

WAC LIGHTING

Responsible Lighting®

OUTLOOK培训/会议室资源预订

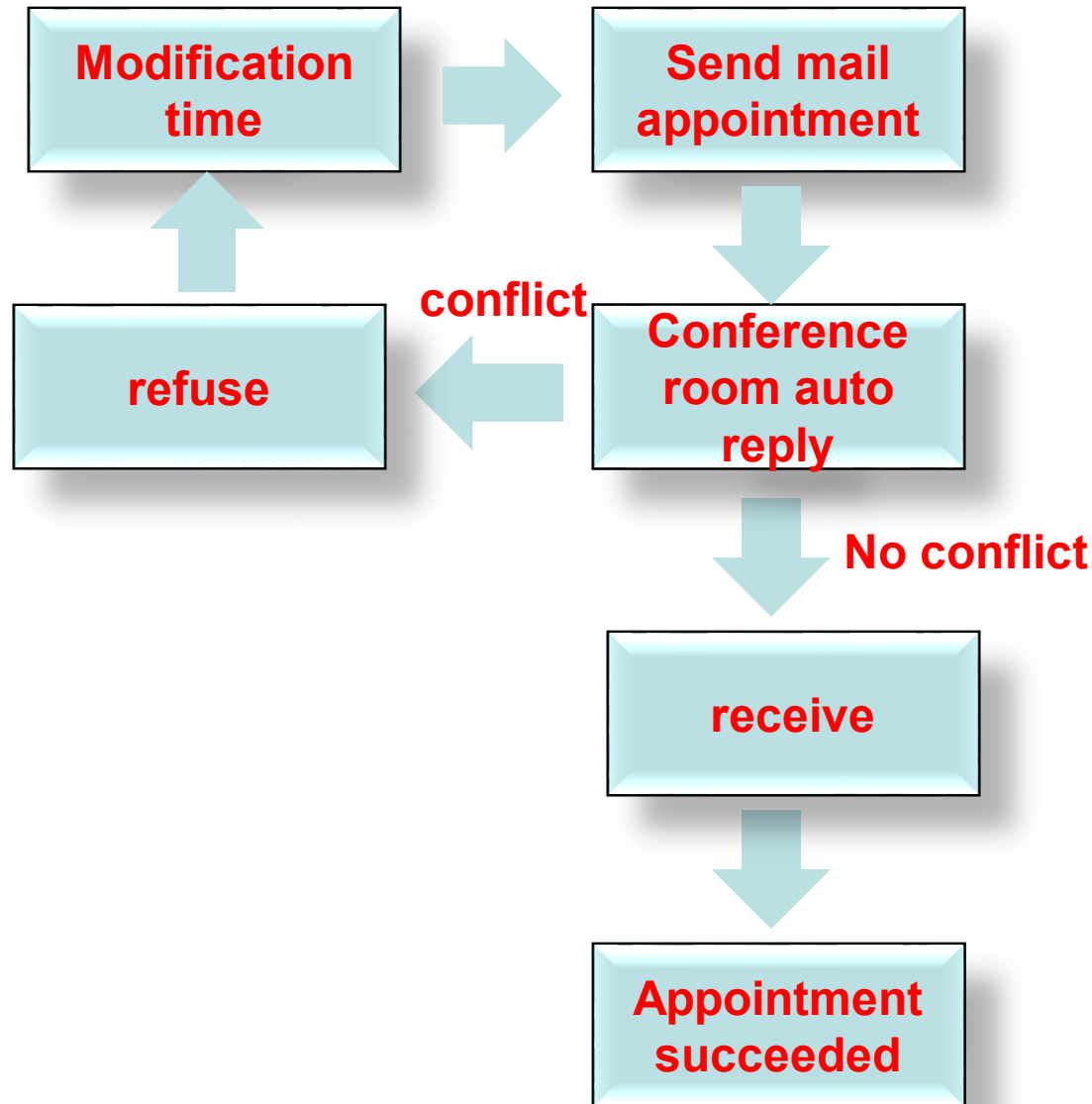
Outlook training / conference room resource reservation

IT Mason

2021-10-29

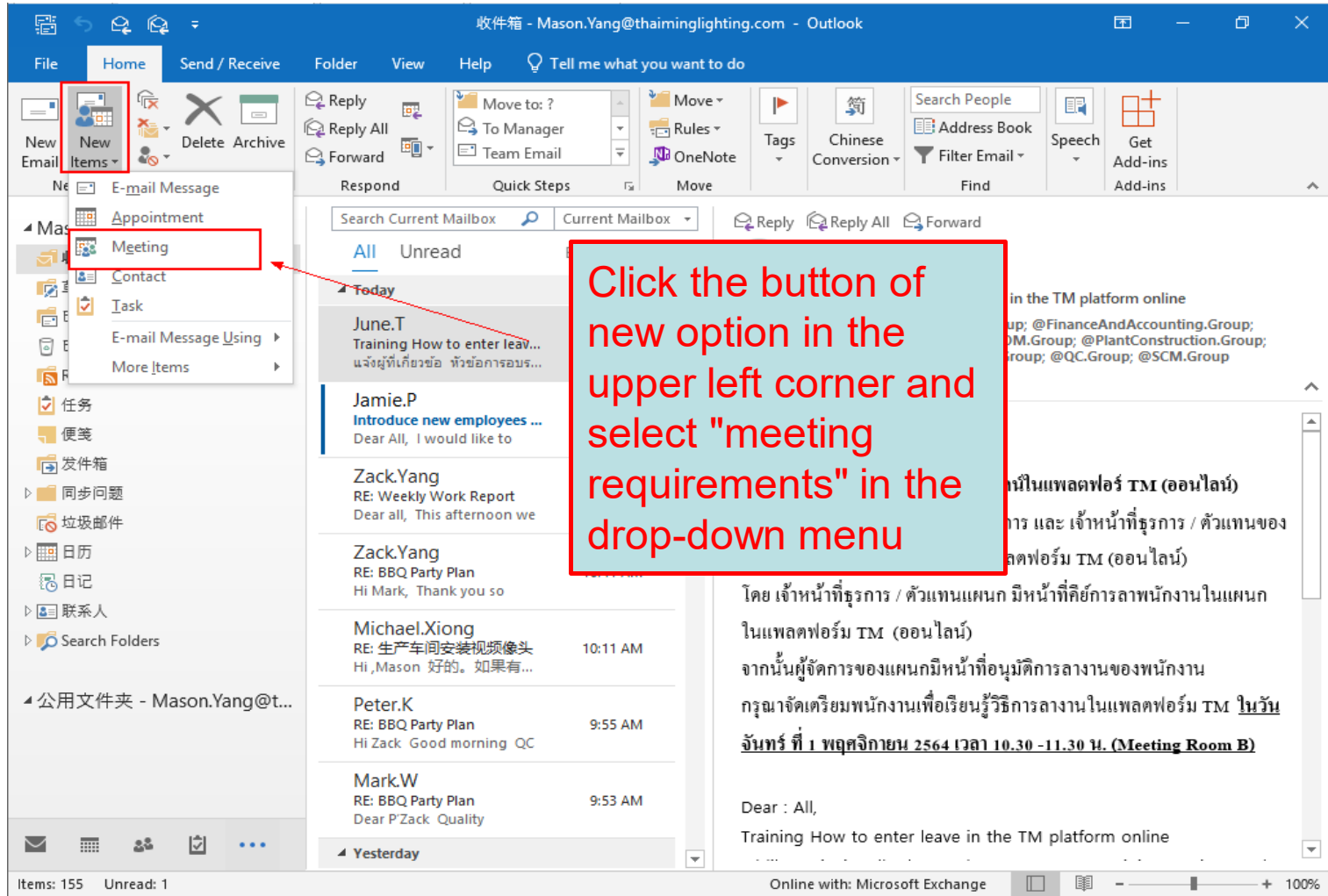


Conference room reservation process



1. New meeting request

1、 In order to improve the accuracy of meeting room reservation, please check the free and busy status of all the company's meeting rooms before making an appointment, that is, the usage.



2. Enter the attendees and select the meeting room and appointment time

Outlook Meeting - Meeting

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

Delete Appointment Scheduling Assistant Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder Categorize Tags Office Add-ins

You haven't sent this meeting invitation yet.

To... Mason.Yang; Ivy.J; Zack.Yang; Meeting-Room-A

Subject Outlook Meeting

Location Meeting-Room-A Rooms...

Start time Fri 10/29/2021 4:30 PM ☐ All day event

End time Fri 10/29/2021 5:00 PM

Outlook Meeting Please attend on time.

Mason Yang

Room Fin... October 2021

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	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

☐ Good ☐ Fair ☐ Poor

Choose an available room:

None

Meeting-Room-A

Suggested times:

4:30 PM - 5:00 PM
1 available room

3、Click scheduling assistant to view the free and busy status of the conference room

Untitled - Meeting

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

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

Send 100%

All Attendees

- ☒ Mason.Yang
- ☒ Meeting-Room-B
- ☒ Meeting-Room-A
- ☐ Add a name here

Click "scheduling assistant" to view the reservation of the current conference room

12:00 PM 1:00 2:00 3:00 4:00 5:00 6:00 7:00

Out of Office

Start time Fri 10/29/2021 2:00 PM

End time Fri 10/29/2021 2:30 PM

Busy Tentative Out of Office Working Elsewhere No Information Outside of working hours

Room Fin... October 2021

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	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

Good Fair Poor

Choose an available room:

None

Suggested times:

Suggestions are not provided because most attendees are not available during your working hours.

4.1 View conference room reservations

The screenshot shows the Microsoft Outlook 'Meeting' window. The main area is a calendar grid for Friday, October 29, 2021, with time slots from 12:00 PM to 7:00 PM. A blue progress bar is visible in the 2:00 PM slot, indicating that participants and the conference room are busy during this period. A red box highlights this bar, with a red arrow pointing to it from the text below. The left sidebar shows the 'Attendees' list with 'Mason.Yang', 'Meeting-Room-B', and 'Meeting-Room-A' listed. The right sidebar shows the 'Room Finder' pane with a calendar for October 2021 and a message: 'Suggested times: Suggestions are not provided because most attendees are not available during your working hours.'

The blue progress bar indicates that the participants and the conference room are busy during this period. During the conflict time, the participants may not be able to attend the meeting, and the conference room cannot be reserved.

4.2 View conference room reservations

Outlook Meeting - Meeting

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

Actions Show Meeting Notes Attendees Options Tags

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

Send 100%

All Attendees

- ☒ Mason.Yang
- ☒ Mason.Yang
- ☒ Ivy.J
- ☒ Zack.Yang
- ☒ Meeting-Room-A
- ☒ Meeting-Room-B
- ☒ Meeting-Room-C

Add a name here

12:00 PM 1:00 2:00 3:00 4:00 8:00 AM 9:00 10:00

Saturday, October 30, 2021

View the current conference room reservations

1. If there is no conflict, click send
2. In case of time conflict, please change the meeting time and send it again

Conference room status information sign

Suggested times:

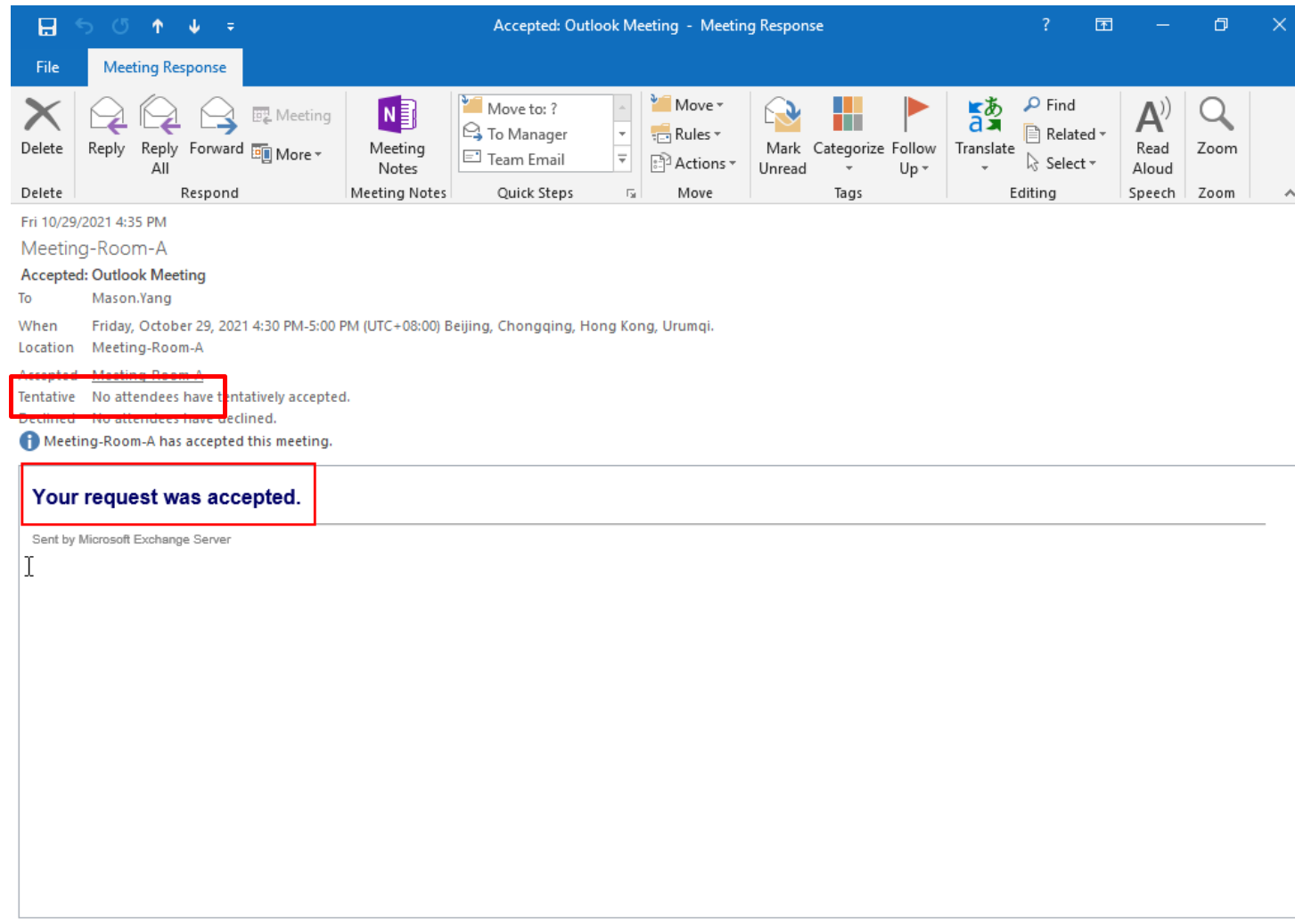
Suggestions are not provided because most attendees are not available during your working hours.

Add Attendees... Options Start time Fri 10/29/2021 1:30 PM End time Fri 10/29/2021 2:00 PM

Add Rooms...

Busy Tentative Out of Office Working Elsewhere No Information Outside of working hours

5、After sending the reservation application email, the system will automatically reply to your reservation results.



5.2 If you make an appointment at a conflicting time, the meeting room will automatically refuse and prompt the meeting organizer and time that conflict with you.

Declined: Outlook Meeting - Meeting Response

File

Meeting Response

Delete

Reply

Reply All

Forward

More

Meeting Notes

Move to: ?

To Manager

Team Email

Move

Rules

Actions

Mark Unread

Categorize

Follow Up

Translate

Find

Related

Select

Read Aloud

Zoom

Fri 10/29/2021 6:43 PM

Meeting-Room-A

Declined: Outlook Meeting

To Mason.Yang

When Friday, October 29, 2021 7:15 PM-7:30 PM (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi.

Location Meeting-Room-A

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined [Meeting-Room-A](#)

Meeting-Room-A has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[Mason.Yang](#) - Friday, October 29, 2021 7:00:00 PM to Friday, October 29, 2021 7:30:00 PM

All times listed are in the following time zone: (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi

Sent by Microsoft Exchange Server

6、Adjust the scheduled meeting time: if you need to adjust or cancel the meeting due to various reasons, please enter the outlook calendar option.

The screenshot displays the Microsoft Outlook application window. The title bar indicates the account is 'Mason.Yang@thaiminglighting.com'. The ribbon at the top shows the 'Home' tab with various action buttons like 'New', 'Delete', 'Reply', 'Forward', etc. On the left sidebar, the 'Favorites' section lists '收件箱 1' (Inbox 1), '已发送邮件' (Sent Items), and '草稿' (Drafts). Below this, the 'Mason.Yang@thaiminglighti...' section shows '收件箱 1' (Inbox 1), '草稿' (Drafts), '已发送邮件' (Sent Items), '已删除邮件 2' (Deleted Items 2), 'RSS 订阅' (RSS Subscriptions), '发件箱' (Outbox), '垃圾邮件' (Spam), and 'Search Folders'. The main pane shows a list of emails. The selected email is from 'June.T' with the subject 'Training How to enter leave in the TM platform online', dated 'Fri 10/29/2021 3:00 PM'. The email body contains Thai text and a list of distribution list members. At the bottom left, the status bar shows 'Items: 157' and 'Unread: 1'. A red arrow points to the calendar icon in the bottom left corner of the Outlook window.

6.2 Adjust the scheduled meeting time: find the scheduled meeting and double-click to open it.

FileHomeSend / ReceiveFolderViewHelpTell me what you want to do

New Appointment

New Meeting

New Items

Today

Next 7 Days

Go To

Day

Work Week

Week

Month

Schedule View

Open Calendar

Calendar Groups

E-mail Calendar

Share Calendar

Publish Online

Calendar Permissions

Search People

Address Book

Find

October 2021

SU MO TU WE TH FR SA

26 27 28 29 30 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

November 2021

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 29 30 1 2 3 4

5 6 7 8 9 10 11

My Calendars

☒ 日历

☐ 生日

Other Calendars

Items: 2

Online with: Microsoft Exchange

100%

October 2021

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Sep 26 二十 27 廿一 28 廿二 29 廿三 30 廿四 Oct 1 廿五 2 廿六

3 廿七 4 廿八 5 廿九 6 九月 7 初二 8 初三 9 初四

10 初五 11 初六 12 初七 13 初八 14 初九 15 初十 16 十一

17 十二 18 十三 19 十四 20 十五 21 十六 22 十七 23 十八

24 十九 25 二十 26 廿一 27 廿二 28 廿三 29 廿四 30 廿五

31 廿六 Nov 1 廿七 2 廿八 3 廿九 4 三十 5 十月 6 初二

29 廿四

7:00pm Outlo...

7:15pm Outlo...

6.3 Adjust the time of appointment: after opening, adjust the meeting time, participants and other information. Confirm and click send updates.

Outlook Meeting - Meeting

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

Cancel Meeting Appointment Scheduling Assistant Tracking Meeting Notes Contact Attendees Address Book Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder Categorize Office Add-ins

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

Send Update

To... Meeting-Room-A

Subject Outlook Meeting

Location Meeting-Room-A Rooms...

Start time Fri 10/29/2021 8:30 PM All day event

End time Fri 10/29/2021 9:00 PM

Outlook Meeting

Room Fin... October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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☐ Good ☐ Fair ☐ Poor

Choose an available room:

None

Suggested times:

Suggestions are not provided because most attendees are not available during your working hours.

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谢谢 / Thank you

IT Mason

2021-10-29

