

Book a room, equipment, car, etc. in Outlook

SDU has decided to remove the ResourceFinder programme. Therefore, you should now book lab equipment, cars, rooms, etc. through Outlook.

You can check via Outlook on your computer, smartphone or via Microsoft Teams whether the resource you want is available at the time you want to use it.

It looks like this:



How to book a resource via Windows

- Open/click on the **calendar** in Outlook.
- Right-click on the desired time or select **New Meeting** at the top of Outlook.
- Select **New Meeting** and fill in:
- Title: Write the subject of the meeting
- Select the date and the start and end times. Do not use the **All day** field
- Select location: Use one of the methods below

Method 1

Type part of the room name in the field beside **Location**. Your computer remembers what you have previously booked, for example, e-8 (Esbjerg), k- (Kolding), flpl (flexible spaces) or Cars.

- If you find the resource, you can quickly check if it is available at the desired time.
- If you did NOT find the resource, click on **Browse with Room Finder**



Method 2

- Click on the **Scheduling Assistant**
- Select **Add Rooms** in the menu and bring up all the resources. Select the one you want.
- Check if it is available.

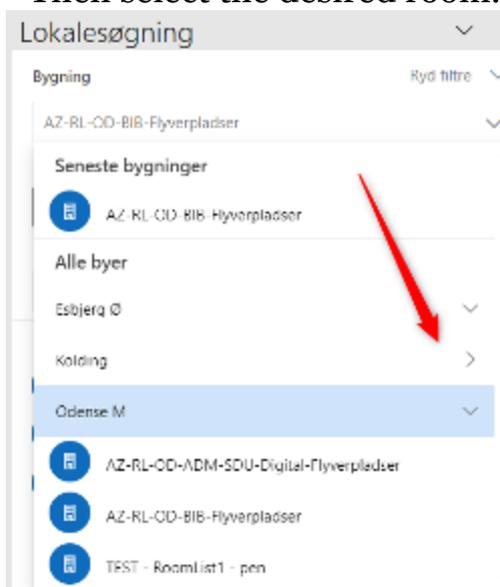
Method 3

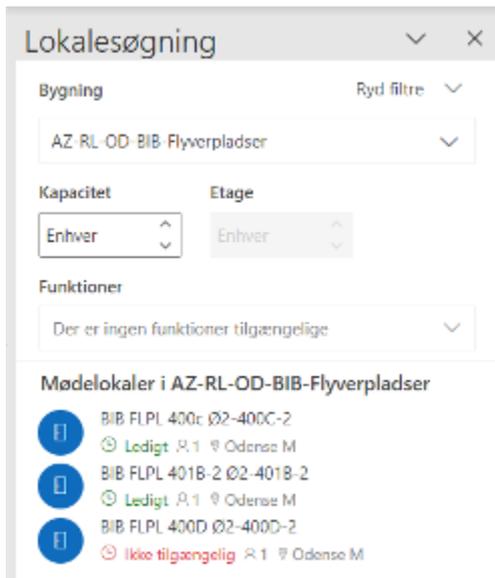
Click on the **Location** button and select the desired resource. Then go to the **Scheduling Assistant** to see if it is available.

Room Finder

Under **Location** in your meeting notice, you can search for a room.

- Type in the **Location** field and select **Browse with Room Finder**.
- Select **City**
- Select a **Room List** (e.g. AZ-RL-ES-ADM-CARS, AZ-RL-ES-ADM-SHARED [rooms that can be booked by many people], Lab, etc.)
- Then select the desired room.





How to book a resource via Microsoft Teams

Your personal calendar can also be accessed from Teams. You can view your appointments, create new appointments and call meetings. Do this in the following way:

- Click on **Calendar** and select **New meeting** (or double-click in your calendar to display a new meeting window). Click on the meeting field and the meeting window will open.

Fill it in like this

- o Title: Enter your name
 - o Add mandatory participants: this field should only be filled in if you are inviting several participants to the meeting.
 - o Select the day and the start and end times
 - o Add location: For example, select 'AZ-RL-OD-ADM-SDU-Digital-Flyverpladser' (in English: flexible spaces) from the list and select an available meeting room.
- If you don't see any options, close Teams and restart the programme.
- o Click on **Save** in the top right corner.

How do I know if the resource is booked for me?

You will receive a confirmation email from the system within one minute after you have booked the room. If you get a refusal, you do NOT have the room.