

Microsoft 365 - Reserving Resources (Rooms) with Outlook on the Web

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This article refers to the Microsoft 365 Email and Calendaring. If you're looking for Exchange Email and Calendaring on the Exchange On Prem Server, see: [istcontrib:MIT Email Setup Landing].

If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Microsoft 365?]

On this page:

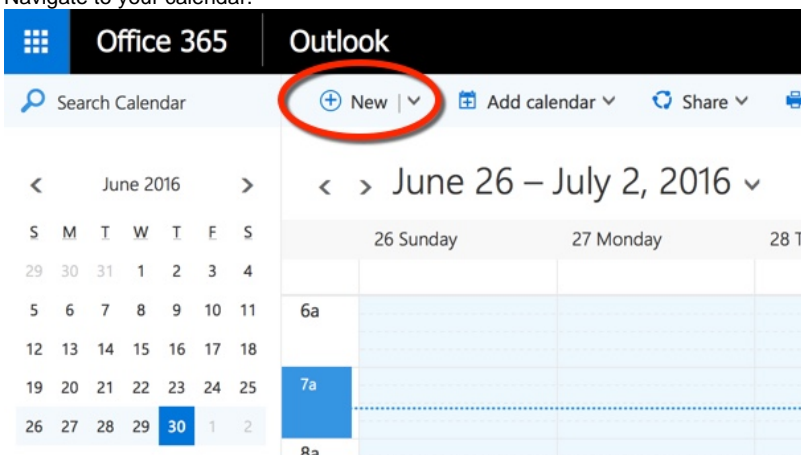
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Overview

Reserving rooms in Microsoft 365 for meetings is not quite as simple as putting the room number in the "Location" field and clicking **Add Room** as MIT has too many rooms for the system to handle. The solution is to use the Scheduling Assistant to invite rooms to your meeting as an attendee.

Reserving a room

1. Login to Outlook on the Web at <https://outlook.office365.com/owa/>.
2. Navigate to your calendar.



3. Click **New**.
Result: The meeting creation screen appears.

Save Discard Attach Skype meeting Add-ins Charm Categorize

Details

My new meeting

Add a location Add room

Start: Tue 7/5/2016 11:00 AM

End: Tue 7/5/2016 12:00 PM

Repeat: Never Save to calendar: Calendar

Reminder: Show as

People: **Scheduling assistant** Add people

Heather Anne Harrison Organizer

- Enter your meeting details such as title, attendees and a preferred time, but do **not** enter a room.
- Click **Scheduling Assistant**.

Result: The Scheduling Assistant Opens.

OK Discard

My new meeting

Start: Tue 7/5/2016 11:00 AM

End: Tue 7/5/2016 12:00 PM

Attendees: Add attendees

1 required to confirm

Heather Anne Harrison Free

Calendar view: July 3-9, 2016

- Add your room to the "Attendees" field. As you enter the room information it will attempt to auto-complete with past option or you can click "Search The Directory" to find rooms that match your entry.

My New Meeting

Start: Tue 7/5/2016 11:00 AM

End: Tue 7/5/2016 12:00 PM

Attendees: IS&

IS&T: W91-220 Haymarket
ist-w91-220-haymarke@mit.edu

Search Directory

Calendar view: July 3-9, 2016

Be sure to enter the room information exactly as it appears in the directory or it may not show up when you search.

- Select the room and hit **enter**.
Result: The room will appear in your attendees list. You will see free/busy time on the calendar for it and the rest of your attendees.

- Click on a time all the attendees are free to schedule your meeting to select it and click **OK**.
Result: You are taken back to your meeting info screen and your room is listed in Attendees.

Note: You'll see Suggested Times listed for your meeting that may seem confusing, but the "Manual Picker" below that will have your selected time from the scheduling assistant.

Send Discard Attach Skype meeting Add-ins Charm Categorize

Details

My new meeting

Add a location Add room

Duration: 1 hour ☐ All day ☐ Private

Thu 6/30 4:00p-5:00p Everyone can attend We couldn't find a location.	Mon 7/4 10:00a-11:00a Everyone can attend We couldn't find a location.
Mon 7/4 11:00a-12:00p Everyone can attend We couldn't find a location.	Mon 7/4 12:00p-1:00p Everyone can attend We couldn't find a location.
Mon 7/4 1:00p-2:00p Everyone can attend We couldn't find a location.	Mon 7/4 2:00p-3:00p Everyone can attend We couldn't find a location.

[Hide manual time picker](#)

Start: Tue 7/5/2016 11:00 AM

End: Tue 7/5/2016 12:00 PM

People

Scheduling assistant

Add people +

Heather Anne Harrison
Organizer

Attendees

Sort by ☒ Request responses

IS&T: W91-220 Ha x
New attendee

Manual Picker

9. Enter any additional meeting information or notes and click **Send**.

Result: Your meeting will be created, display on your calendar, and you should receive a response from the resource accepting your meeting invitation.

See Also

- [\[Microsoft 365 - Email and Calendaring Landing Page\]](#)
- [Microsoft 365 - Email and Calendaring - FAQ](#)
- [Microsoft 365 - Email and Calendaring - Known Issues](#)