

Casey Hospital has moved in line with other Monash sites and Meeting Room and Hot Desk bookings are now the responsibility of the person holding the meeting.

When you book through your own calendar, it shows clear visibility of who has booked the room/hotdesk and if for any reason the meeting needs to be rescheduled/relocated by Site Administration, we have a name of who is responsible for the meeting.

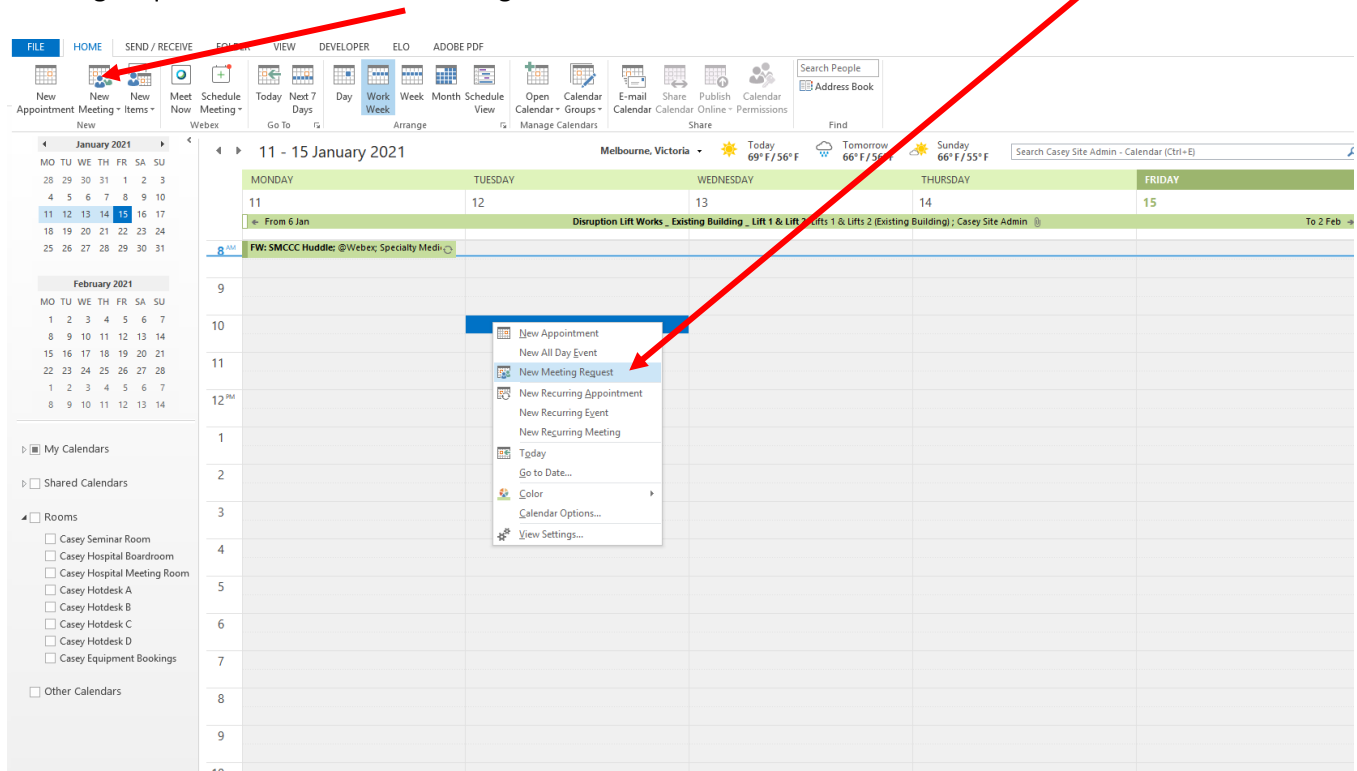
Casey Hospital Meeting room names on Outlook (and their seating capacities):

- Casey Hospital Meeting Room (capacity 12) - *Current Covid-19 Capacity 5*
- Casey Seminar Room (capacity 40) Projector and Computer facilities available - *Current Covid-19 Capacity 12*
- Casey Hospital Board Room (capacity 16-20) Projector and Video Conference facilities available - *Current Covid-19 Capacity 8*
- Casey Hotdesk A, B, C & D

You can complete the process yourself by following these steps.

Step One:

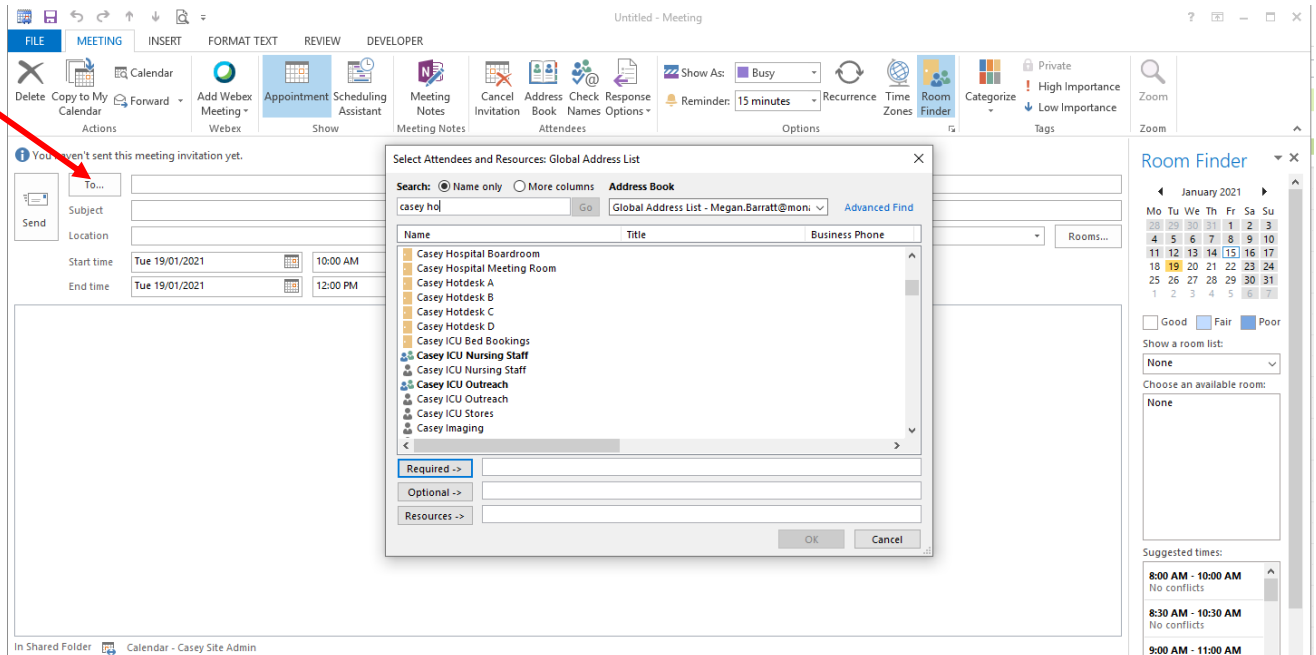
Open your own calendar and select the date and time for your booking. Right click and select “New Meeting Request” or select “New Meeting” from Toolbar



Step Two - There are two options:

Option 1:

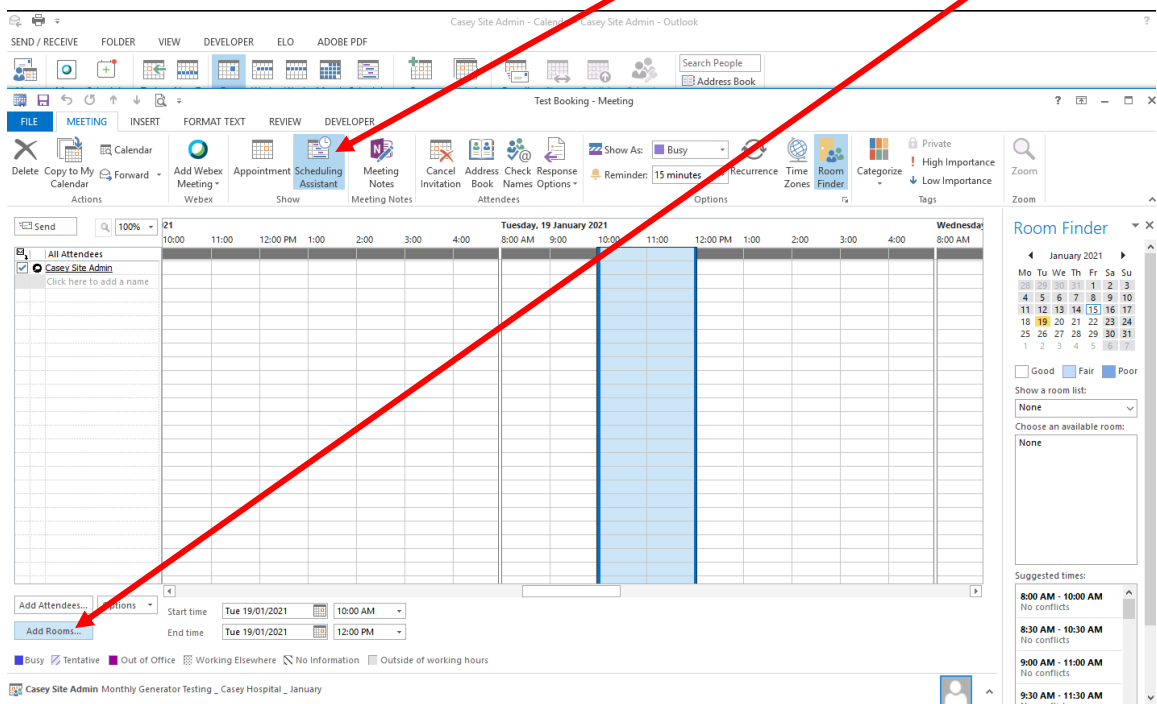
Click 'To' and type the room/hot desk you are looking to book, double click to select it. Type meeting name in subject and 'Send'. If the room/hotdesk is available you will get an email confirming acceptance, if it is busy the meeting will not be booked and you will receive an email advising it is declined due to conflicts.



The screenshot shows the Outlook 'Meeting' window. The 'To' field is highlighted with a red arrow. The 'Select Attendees and Resources' dialog box is open, showing a list of resources. The 'Search' field contains 'casey ho'. The list includes various rooms and staff members. The 'Required' field is empty, and the 'Optional' and 'Resources' fields are also empty. The 'OK' button is highlighted.

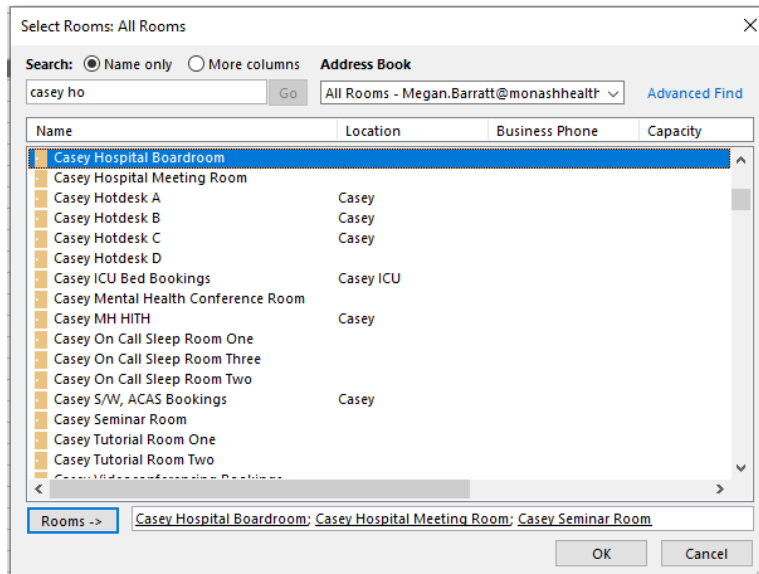
Option 2:

Type meeting name in subject line then select 'Scheduling Assistant' then 'Add Rooms...'

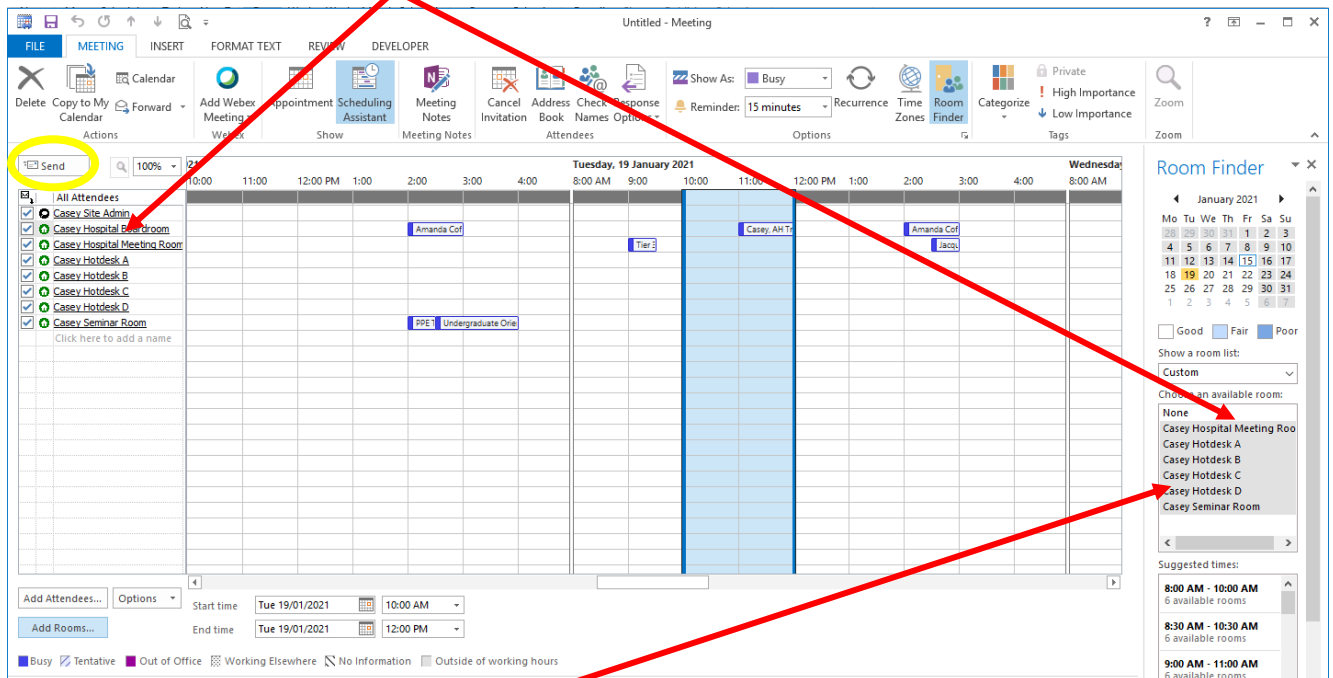


The screenshot shows the Outlook 'Scheduling Assistant' window. The 'Scheduling Assistant' button in the ribbon is highlighted with a red arrow. The 'Add Rooms...' button in the bottom left corner is also highlighted with a red arrow. The window displays a calendar view for Tuesday, 19 January 2021, with a meeting slot highlighted in blue. The 'Room Finder' pane on the right shows suggested times and room availability.

Search for the room/s you wish to potentially hold your meeting. This gives you the option to choose multiple rooms/hotdesks to check for availability.



Rooms/hotdesks you select will appear here and rooms/hotdesks that are available at your chosen time will appear here



Select the room/hotdesk you want from here and 'Send'. Your meeting will now be in your calendar and the calendar for the Meeting Room/Hotdesk you have chosen.