



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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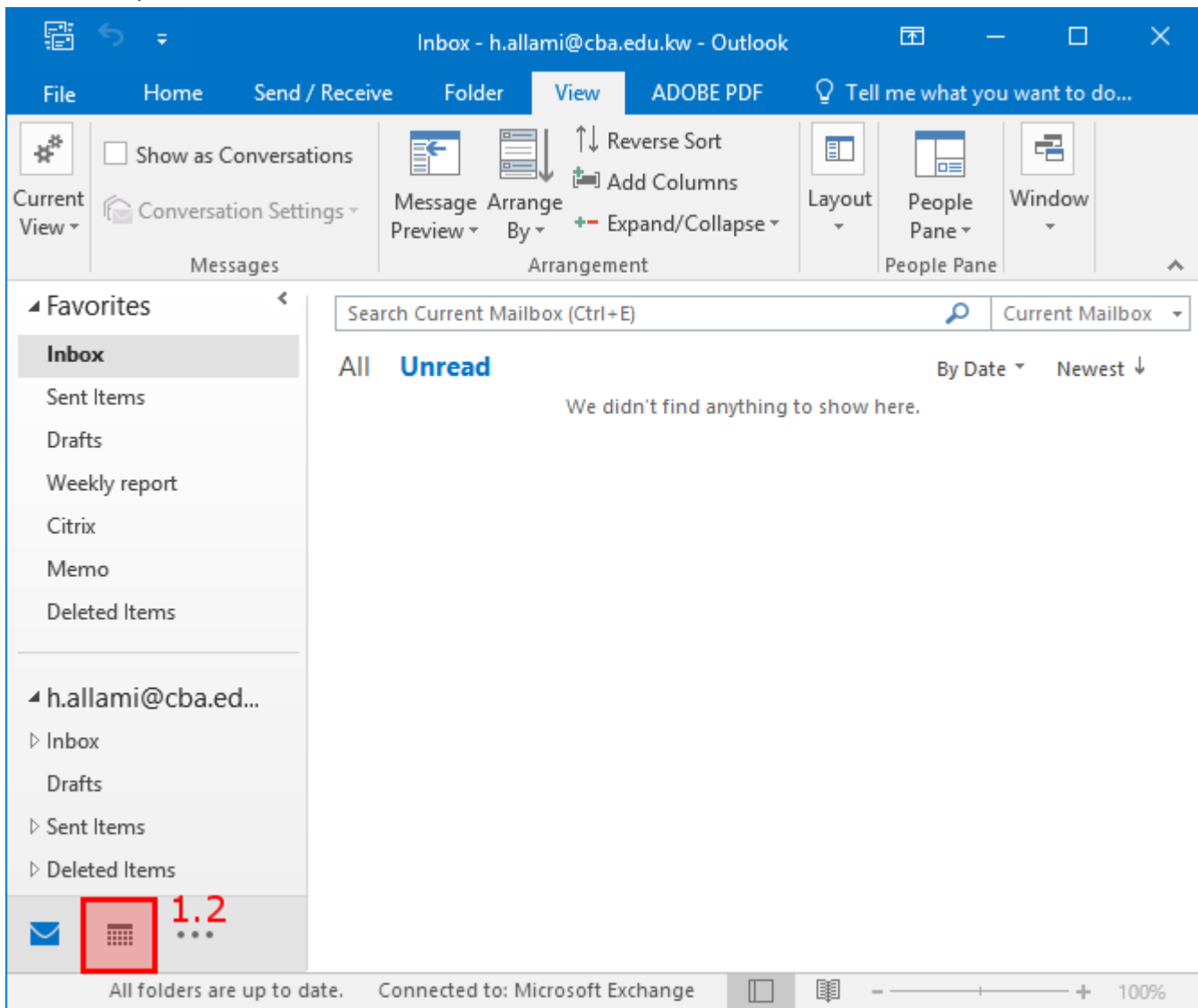
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Part 1 Using Microsoft Office Outlook

1: Open the calander in Microsoft Office Outlook

1.1) Open Microsoft Office Outlook.

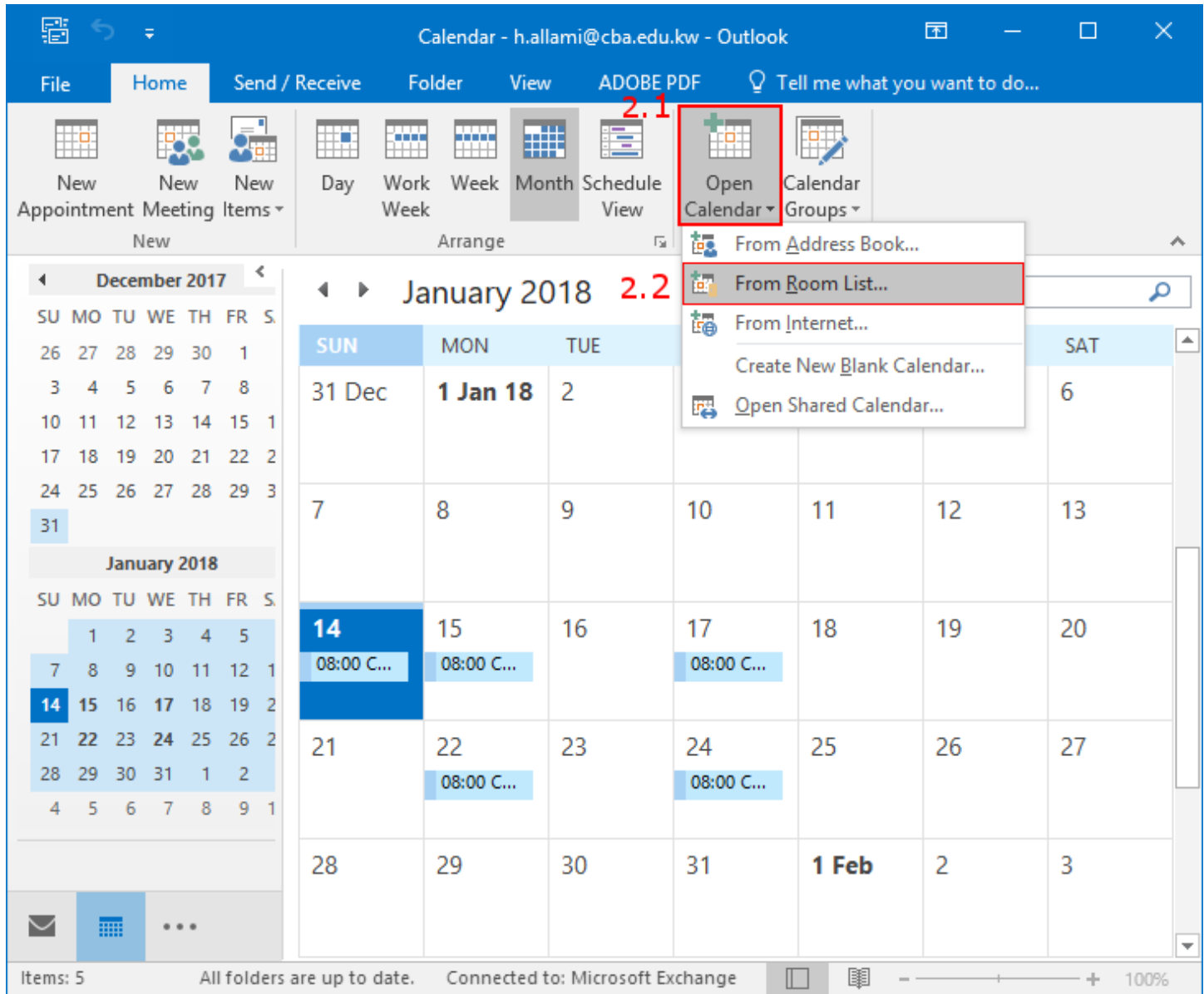
1.2) Press the Calendar icon at the bottom left corner.



2: Add the list of the labs..

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

2.2) Select “From Room List...”.



2.3) A room list window will open.

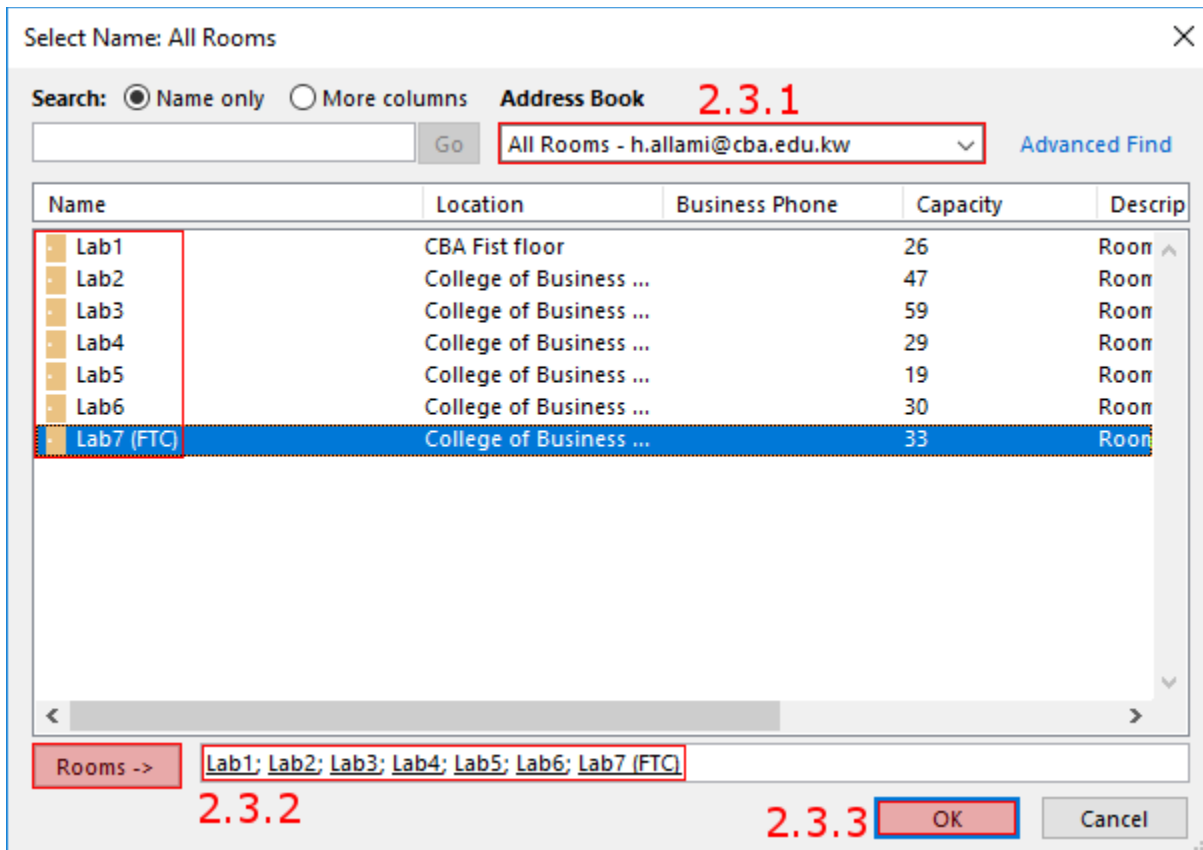
2.3.1- Make sure in the “Address Book” says

“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 calender under “Rooms” Group.

The screenshot displays the Microsoft Outlook calendar application. The title bar indicates the window is titled "Calendar - h.allami@cba.edu.kw - Outlook". The ribbon at the top includes tabs for "File", "Home", "Send / Receive", "Folder", "View", "ADOBE PDF", and a search bar "Tell me what you want to do...". The "Home" tab is active, showing options for "New Appointment", "New Meeting", "New Items", and various calendar views: "Day", "Work Week", "Week", "Month" (selected), "Schedule View", "Open Calendar", and "Calendar Groups".

The main calendar area shows "January 2018" in a month view. A search bar "Search Calendar (Ctrl+E)" is located at the top right of the calendar area. Below the month view, there are four calendar panels for "Lab1", "Lab2", and "Lab3", each with a color-coded header (green for Lab1, orange for Lab2, and pink for Lab3). The "Lab1" panel shows a blue bar on the 1st of January. The "Lab2" panel shows an orange bar on the 1st of January. The "Lab3" panel shows a pink bar on the 1st of January.

In the bottom-left corner, the "My Calendars" section is visible. It contains a list of calendars under the "Rooms" group. The "Rooms" group is expanded, showing a list of calendars: "Lab1", "Lab2", "Lab3", "Lab4", "Lab5", "Lab6", and "Lab7 (FTC)". The "Lab1", "Lab2", and "Lab3" entries are checked and highlighted with a red box. The text "2.3.4" is written in red next to the "Lab3" entry.

The status bar at the bottom shows "Items: 5", "All folders are up to date.", "Connected to: Microsoft Exchange", and a zoom level of "100%".

3: Reserve a single lab event

3.1) From Calendar view press “New Meeting”.

The screenshot shows the Microsoft Outlook application window titled "Calendar - h.allami@cba.edu.kw - Outlook". The ribbon is set to "Home", and the "Calendar" group is active. The "New Meeting" button, represented by a calendar icon with a plus sign, is highlighted with a red box. A red label "3.1" is placed next to the button. A dropdown menu is visible below the button, showing "New Meeting" and "New Meeting with All". The main calendar area displays a monthly view for January 2018. On the left, there are smaller calendar views for January and February 2018. Below these, the "My Calendars" section is expanded, showing a list of rooms: Lab1, Lab2, Lab3, Lab4, Lab5, Lab6, and Lab7 (FTC). Lab1, Lab2, and Lab3 are checked. The bottom status bar shows "Items: 5", "All folders are up to date.", and "Connected to: Microsoft Exchange".

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).

Untitled - Meeting

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

Delete Forward Appointment Scheduling Assistant Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder

You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

To... Subject Location Start time End time

3.2.1 3.2.2 3.2.4 3.2.3

Rooms...

Room Finder

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	1	2	3
4	5	6	7	8	9	10

Good Fair Poor

Choose an available room:

None

Suggested times:

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”.

Select Rooms: All Rooms

Search: ☒ Name only ☐ More columns **Address Book** **3.2.4.a**

Go **All Rooms - h.allami@cba.edu.kw** [Advanced Find](#)

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

3.2.4.b

Rooms -> **3.2.4.c** **OK** **Cancel**

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" .

Course 102 - Meeting

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

Delete Appointment Scheduling Assistant Address Book Check Names Cancel Invitation Response Options Show As: Busy Recurrence Time Zones Room Finder Reminder: 15 minutes

You haven't sent this meeting invitation yet.

Send 3.3.3

To... **Lab3** 3.3.2

Subject Course 102

Location Lab3 Rooms...

Start time Mon 15/01/2018 09:00 All day event

End time Mon 15/01/2018 10:00

Lab reservation tutorial on Microsoft Office Outlook

Room Finder

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	1	2	3
4	5	6	7	8	9	10

☐ Good ☐ Fair ☐ Poor

Choose an available room:

None

Lab3

Suggested times: 3.3.1

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 displays the Microsoft Outlook interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, ADOBE PDF, and Search Tools. The Search Tools tab 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 main pane displays a search result for 'received:today' in the 'Current Folder'. The result is an email titled 'Lab3' with the subject 'Accepted: Course 102' and a timestamp of '12:28'. Below the email list, it says 'Showing recent results...' and provides a 'More' link. The right pane shows the details of the selected email, dated 'Sun 14/01/2018 12:28'. The email content is as follows:

Lab3
Accepted: Course 102
When 15 January 2018 09:00-10:00 (UTC+03:00) Kuwait, Riyadh.
Location Lab3
i Lab3 has accepted this meeting. **3.4**
Your request was accepted.
Sent by Microsoft Exchange Server 2016

The status bar at the bottom indicates 'Items: 1', 'All folders are up to date.', and 'Connected to: Microsoft Exchange'.

4: Reserve a series of lab events.

4.1) From Calendar view press “New Meeting”.

The screenshot shows the Microsoft Outlook interface with the Calendar view selected. The ribbon at the top includes tabs for File, Home, Send / Receive, Folder, View, ADOBE PDF, and a search bar. The 'Home' tab is active, and the 'New Meeting' button is highlighted with a red box. Below the ribbon, the 'New Meeting' dropdown menu is open, showing options like 'New Meeting with All'. The main calendar area displays a monthly view for January 2018, with a search bar on the right. The left sidebar shows 'My Calendars' and 'Rooms' sections. The 'Rooms' section lists Lab1, Lab2, and Lab3 as checked, and Lab4, Lab5, Lab6, and Lab7 (FTC) as unchecked. The bottom status bar indicates 'Items: 5', 'All folders are up to date.', and 'Connected to: Microsoft Exchange'.

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

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

New Appointment New Meeting New Items Day Work Week Week Month Schedule View Open Calendar Calendar Groups Manage Calendars

4.1 New Meeting

New Meeting with All

January 2018

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

Rooms

☒ Lab1

☒ Lab2

☒ Lab3

☐ Lab4

☐ Lab5

☐ Lab6

☐ Lab7 (FTC)

Items: 5 All folders are up to date. 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 recurrence , start and end dates.

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

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

Untitled - Meeting

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

Delete Forward Appointment Scheduling Assistant Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder

Actions Show Attendees Options

You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

To... Subject Location Start time End time

4.2.1

4.2.2

4.2.3

4.2.4

Room Finder

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	1	2	3
4	5	6	7	8	9	10

Good Fair Poor

Choose an available room:

None

Suggested times:

- 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

Appointment Recurrence [X]

Appointment time

Start: 08:00 [v] **4.2.3.a**

End: 09:00 [v]

Duration: 1 hour [v]

Recurrence pattern

☐ Daily Recur every 1 week(s) on:

☒ Weekly ☒ Sunday ☐ Monday ☒ Tuesday ☐ Wednesday

☐ Monthly ☐ Thursday ☐ Friday ☐ Saturday

☐ Yearly **4.2.3.b**

Range of recurrence

Start: Sun 21/01/2018 [v] **4.2.3.c** ☐ No end date

☐ End after: 4 occurrences

☒ End by: Sat 03/02/2018 [v]

4.2.3.d [OK] [Cancel] [Remove Recurrence]

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 [X]

Search: ☒ Name only ☐ More columns **Address Book** **4.2.4.a**

[Go] All Rooms - h.allami@cba.edu.kw [v] [Advanced Find](#)

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 [OK] [Cancel]

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".

4.4) You will receive a confirmation email.

The screenshot displays the Microsoft Outlook interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, ADOBE PDF, and Search. The Search tab is active, showing a search bar and various 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 main pane displays a list of emails under the 'received:today' filter. The first email, 'Lab1', is highlighted. The right pane shows the details of this email, which is a confirmation for 'Accepted All: Course 102 Recurrence'. The email body text is as follows:

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.

All times listed are in the following time zone: (UTC+03:00) Kuwait, Riyadh

Sent by Microsoft Exchange Server 2016

The status bar at the bottom indicates '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 Category

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...

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

January - February 2018 Al Kuwait 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	23 09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. A...	24 09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. A...
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

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 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

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

6.1

My Calendars

Calendar - h.allami@c...

United Kingdom holi...

Items: 5

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

100%

January - February 2018

AI Kuwait Today 22°C/15°C

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY

14 Jan

15

08:00 Course 102; Lab2; Eng. Hussein A. Al-I.

Course 102 Recurrence

Start: 21/01/2018 09:00

End: 21/01/2018 10:00

Organizer: Eng. Hussein A. Al-Iami

Location: Lab1

Reminder: 15 minutes

6.3

6.4

21

09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. Al-I.

28

09:00 Course 102 Recurrence; Lab1; Eng. Hussein A. Al-I.

24

25

31

1 Feb

4

5

6

7

8

11

12

13

14

15

Course 102 Recurrence - Meeting Series

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

Cancel Meeting Scheduling Assistant Tracking Appointment 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

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

6.6.1 Cancel Occurrence
6.6.2 Cancel Series

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

Cancel Series
Cancel this meeting series.

SU	MO	TU	WE	TH	FR	SA
31	1	2	3	4		
7	8	9	10	11		
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%