

Meeting Setup and Room Reservation

1. Login to Office 365. You need to click Calendar.



2. Click New for new meeting.

The screenshot shows a calendar application interface. At the top, there are buttons for '+ New', 'Share', and 'Print'. Below these is a navigation bar for 'September 20-26, 2015'. The main area is a calendar grid with columns for '21 Monday', '22 Tuesday', and '23 Wednesday'. The time slots range from 12p to 8p. On the left side, there is a sidebar with 'My calendars' (showing 'CA Calendar') and 'Other calendars' (showing 'Groups' and 'Collegues'). The '+ New' button is highlighted with a red box.

3. Fill out the needed information such as meeting title, date, time, location and attendees.

The screenshot shows a meeting creation form. At the top, there are buttons for 'Save', 'Discard', 'Attach', 'Skype meeting', 'Add-ins', 'Charm', and 'Categorize'. Below these is a 'Details' section with a text input field for the meeting title, an 'Add a location' field, and an 'Add room' button. The 'Start' and 'End' fields are set to 'Tue 9/22/2015' with times '3:30 PM' and '4:00 PM' respectively. There are checkboxes for 'All day' and 'Private'. The 'Repeat' field is set to 'Never' and the 'Save to calendar' field is set to 'Calendar'. The 'Reminder' field is set to '15 minutes' and the 'Show as' field is set to 'Busy'. There is a link to 'Add an email reminder'. On the right side, there is a 'People' section with a 'Scheduling assistant' button highlighted in a red box, an 'Add people' field, and a 'Sort by' dropdown. Below the 'People' section is a profile card for 'NAU System Admin Organizer'. At the bottom, there is a rich text editor toolbar with various icons for text formatting and insertion.

4. When you click Add room button, you will see available rooms at that time and date.

Save Discard Attach Skype meeting Add-ins Charm Categorize

Details

Add a title for the event

Add a location

Add room

Start: Tue 9/22/2015 3:30 PM

End: Tue 9/22/2015 4:00 PM

Repeat: Never

Reminder: 15 minutes

AVAILABLE

- Club Room 101 at Main Building (Free)
- Meeting Room 201 at Main Building (Free)
- Meeting Room 222 at Main Building (Free)
- Meeting Room 316 at Student Center (Free)
- Senate Room (VIP) at Student Center (Free)
- Study Room 225 at Main Building (Free)

People: NAU System Admin Organizer

5. If you want more information regarding the room and attendee's availability, then click Scheduling assistant

OK Discard

Tuesday, September 22, 2015

Day Week

Untitled event

When: Tue 9/22/2015 3:30 PM

Until: Tue 9/22/2015 4:00 PM

Attendees: Add attendees

NAU System Admin

AVAILABLE

- Club Room 101 at Main Building (Free)
- Meeting Room 201 at Main Building (Free)
- Meeting Room 222 at Main Building (Free)
- Meeting Room 316 at Student Center (Free)
- Senate Room (VIP) at Student Center (Free)
- Study Room 225 at Main Building (Free)

Add room

6. You can see the room and attendee's available slots.

Meeting scheduling interface showing a calendar grid for Tuesday, September 22, 2015. The grid displays time slots from 12p to 11p. Two attendees are listed: NAU System Admin and NAU Moodle. NAU Moodle is marked as 'Free' in the 3p-4p slot, while NAU System Admin is marked as 'Busy' in the 12p-1p slot. A red box highlights the 'Free' status for NAU Moodle.

7. After you are done with the form, send the notification to the room and attendees.

Meeting notification form. The 'Send' button is highlighted with a green box. The 'Details' section shows the event title 'Club Room 101 at Main Building', start time 'Tue 9/22/2015 3:30 PM', and end time 'Tue 9/22/2015 4:00 PM'. The 'People' section lists attendees: NAU System Admin (Organizer), NAU Moodle (New attendee), and Club Room 101 at Main Building (New attendee). A red box highlights the 'Send' button and the 'People' list.