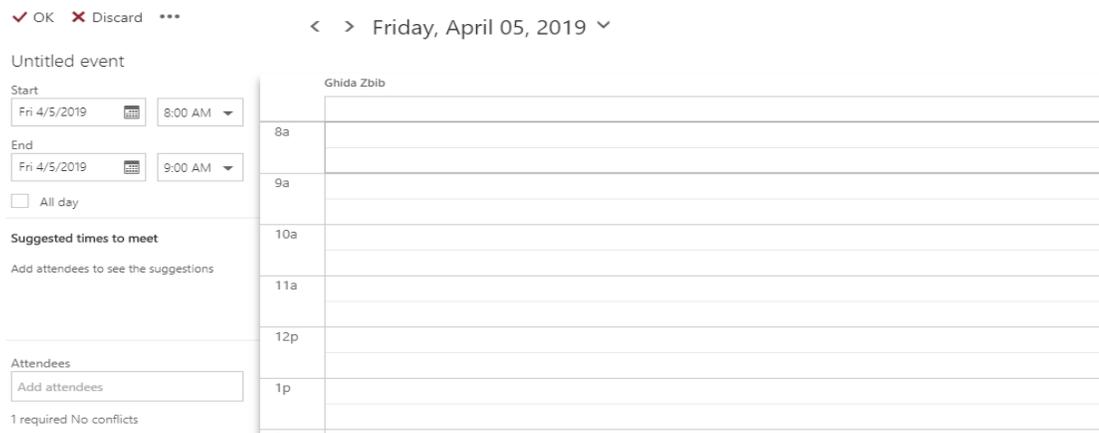
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	May 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Your calendars
 Other calendars
 People's calendars

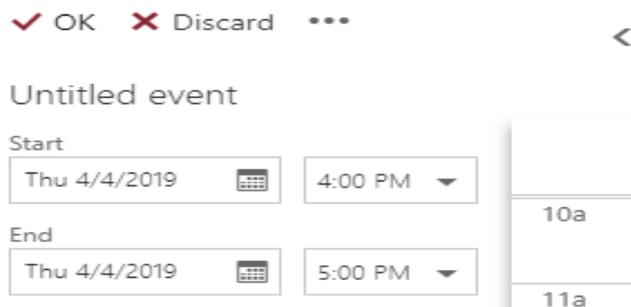
5. Click on Scheduling assistant on the upper right, to check the list of rooms and the schedules of the attendees



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 ...

< > Thursday, April 04, 2019 ▾

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

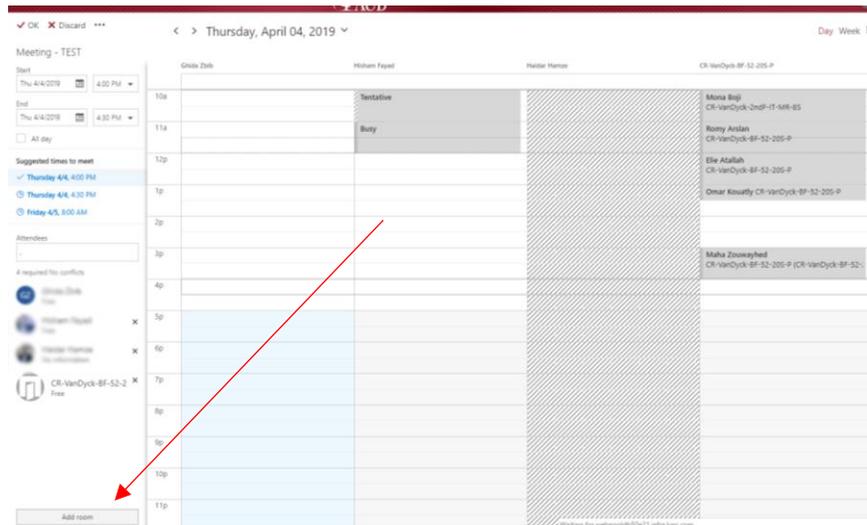
Attendees

4 required No conflicts

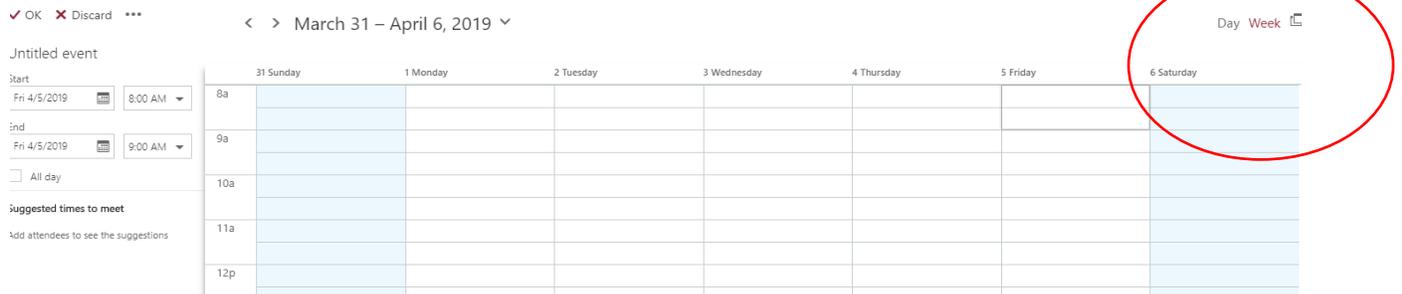
- GZ Ghida Zbib
- Hisham Fayad ✗
- Haidar Hamze ✗
- CR-VanDyck-BF-52-2 ✗
Free

	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

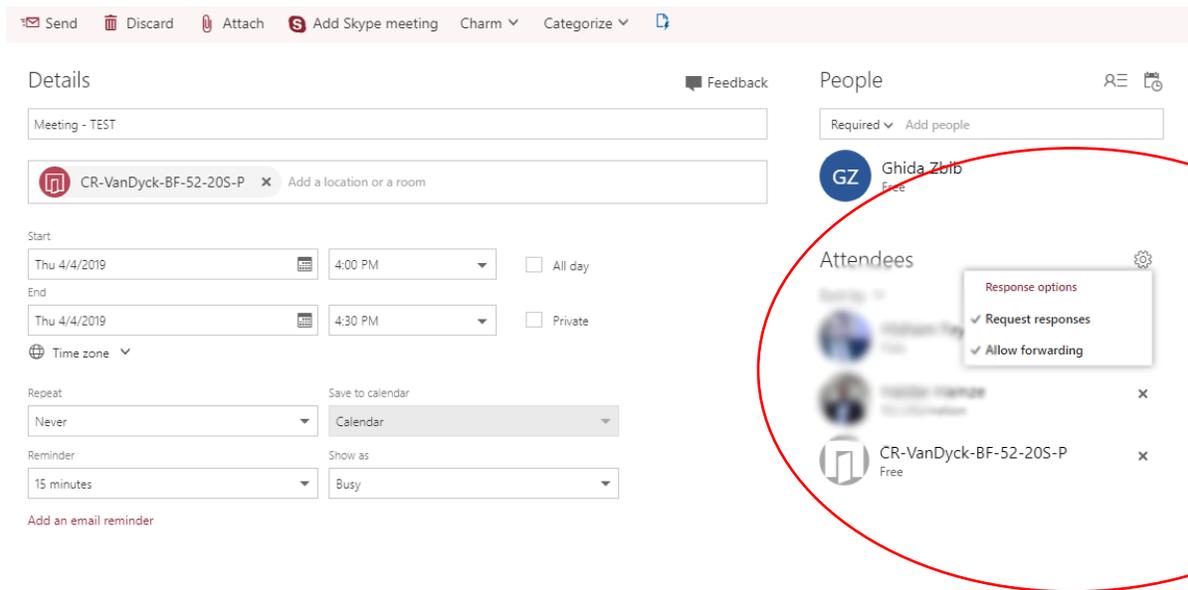


9. Organize the calendar daily or weekly on the upper right corner



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.

The screenshot shows a meeting creation interface. At the top, there is a navigation bar with buttons for 'Send', 'Discard', 'Attach', 'Add Skype meeting', 'Charm', and 'Categorize'. Below this is the 'Details' section, which includes a 'Meeting - TEST' title field, a location field with 'CR-VanDyck-BF-52-20S-P' and a placeholder 'Add a location or a room', and fields for start and end times (both set to Thu 4/4/2019). There are also checkboxes for 'All day' and 'Private', a 'Time zone' dropdown, and options for 'Repeat' (set to 'Never') and 'Save to calendar' (set to 'Calendar'). A 'Reminder' field is set to '15 minutes' and 'Show as' is set to 'Busy'. A red arrow points from the 'Send' button in the top bar to the 'Send' button in the 'Details' section. On the right side, the 'People' section shows a 'Required' dropdown and 'Add people' button, followed by a list of attendees: 'Ghida Zbib' (Free), 'Mehdi Hassen' (Free), and 'CR-VanDyck-BF-52-20S-P' (Free). A 'Response options' menu is open over the attendees, showing 'Request responses' and 'Allow forwarding' both checked.