



# MICROSOFT OUTLOOK LAB RESERVATION MANUAL

Using room reservation built in office 365

## Abstract

This manual will provide step by step guide on reserving a lab using E-mail, through Office Outlook application and Office 365 Outlook Online.

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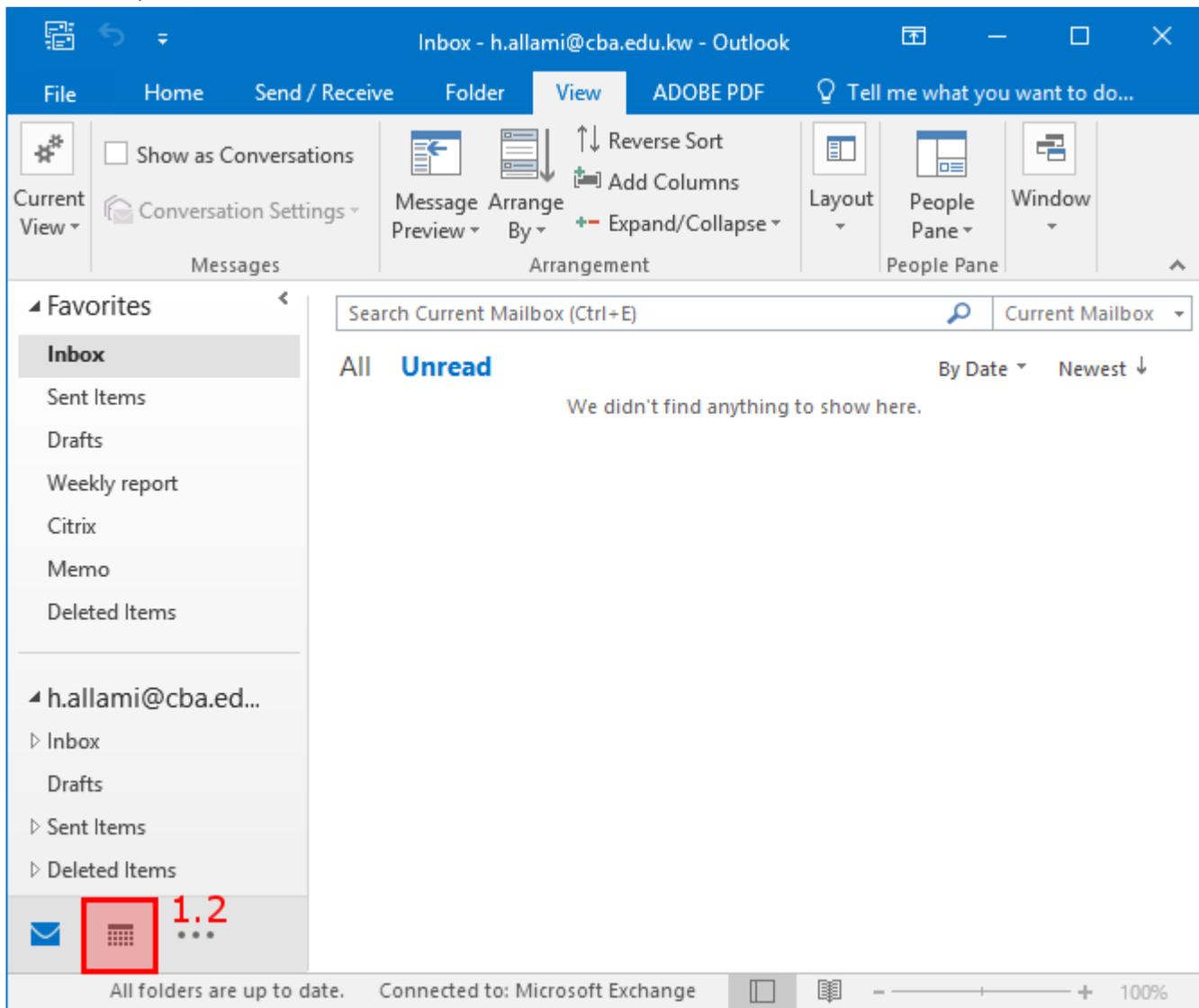
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## Part 1 Using Microsoft Office Outlook

1: Open the calander in Microsoft Office Outlook

1.1) Open Microsoft Office Outlook.

1.2) Press the Calendar icon at the bottom left corner.



## 2: Add the list of the labs..

2.1) From the toolbar click on “Open Calendar” list.

2.2) Select “From Room List...”.

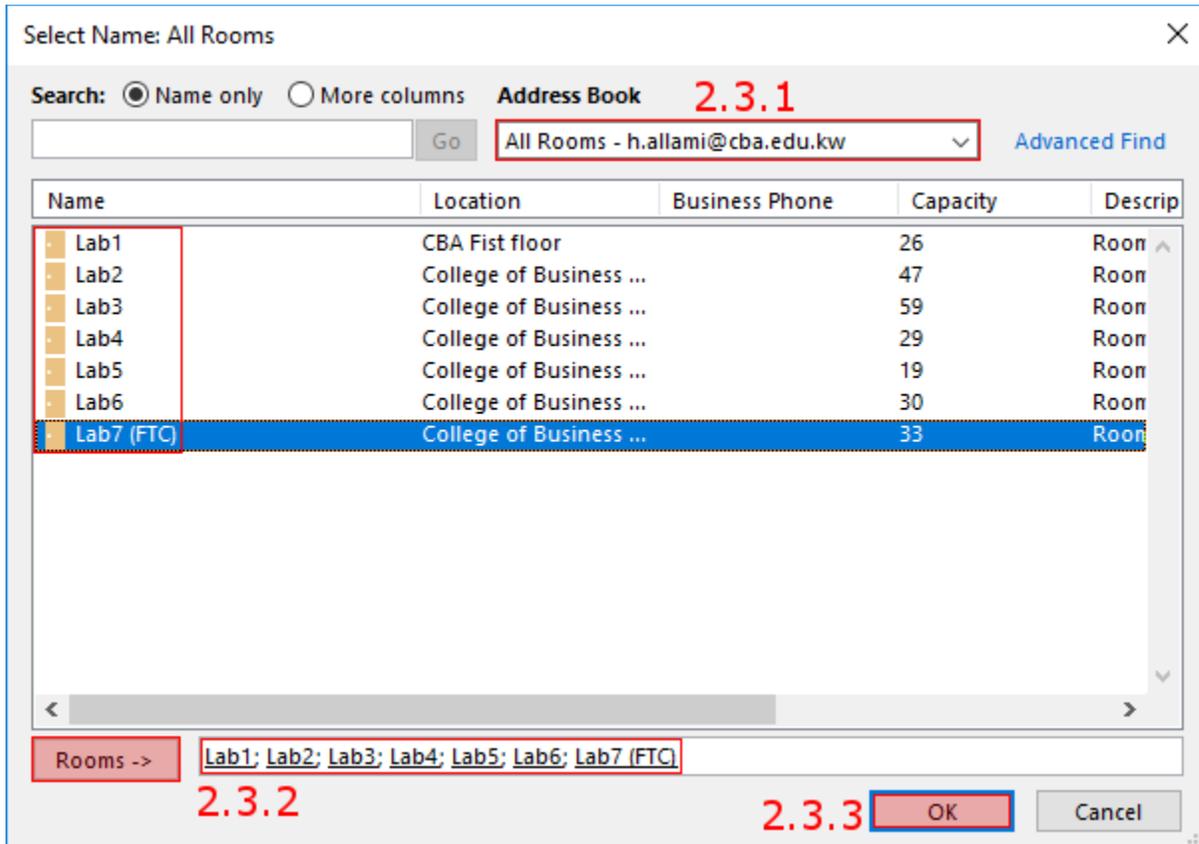
The screenshot shows the Outlook calendar interface. The title bar reads "Calendar - h.allami@cba.edu.kw - Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "ADOBE PDF", and "Tell me what you want to do...". The "Home" ribbon has "New Appointment Meeting Items" and "Arrange" groups. The "Open Calendar" button is highlighted with a red box and labeled "2.1". A dropdown menu is open, showing options: "From Address Book...", "From Room List..." (highlighted with a red box and labeled "2.2"), "From Internet...", "Create New Blank Calendar...", and "Open Shared Calendar...". The calendar view shows "January 2018" with a grid of dates. The status bar at the bottom indicates "Items: 5", "All folders are up to date.", and "Connected to: Microsoft Exchange".

2.3) A room list window will open.

2.3.1- Make sure in the “Address Book” says  
“All Rooms - user@cba.edu.kw” .

2.3.2- Double click the required lab  
(where the capacity is the number of clients in the lab)

2.3.3- Press “Ok” .



2.3.4- Labs will appear in your calendar under “Rooms” Group.

The screenshot displays the Outlook calendar interface. At the top, the title bar reads "Calendar - h.allami@cba.edu.kw - Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "ADOBE PDF", and "Tell me what you want to do...". The "View" tab is active, showing options for "Day", "Work Week", "Week", "Month", "Schedule View", "Open Calendar", and "Calendar Groups".

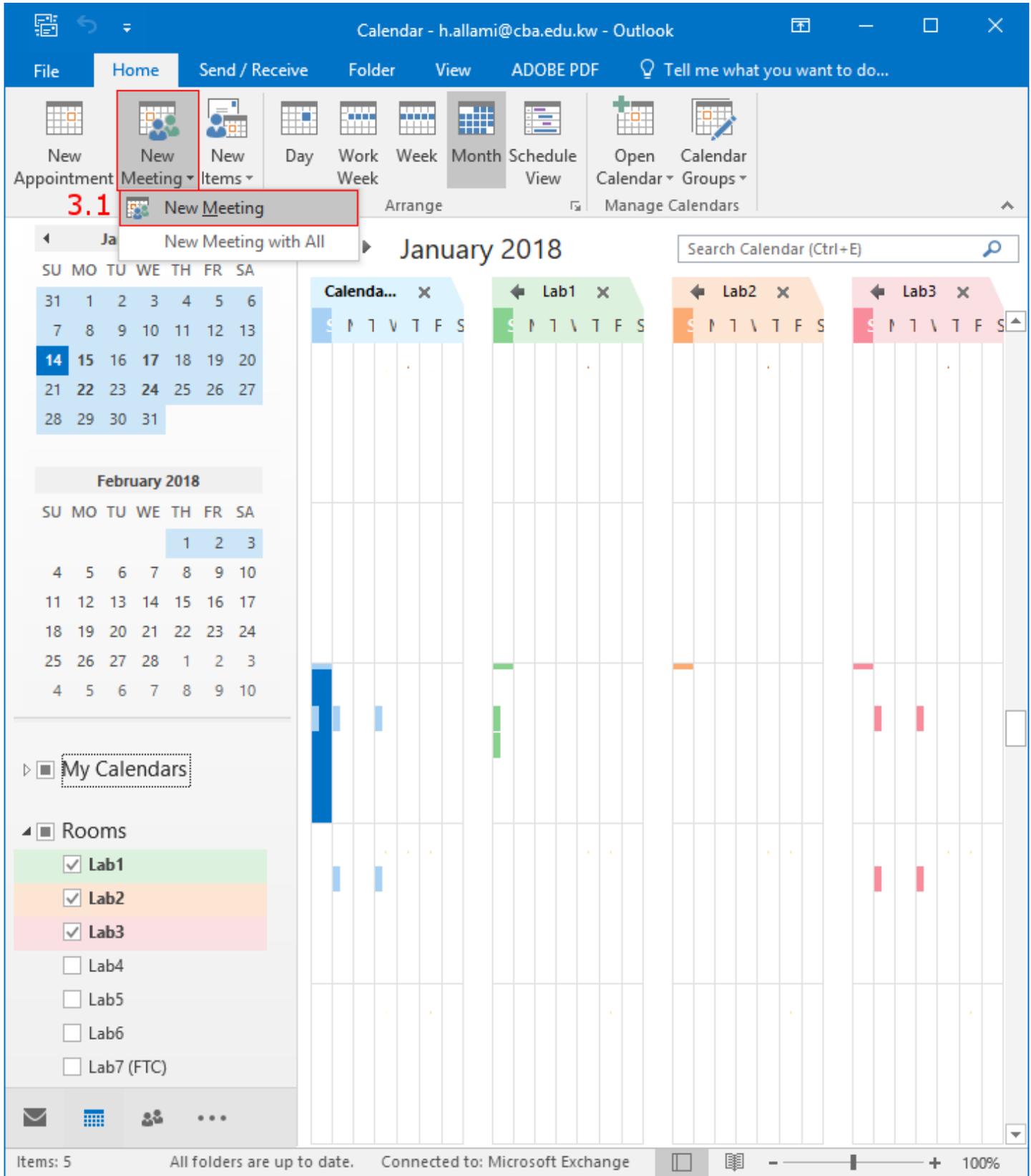
The main calendar area shows "January 2018" in a monthly view. On the left, there are smaller calendar views for "January 2018" and "February 2018". Below these is the "My Calendars" section, which is expanded to show a "Rooms" group. This group contains a list of labs with checkboxes:

- Lab1
- Lab2
- Lab3
- Lab4
- Lab5
- Lab6
- Lab7 (FTC)

The "Rooms" group and its list are highlighted with a red box. The text "2.3.4" is written in red next to the list. The main calendar grid shows four columns representing "Lab1", "Lab2", and "Lab3" (the first column is partially obscured by a "Calenda..." tab). Each column has a header with days of the week (S, M, T, W, T, F, S) and a corresponding color bar (blue for Lab1, green for Lab2, orange for Lab3, and red for Lab3). The status bar at the bottom indicates "Items: 5", "All folders are up to date.", and "Connected to: Microsoft Exchange".

### 3: Reserve a single lab event

3.1) From Calendar view press “New Meeting”.



3.2) In the new meeting window fill the reservation information.

3.2.1- Type the Subject of the event (optional).

3.2.2- Set the date and time.

3.2.3- Write a note to be viewed to participants (optional).

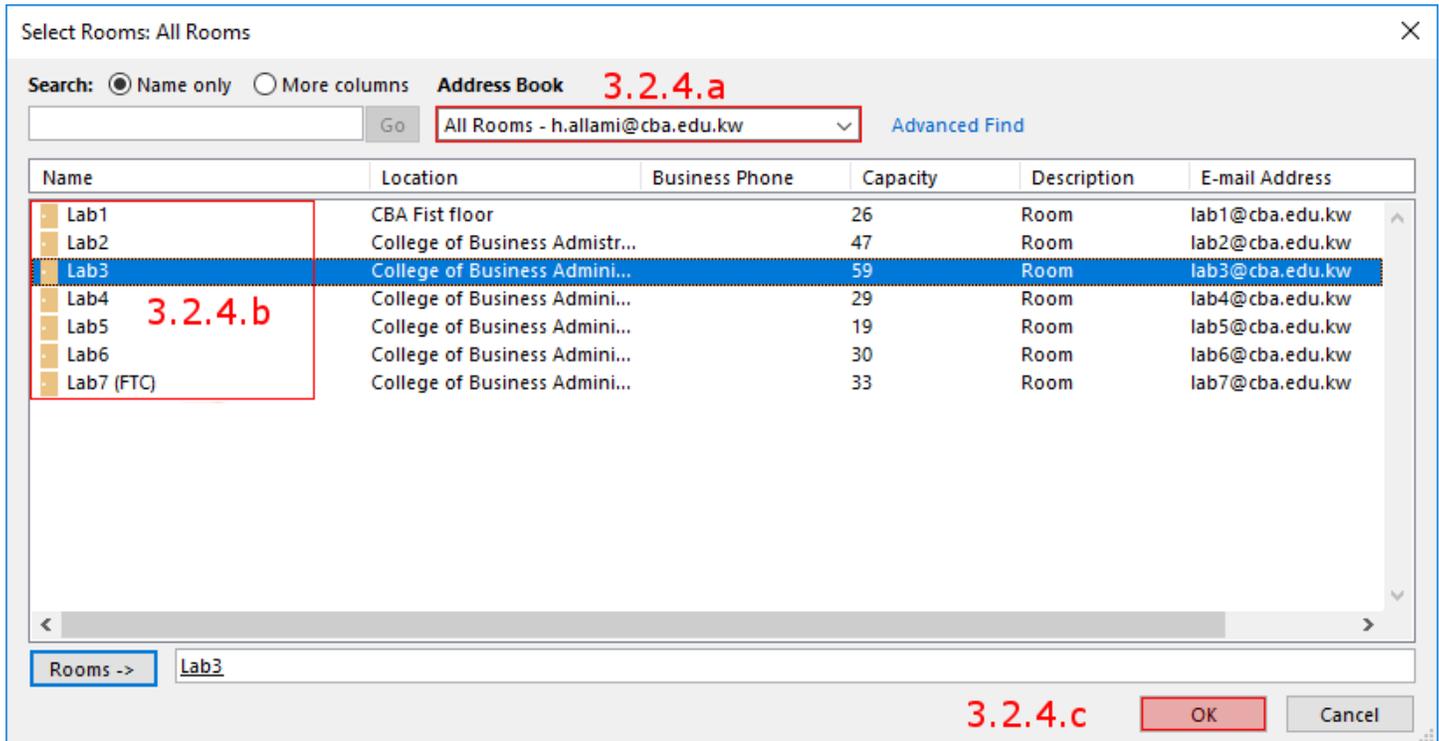
The screenshot shows the Microsoft Outlook Meeting window. The ribbon includes File, Meeting, Insert, Format Text, and Review. The Meeting ribbon has sections for Actions (Delete, Forward), Show (Appointment, Scheduling Assistant), Attendees (Cancel Invitation, Address Book, Check Names, Response Options), and Options (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones, Room Finder). A notification states: "You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar." The meeting details are as follows:

- To...: [Empty field]
- Subject: 3.2.1
- Location: [Empty field] with a "Rooms..." button
- Start time: Mon 15/01/2018 08:00 (3.2.2)
- End time: Mon 15/01/2018 09:00 (3.2.2)
- All day event:  (3.2.4)

A large text area for notes contains the text "3.2.3". On the right, the Room Finder pane shows a calendar for January 2018 with the 15th highlighted. Below the calendar are radio buttons for "Good", "Fair", and "Poor". A list of suggested times is shown:

- 09:00 - 10:00: No conflicts
- 09:30 - 10:30: No conflicts
- 10:00 - 11:00: No conflicts
- 10:30 - 11:30: No conflicts
- 11:00 - 12:00: No conflicts

- 3.2.4- Press “Room” button to list all labs .
- 3.2.4.a) Make sure in the “Address Book” it says  
“All Rooms - user@cba.edu.kw”.
- 3.2.4.b) Double click the required lab.
- 3.2.4.c) Press “OK”.



3.3) After choosing the lab with the time and date set.

3.3.1- You can check the Suggested time.

3.3.2- You can add people as participants to join the event.

3.3.3- Press "Send" .

The screenshot shows the Microsoft Office Outlook interface for creating a meeting. The window title is "Course 102 - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", "Review", and "Tell me what you want to do...". The "Meeting" tab is active, showing options like "Appointment", "Scheduling Assistant", "Address Book", "Check Names", "Response Options", "Show As" (set to "Busy"), "Recurrence", "Time Zones", "Room Finder", and "Reminder" (set to "15 minutes").

Below the ribbon, a message states: "You haven't sent this meeting invitation yet." The meeting details are as follows:

- To...: Lab3 (3.3.2)
- Subject: Course 102
- Location: Lab3 (Rooms... button)
- Start time: Mon 15/01/2018 09:00
- End time: Mon 15/01/2018 10:00
- All day event:

A red box highlights the "Send" button (3.3.3). The main body of the meeting invitation contains the text: "Lab reservation tutorial on Microsoft Office Outlook".

On the right, the "Room Finder" pane is open, showing a calendar for January 2018 with the 15th highlighted. Below the calendar, there are radio buttons for "Good", "Fair", and "Poor". The "Choose an available room:" section shows "None" and "Lab3" (selected). The "Suggested times:" section (3.3.1) lists the following options:

- 11:30 - 12:30: 1 available room
- 12:00 - 13:00: 1 available room
- 12:30 - 13:30: 1 available room
- 13:00 - 14:00: 1 available room
- 08:00 - 09:00: 1 conflict, no rooms
- 08:30 - 09:30: 1 conflict, no rooms

3.4) You will receive a confirmation email of the reservation.

The screenshot shows the Microsoft Outlook interface. The title bar reads "Inbox - h.allami@cba.edu.kw - Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "ADOBE PDF", and "Search Tools". The "Search Tools" ribbon is active, showing filters like "Current Mailbox", "Include Older Results", "From", "Subject", "Has Attachments", "Categorized", "This Week", "Sent To", "Unread", "Flagged", "Important", and "More".

The left sidebar shows the "Inbox" folder selected. The search bar contains "received:today" and "Current Folder". The email list shows one item: "Lab3 Accepted: Course 102" with a calendar icon and the time "12:28". Below the list, it says "Showing recent results..." and "More".

The main pane displays the selected email. The subject is "Lab3". The body text reads: "Accepted: Course 102", "When 15 January 2018 09:00-10:00 (UTC+03:00) Kuwait, Riyadh.", "Location Lab3", and "Lab3 has accepted this meeting." followed by a large red "3.4". Below this, it says "Your request was accepted." and "Sent by Microsoft Exchange Server 2016".

The bottom status bar shows "Items: 1", "All folders are up to date.", "Connected to: Microsoft Exchange", and a zoom level of "100%".

4: Reserve a series of lab events.

4.1) From Calendar view press “New Meeting”.

The screenshot shows the Outlook calendar interface for January 2018. The ribbon at the top has the 'Home' tab selected, with the 'New Meeting' button highlighted by a red box and labeled '4.1'. Below the ribbon, the calendar view shows a grid for January 2018 with columns for days of the week (S, M, T, W, T, F, S) and rows for dates. Three lab calendars are visible: 'Lab1' (green), 'Lab2' (orange), and 'Lab3' (red). The 'My Calendars' pane on the left shows 'Lab1', 'Lab2', and 'Lab3' checked. The status bar at the bottom indicates 'Items: 5' and 'Connected to: Microsoft Exchange'.

4.2) In the new meeting window fill the reservation information.

4.2.1- Write the Subject of the event (optional).

4.2.2- Write a note to be viewed to participants (optional).

4.2.3- Press the Recurrence button to open the "Appointment Recurrence" window to set the time.

4.2.3.a) Set the Appointment time : start, end, duration.

4.2.3.b) Set the Recurrence pattern: daily or weekly.....

4.2.3.c) Set the Range of the resurrence , start and end dates.

note: that you can't reserve more than 180 days.

4.2.3.d) Press "OK" to set the shcedule .

The screenshot shows the Microsoft Outlook Meeting window. The ribbon includes File, Meeting, Insert, Format Text, and Review. The Meeting ribbon has several groups: Actions (Delete, Forward), Show (Appointment, Scheduling Assistant), Attendees (Cancel Invitation, Address Book, Check Names, Response Options), and Options (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones, Room Finder). The Recurrence button is highlighted with a red box and labeled 4.2.3. The main meeting form has fields for To..., Subject (labeled 4.2.1), Location, Start time (Mon 15/01/2018 08:00), and End time (Mon 15/01/2018 09:00). The All day event checkbox is checked, and the Rooms... button is highlighted with a red box and labeled 4.2.4. A large text area for notes is labeled 4.2.2. On the right, the Room Finder panel shows a calendar for January 2018 with the 14th and 15th highlighted. Below the calendar are radio buttons for Good, Fair, and Poor, and a list of suggested times: 09:00 - 10:00, 09:30 - 10:30, 10:00 - 11:00, 10:30 - 11:30, and 11:00 - 12:00, all with 'No conflicts'.

Appointment Recurrence

Appointment time

Start: 08:00

End: 09:00

Duration: 1 hour

4.2.3.a

Recurrence pattern

Daily

Weekly

Monthly

Yearly

Recur every 1 week(s) on:

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

4.2.3.b

Range of recurrence

Start: Sun 21/01/2018

No end date

End after: 4 occurrences

End by: Sat 03/02/2018

4.2.3.c

4.2.3.d

4.2.4- Press "Room" button to list all labs.

4.2.4.a) Make sure in the "Address Book" say  
"All Rooms - user@cba.edu.kw"

4.2.4.b) Double click the required lab/labs.

4.2.4.c) Press "OK".

Select Rooms: All Rooms

Search:  Name only  More columns

Address Book 4.2.4.a

All Rooms - h.allami@cba.edu.kw

Name	Location	Business Phone	Capacity	Description	E-mail Address
Lab1	CBA Fist floor		26	Room	lab1@cba.edu.kw
Lab2	College of Business Administr...		47	Room	lab2@cba.edu.kw
Lab3	College of Business Administr...		59	Room	lab3@cba.edu.kw
Lab4	College of Business Administr...		29	Room	lab4@cba.edu.kw
Lab5	College of Business Administr...		19	Room	lab5@cba.edu.kw
Lab6	College of Business Administr...		30	Room	lab6@cba.edu.kw
Lab7 (FTC)	College of Business Administr...		33	Room	lab7@cba.edu.kw

4.2.4.b

Rooms -> Lab3

4.2.4.c

4.3) After choosing the lab with the time and date set.

4.3.1- You can add people as participants to join the event.

4.3.2- Press "Send".

The screenshot shows the Outlook interface for creating a meeting. The ribbon is set to 'Meeting Series' and includes tabs for 'File', 'Meeting Series', 'Insert', 'Format Text', 'Review', and 'Tell me what you want to do...'. The ribbon groups are: 'Actions' (Delete), 'Show' (Appointment, Scheduling Assistant), 'Attendees' (Address Book, Check Names, Response Options), and 'Options' (Show As: Busy, Recurrence, Time Zones, Room Finder, Reminder: 15 minutes). A message box states: 'You haven't sent this meeting invitation yet.' The meeting invitation form is displayed with the following fields: 'To...' containing 'Lab1' (with '4.3.1' in red), 'Subject' containing 'Course 102 Recurrence', and 'Location' containing 'Lab1' (with a 'Rooms...' button). Below the form, the text '4.3.2 Recurrence Occurs every Sunday and Tuesday effective 21/01/2018 until 03/02/2018 from 09:00 to 10:00' is shown. The body of the invitation contains the text: 'Lab recurrence reservation tutorial on Microsoft Office Outlook.'

4.4) You will receive a confirmation email.

The screenshot displays the Microsoft Outlook interface. The top ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'ADOBE PDF', and 'Search'. The search bar contains 'received:today' and 'Current Folder'. The left sidebar shows 'Inbox', 'Sent Items', and 'Drafts'. The main pane shows an email from 'Lab1' with the subject 'Accepted All: Course 102 Recurrence'. The email content, highlighted with a red box, reads: 'Sun 14/01/2018 12:45', 'Lab1', 'Accepted All: Course 102 Recurrence', 'When Occurs every Sunday and Tuesday effective 21/01/2018 until 03/02/2018 from 09:00 to 10:00', 'Location Lab1', 'Lab1 has accepted this meeting. 4.4', 'Your request was accepted.', 'Your request was accepted through 1/30/2018.', and 'All times listed are in the following time zone: (UTC+03:00) Kuwait, Riyadh'. The bottom status bar shows 'Items: 2', 'All folders are up to date.', and 'Connected to: Microsoft Exchange'.

## 5: Edit or Cancel a single reservation.

- 5.1) In the calendar view Microsoft Office Outlook activate your calendar.
- 5.2) The reservation will appear in your calendar.
- 5.3) When you hover the mouse over the reservation you will have a pop up with the reservation detail.
- 5.4) To edit the reservation click on "Open" icon, a window will be opened to edit the reservation information, then press Send Update button.
- 5.5) To cancel the reservation, click on "Cancel Meeting" icon, a window will be opened, then press Send Cancellation button.

Calendar - h.allami@cba.edu.kw - Outlook

File Home Send / Receive Folder View ADOBE PDF Meeting Tell me what you want to do...

Open Cancel Meeting Forward Meeting Notes Add or Remove Attendees Contact Attendees Tracking Show As: Busy Reminder: 15 minutes Recurrence

5.4 5.5 Meeting Notes Attendees Options

January 2018

SU	MO	TU	WE	TH	FR	SA
31	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	26	27
28	29	30	31			

February 2018

SU	MO	TU	WE	TH	FR	SA
				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	26	27	28	1	2	3
4	5	6	7	8	9	10

5.1 My Calendars

- Calendar - h.allami@c...
- United Kingdom holi...

January - February 2018 AI Kuwait Today 22°C

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
7 Jan	8	9	10
14	15 5.2 09:00 Course 102; Lab3; Eng. Hussein A. Al-lami		
21 09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. A...	22		
28 09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. A...	29	30 09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. A...	31
4	5	6	7

Course 102

Start: 15/01/2018 09:00 5.3  
End: 15/01/2018 10:00

Organizer: Eng. Hussein A. Al-lami  
Location: Lab3  
Reminder: 15 minutes

Eng. Hussein A. A...

Items: 5 All folders are up to date. Connected to: Microsoft Exchange

## 6: Edit or Cancel a series reservation.

- 6.1) In the calendar view Microsoft Office Outlook activate your calendar.
- 6.2) The reservation made, will appear in your calendar.
- 6.3) When you hover the mouse over the reservation you will have a pop up with reservation detail.
- 6.4) The "Recurrence" icon would indicate that this is a series with multiple date.
- 6.5) To edit the reservation : Click on the reservation then click on the "Open" icon then;
  - 6.5.1- To edit the single event, choose " Open Occurrence".  
The edit steps previously shown in section 5.4.
  - 6.5.2- To edit the whole Series, choose " Open Series".
    - 6.5.2.a) To edit the time, click on "Recurrence" icon on the next window.
    - 6.5.2.b) Edit the reservation information, Subject, note then click on "Send Update" button.  
you will receive a confirmation email.
- 6.6) To cancel the reservation: Click on the reservation then click on the "cancel Meeting " icon:
  - 6.6.1- To cancel the single event choose "Cancel Occurance" .
  - 6.6.2- To cancel the whole Series choose "Cancel Series.
  - 6.6.3- Click on "Send Cancellation" button.

Calendar - h.allami@cba.edu.kw - Outlook

Calendar Tools

File Home Send / Receive Folder View ADOBE PDF Meeting Tell me what you want to do...

Open Cancel Meeting Forward Meeting Notes Add or Remove Attendees Contact Attendees Tracking Show As: Busy Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance Tags

Open Occurrence Open Series

6.5.1  
6.5.2

January - February 2018 AI Kuwait Today 22°C/15°C

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
14 Jan	15 08:00 Course 102; Lab1; Eng. Hussein A. Al-I.	16	17	18
21 09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. Al-I.			24	25
28 09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. Al-I.			31	1 Feb
4	5	6	7	8
11	12	13	14	15

6.1

My Calendars

- Calendar - h.allami@c...
- United Kingdom holi...

6.2

6.3

6.4

Course 102 Recurrence

Start: 21/01/2018 09:00  
End: 21/01/2018 10:00

Organizer: Eng. Hussein A. Al-lami  
Location: Lab1  
Reminder: 15 minutes

Items: 5 All folders are up to date. Connected to: Microsoft Exchange 100%

Course 102 Recurrence - Meeting Series

File Meeting Series Insert Format Text Review Tell me what you want to do...

Cancel Meeting Appointment Scheduling Assistant Tracking Show Actions Show Attendees Options 6.5.a

Attendee responses: 1 accepted, 0 tentatively accepted, 0 declined.

6.5.b Send Update To... Lab1 Subject Course 102 Recurrence Location Lab1 Rooms... Recurrence Occurs every Sunday and Tuesday effective 21/01/2018 until 03/02/2018 from 09:00 to 10:00

Lab recurrence reservation tutorial on Microsoft Office Outlook.

Calendar - h.allami@cba.edu.kw - Outlook

Calendar Tools

File Home Send / Receive Folder View ADOBE PDF Meeting Series Tell me what you want to do...

Open Cancel Meeting Forward Meeting Notes Add or Remove Attendees Contact Attendees Tracking Show As: Busy Recurrence Private High Importance Low Importance Categorize Tags

Reminder: 15 minutes

6.6.1 Cancel Occurrence  
6.6.2 Cancel Series

January - February 2018 Today 22°C / 15°C Search Calendar (Ctrl+E)

SU	MO	TU	WE	TH	FR	SA
31	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	26	27
28	29	30	31			

February 2018

SU	MO	TU	WE	TH	FR	SA
				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	26	27	28	1	2	3
4	5	6	7	8	9	10

My Calendars  
 Calendar - h.alla...

Items: 5 All folders are up to date. Connected to: Microsoft Exchange 100%