How to book a meeting room at Inveresk Library

This guide is for University staff and students only. If you are a member the public (non-UTAS) you will need to visit the library to book in person via the room booking tablets.

1) Locate a suitable space via the interactive map
Select Inveresk campus >Inveresk Library
- You can now view the library spaces

Example
Here is an example of a typical meeting room on Level 2 of the library.
https://maps.utas.edu.au/d/poi/1000862469

2) Bookings for meeting rooms at the Inveresk Library are completed through Outlook Calendar.
- Keep in mind the library opening hours before booking your desired meeting room as hours can change during the year
- Add the meeting rooms in your Outlook Calendar, by right-clicking on Other Calendars, Add Calendar from Room List – then view availability on the time grid, then click on dates. Need more help, keep reading.
- You can then create a Zoom meeting for that location at that time during or after booking the space

Did you require an individual workstation/ desk?
The self-service portal is the place to make a booking for a desk to work at in Inveresk Library. There are about 10 desks available for regular bookings at the library staff zone. You can find out all you need to know via the Reservation Hub
Book a New Meeting

1. **Login** into your *University Outlook* mail account
2. **Open** your *Outlook Calendar*
3. **Add Meeting room/s** to your calendar
   - *Right-click* on *Other Calendars*
   - **Add Calendar** from *Rooms List*
     - *Search* for room by *location*
     - *Select Room*, click *ok*
4. **Book the Room**
   - **Select Date & Time** to book
   - **Add a Booking Title**
   - You can create a *Zoom meeting* for the location at the time of booking or later. **Don’t forget to Invite Attendees - Including yourself!!!**

![Booking and meeting setup instructions]

- **Click Save & Close** to make your booking

**Did you forget to Invite Attendees?**
- **Click** on your *Meeting* via the *Room*
- From *Outlook ribbon*, select **Invite Attendees**

![Meeting setup instructions]

- **Add Attendee emails** to *Required* or *Optional* fields, **click Send**
Cancel/Delete a Meeting Appointment

1. **Open** your **Outlook** Calendar
2. **Select** your **Meeting** from the **Room bookings grid**
   - From **Outlook ribbon**, **click** **Cancel Meeting**

3. **Click Send Cancellation**

   ![Image showing the 'Send Cancellation' button and the Outlook ribbon with highlighted 'Cancel Meeting' option.]

   **Title**
   - **Required**
   - **Optional**