

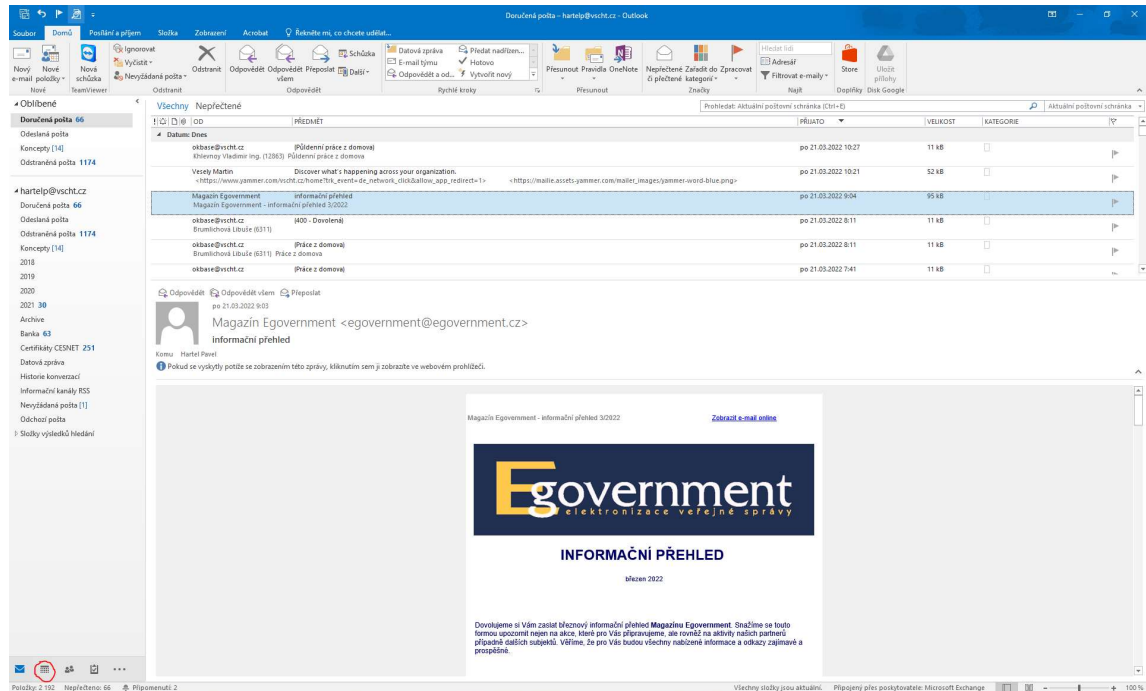
Instructions on How to Book a Study Room K1

Content

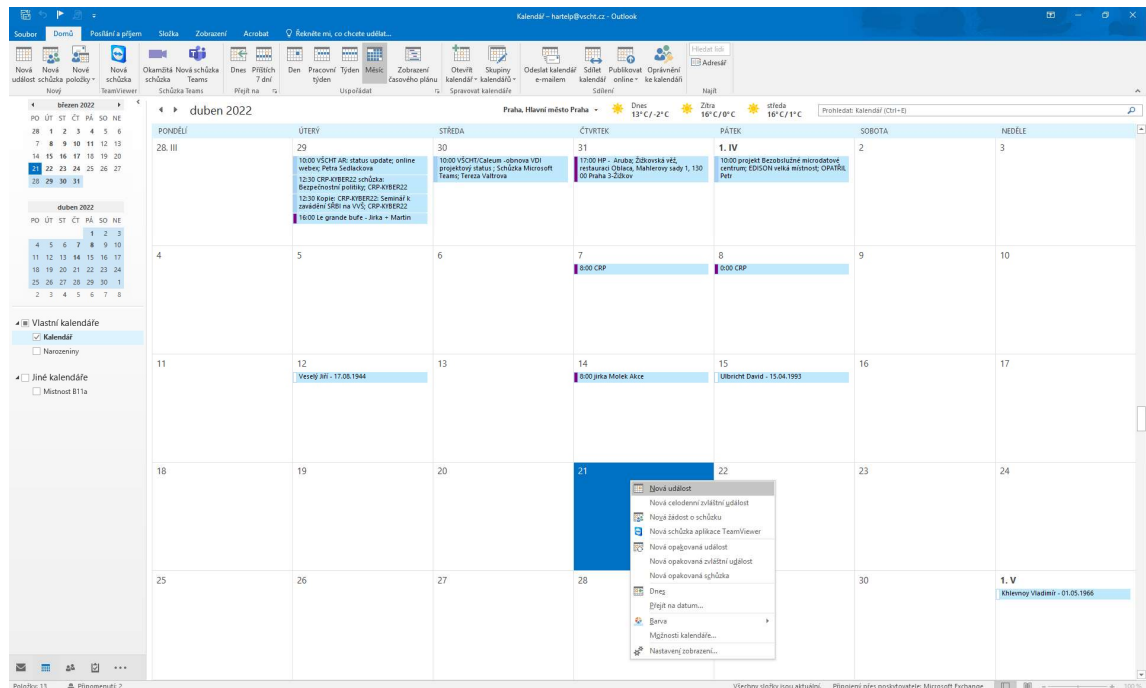
- Create a reservation in Microsoft Outlook..... 2
- Create a reservation in Outlook on the web (OWA) – mailex..... 6
- How to add Místnost K1 (Room K1) to your calendar in Microsoft Outlook 11
- How to add room K1 in Outlook Web App (OWA) - mailex. 13

Create a reservation in Microsoft Outlook

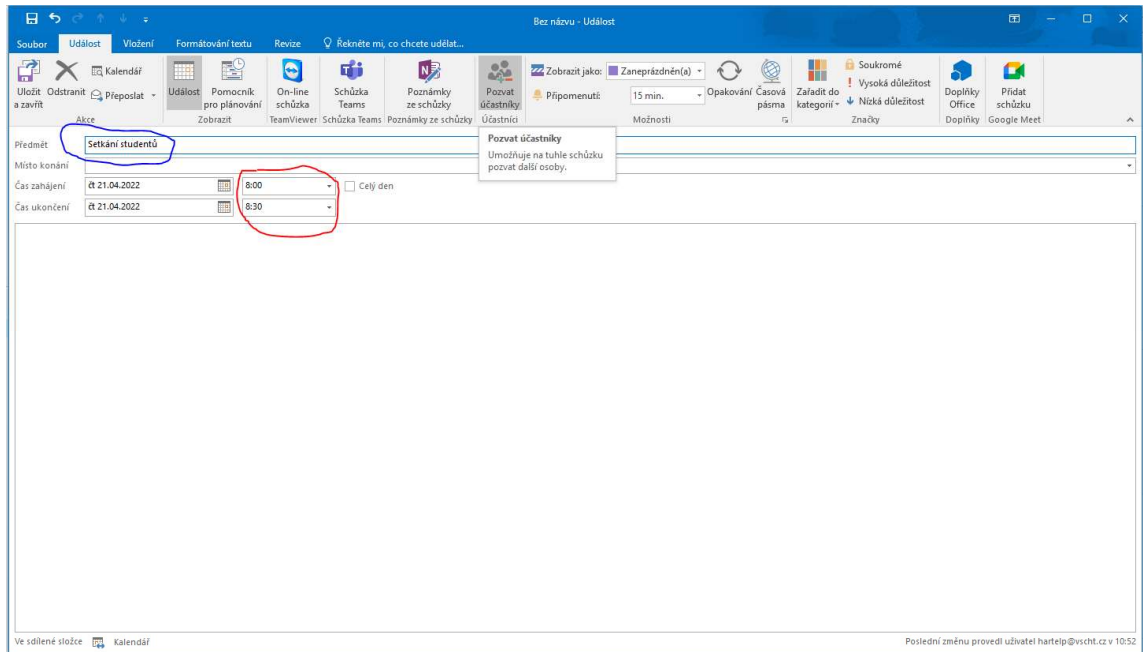
- In Microsoft Outlook, click on the calendar icon in the bottom left corner:



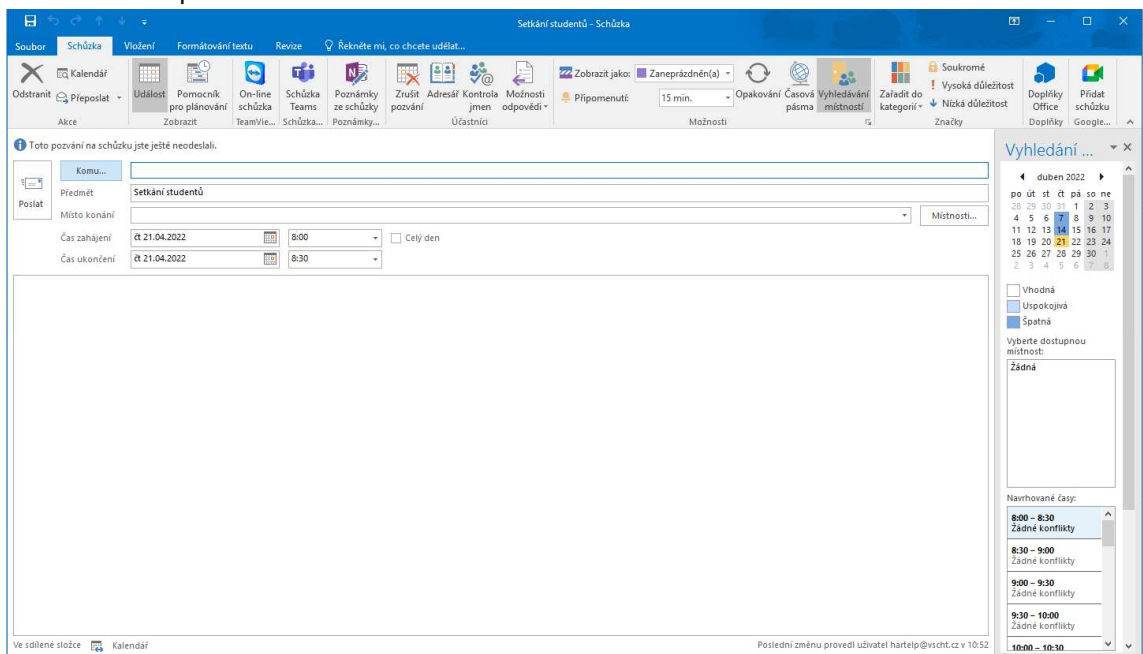
- Right-click on the day you want to make a reservation and select "New Appointment" from the menu.



- Fill in your booking time (red circle in the picture), Title (blue circle in the picture) and then click on the Invite Attendees icon:



- Click on the Required icon:



- Click on the searching line (blue circle in the picture) and start typing "mistno" in the top left. A list will appear, starting with the rooms defined in the system. Double-click Místnost K1 (Room K1) (red circle in the picture):

Vybrat účastníky a zdroje: Globální adresář

Hledat: ☒ Pouze jméno ☐ Více sloupců Adresář

Jméno	Titul	Telefon do zaměstn...	Umístění	Oc
Místnost B11a				
Místnost K1				
Místnost VTP K415 leva				
Místnost VTP K415 prava				
Mistova Eva	Zamestnanec ustavu 218 F...	+420220443128		
Misurak Michal	PGS ustavu 106 FCHT			
Mitacek Vaclav	Student 1. rocniku FPBT			
Mittnerova Anna	Zamestnanec ustavu 974	+420220443675		
Mityska Adam	Student 1. rocniku FPBT			
Mladek Tomas	Zamestnanec ustavu 997			
Mlazovska Radka	Student 5. rocniku FPBT			

- The room (Místnost K1) will appear in the Required (Povinní) row (red circle in the picture) and then confirm by clicking OK (blue circle in the picture):

Vybrat účastníky a zdroje: Globální adresář

Hledat: ☒ Pouze jméno ☐ Více sloupců Adresář

Jméno	Titul	Telefon do zaměstn...	Umístění	Oc
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Mladek Tomas	Zamestnanec ustavu 997			
Mlazovska Radka	Student 5. rocniku FPBT			

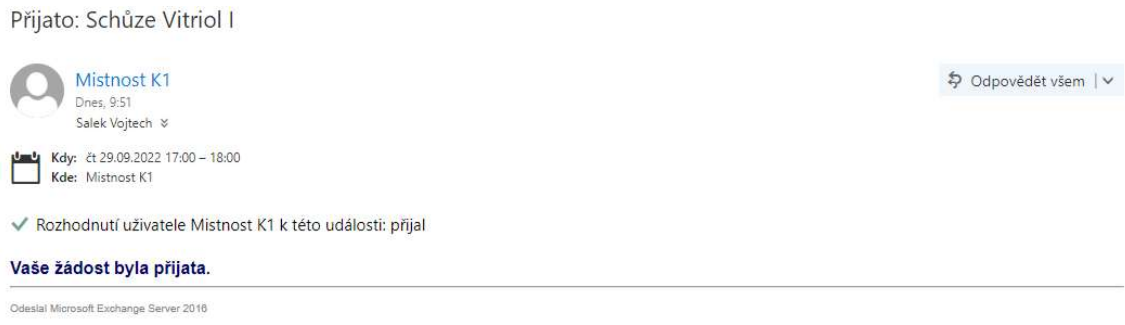
- The room will appear in the Required line (blue circle in the picture), where you can further add the person you want to send the invitation as well. Next, room K1 (Místnost K1) will appear in the Location (red circle in the picture):

The screenshot shows the 'Setkání studentů - Schůzka' window. The 'Komu...' field is circled in blue, and the 'Místnost B09' field is circled in red. The form includes fields for subject, location, start/end times, and a calendar view on the right.

- If you see the sentence This event conflicts with another event... (red circle in the picture), the room is occupied at that date and time.

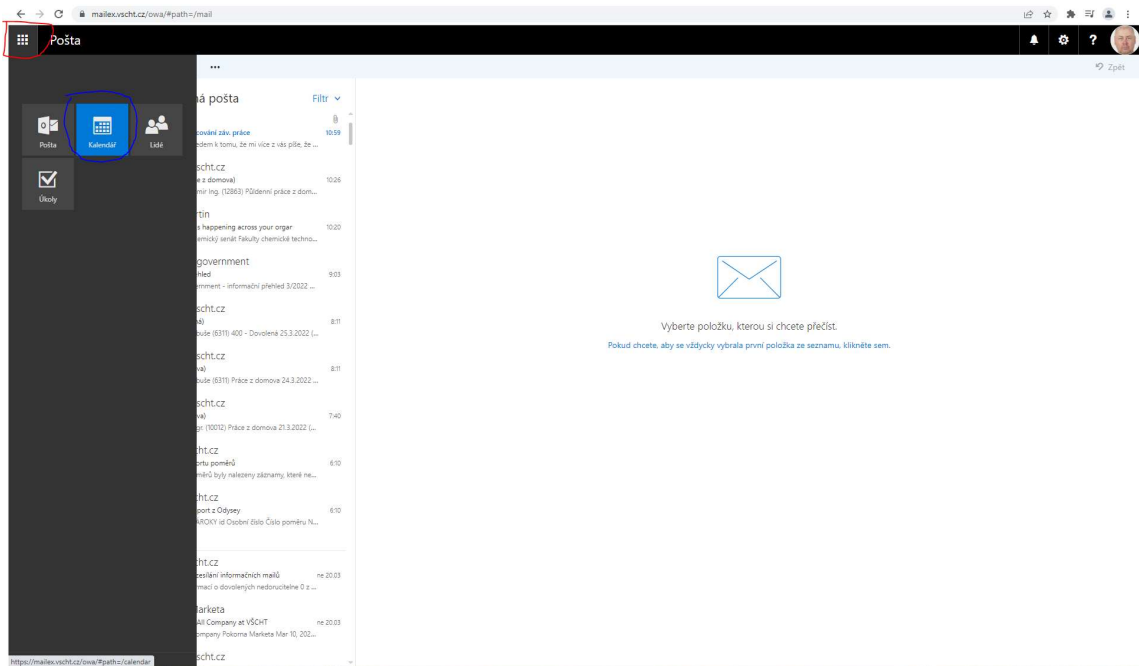
The screenshot shows the 'Bez názvu - Schůzka' window. The message 'Tato událost je v konfliktu s jinou událostí ve vašem kalendáři.' is circled in red. The form includes fields for subject, location, start/end times, and a calendar view on the right.

- In case of a successful booking, you will receive an email:

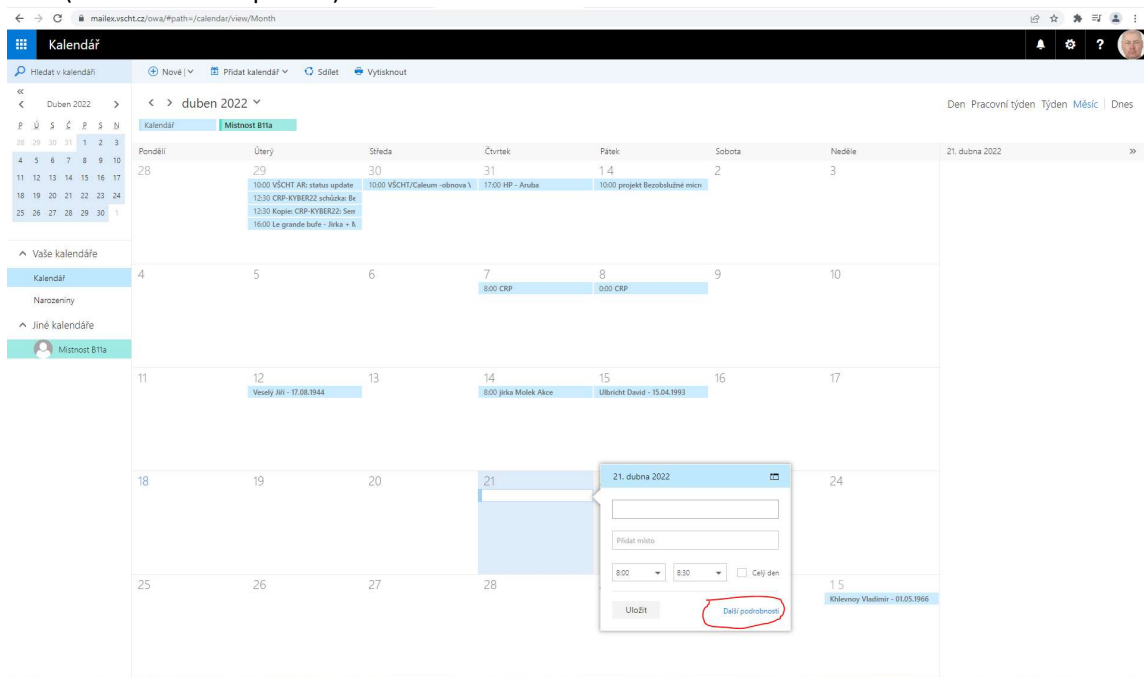


Create a reservation in Outlook on the web (OWA) – mailex

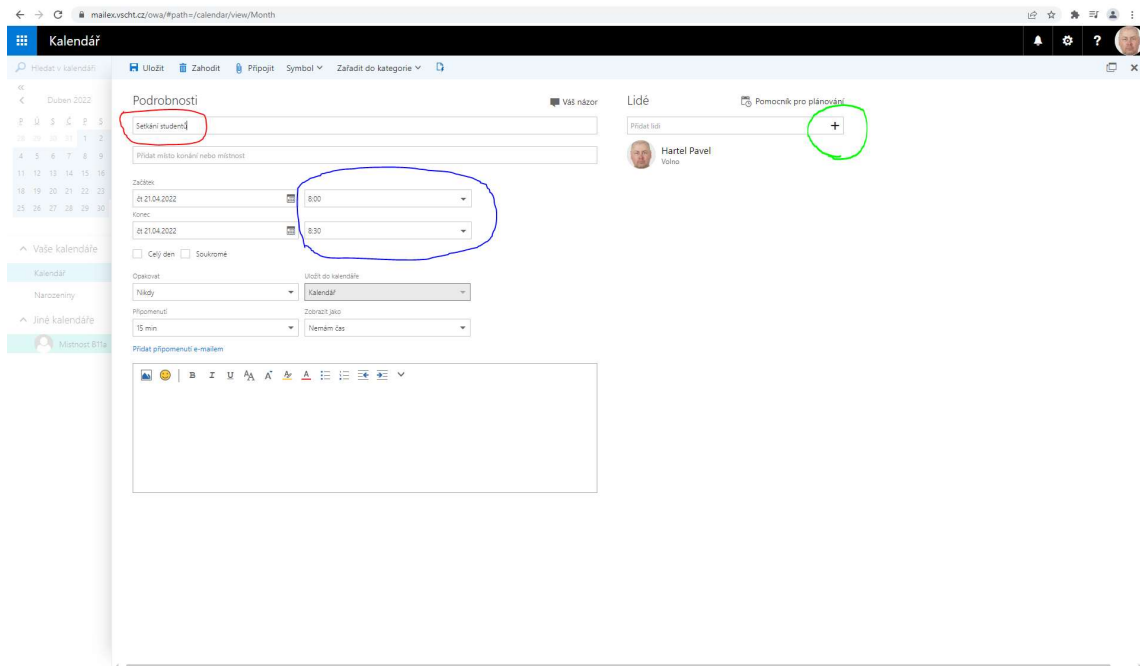
- After logging into the web client, click on the top left corner (red circle in the picture) and then on the Calendar icon (blue circle in the picture):



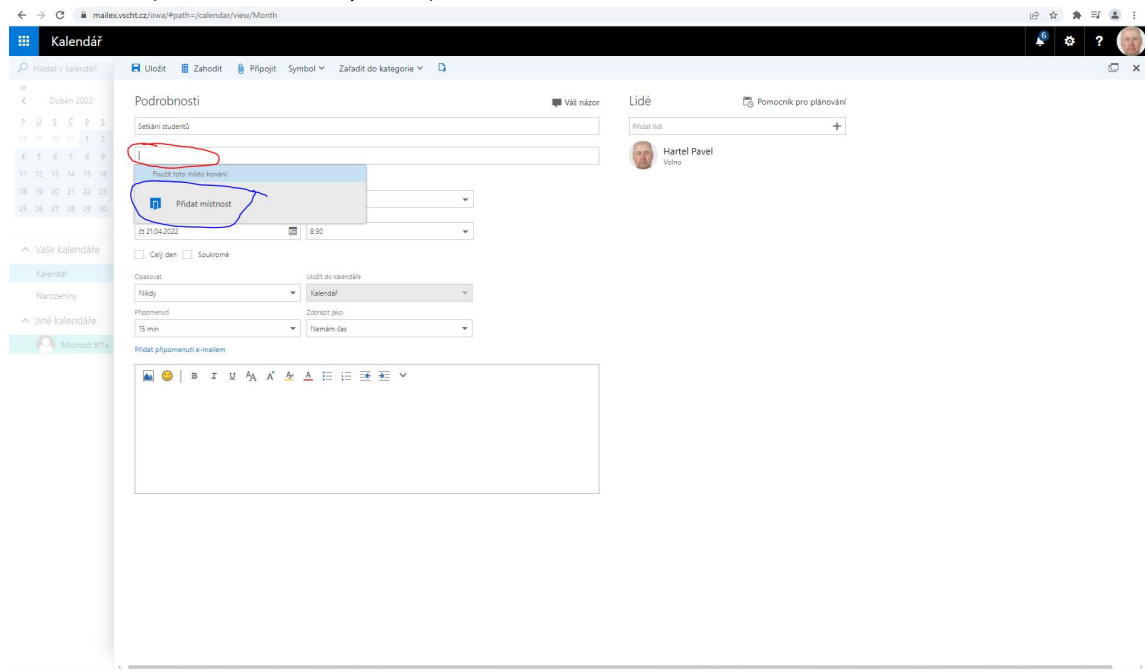
- Left-click on the day on which you want to schedule the reservation and then click on the blue New (red circle in the picture):



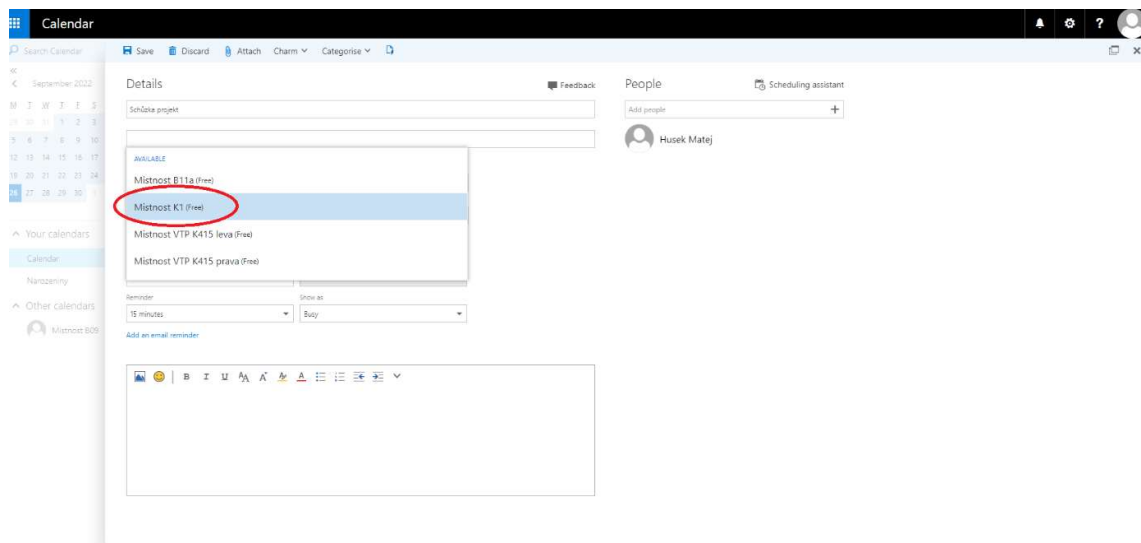
- Fill in the event name (red circle in the picture), the time from-to (blue circle in the picture) and then click the + button (light green circle in the picture) if you want to add people (participants):



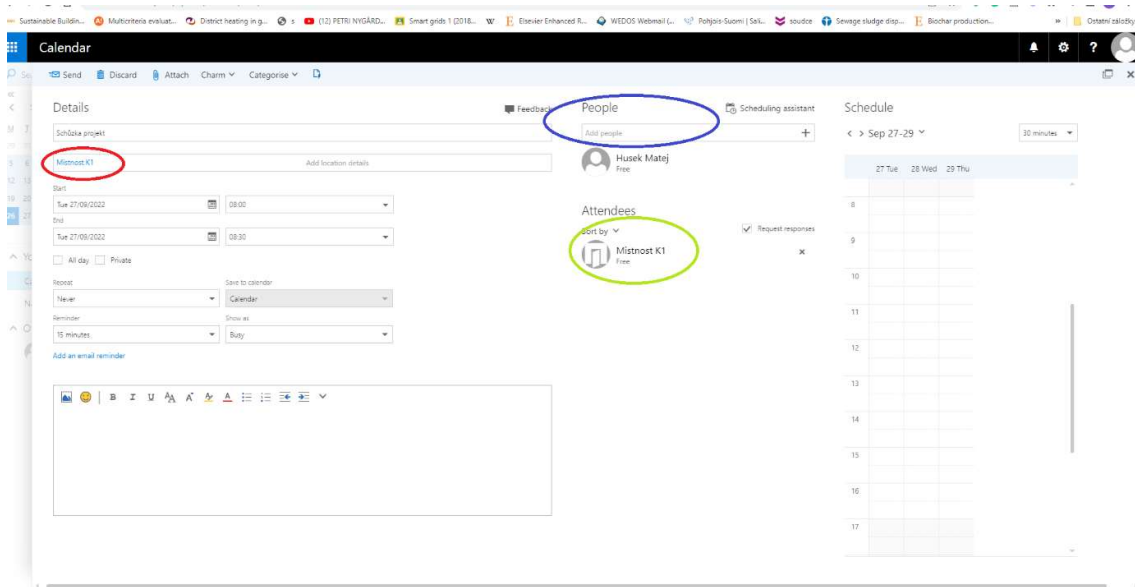
- Click in the Add a location or a room line (red circle in the picture) and click Add room in the drop-down menu (blue circle in the picture):



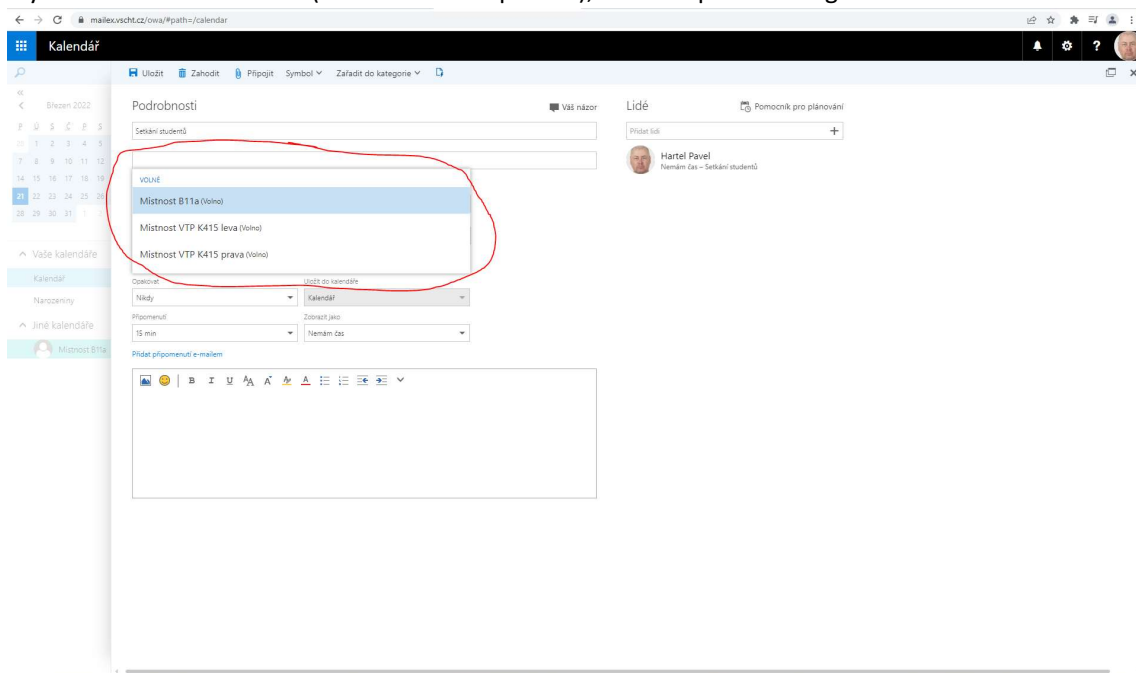
- Select Místnost K1 (Room K1) from the drop-down menu (red circle in the picture):



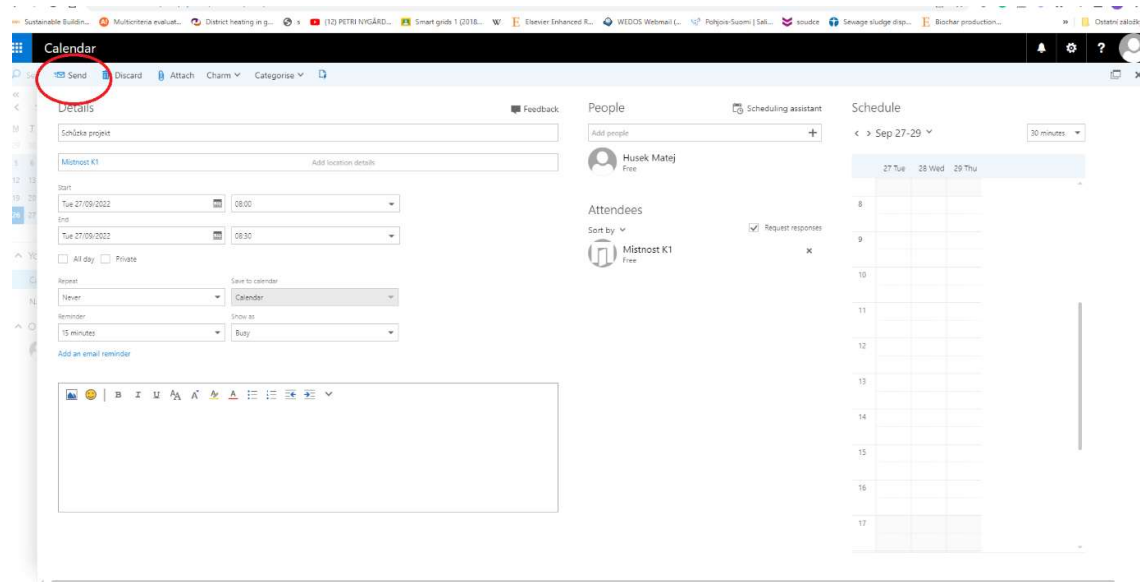
- Místnost K1 (Room K1) will appear in the box (red circle in the picture). You can add a person (blue circle in the picture) in the right part. In the Attendees, you can see Room K1 and its status (free) (light green circle in the picture):



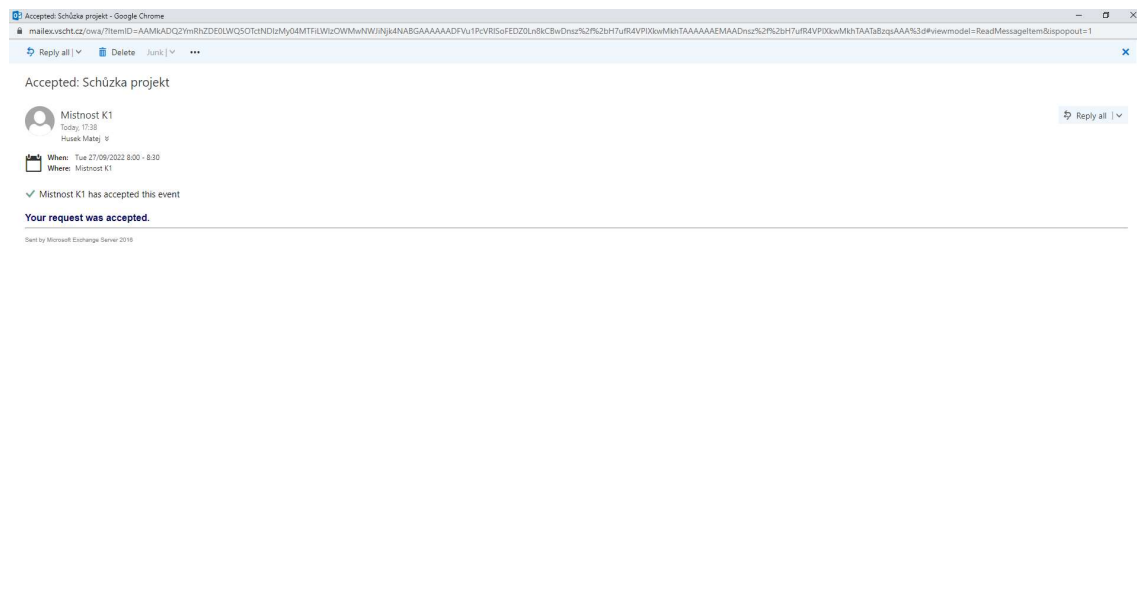
- If you do not see the room (red circle in the picture), it is occupied at the given date and time:



- Then click on the Send button (red circle in the picture):

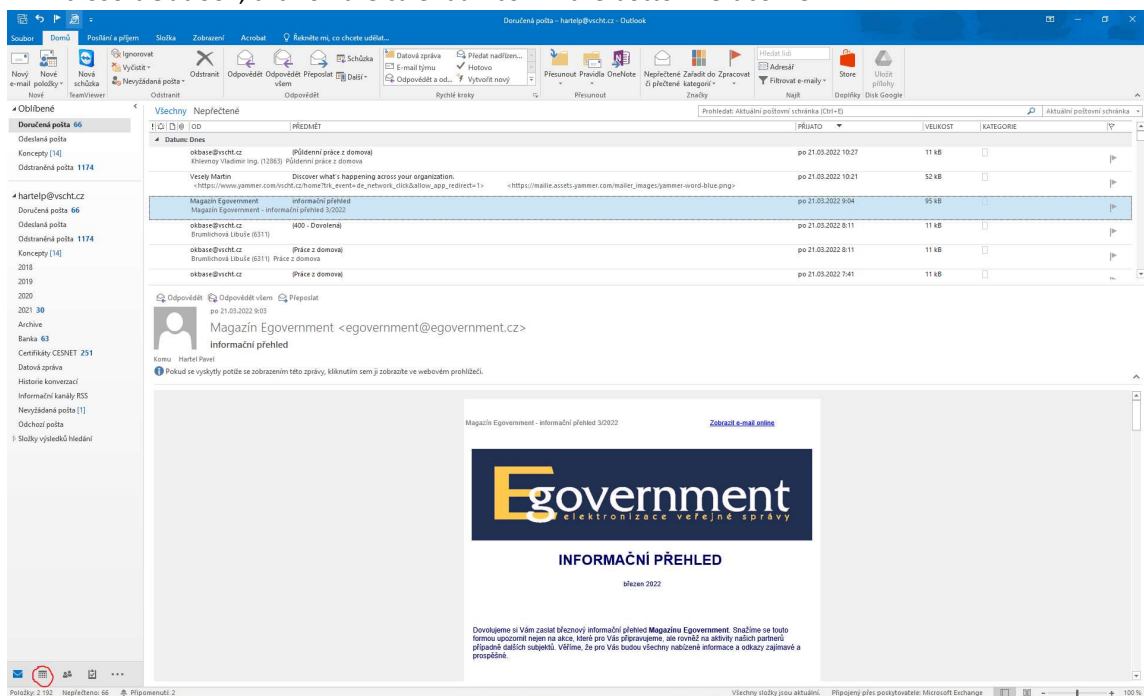


- In case of a successful booking, you will receive the following email:

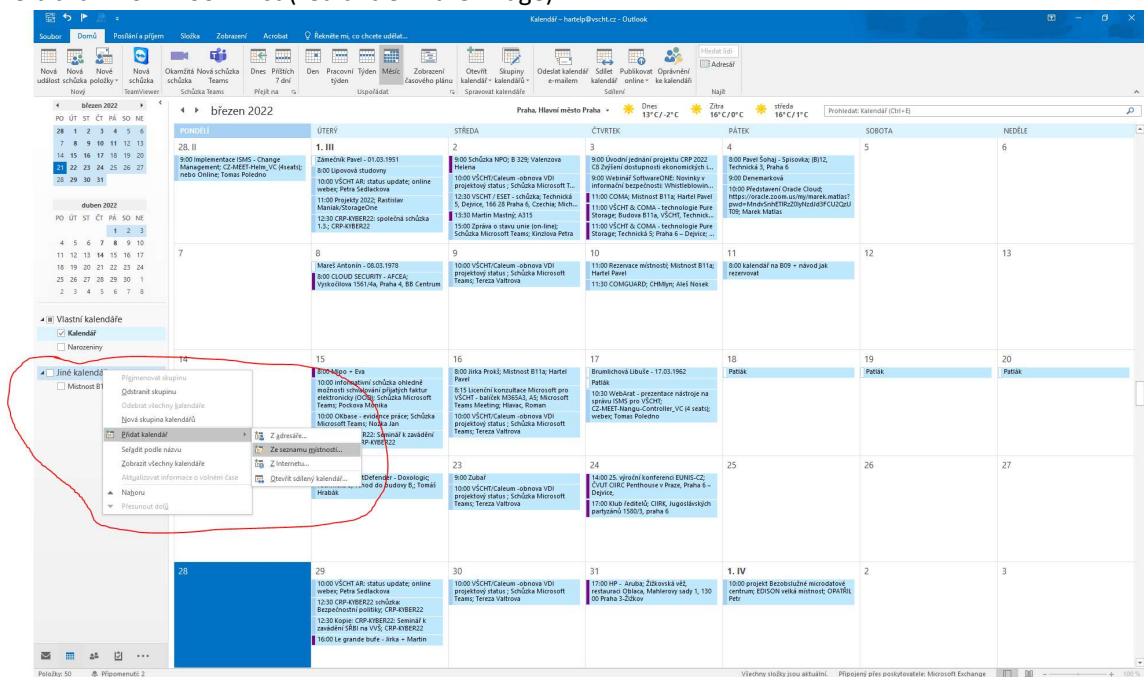


How to add Místnost K1 (Room K1) to your calendar in Microsoft Outlook

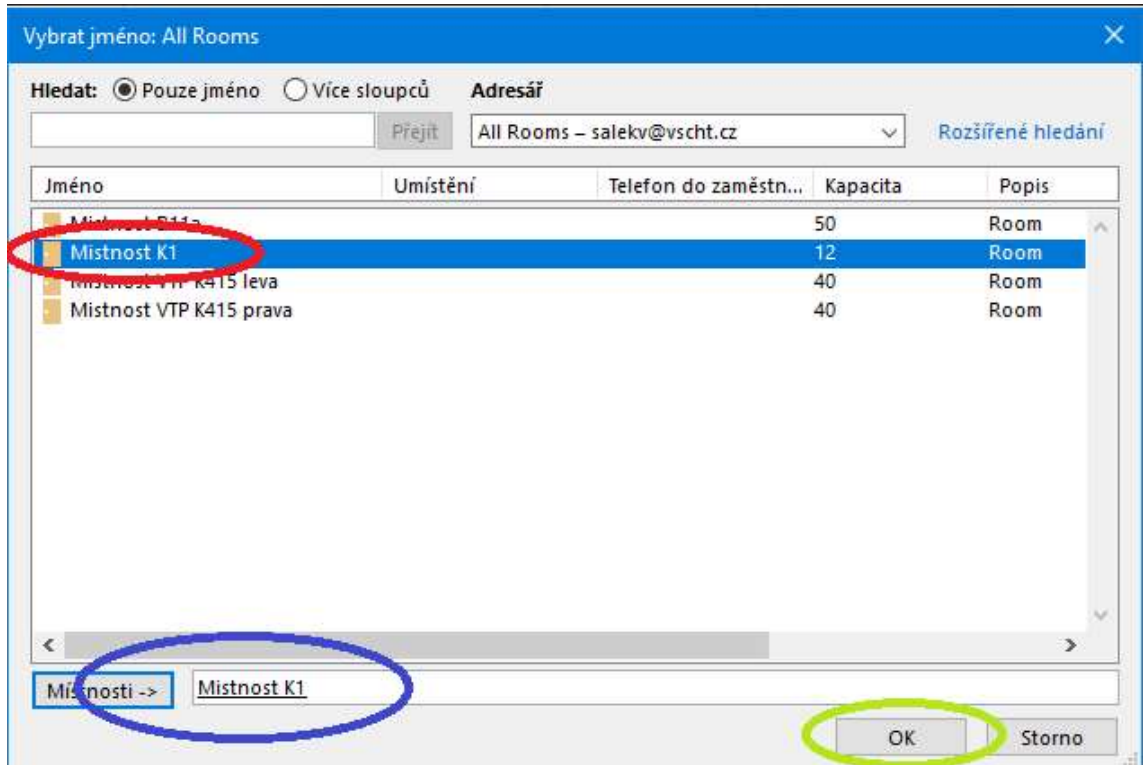
- In Microsoft Outlook, click on the calendar icon in the bottom left corner:



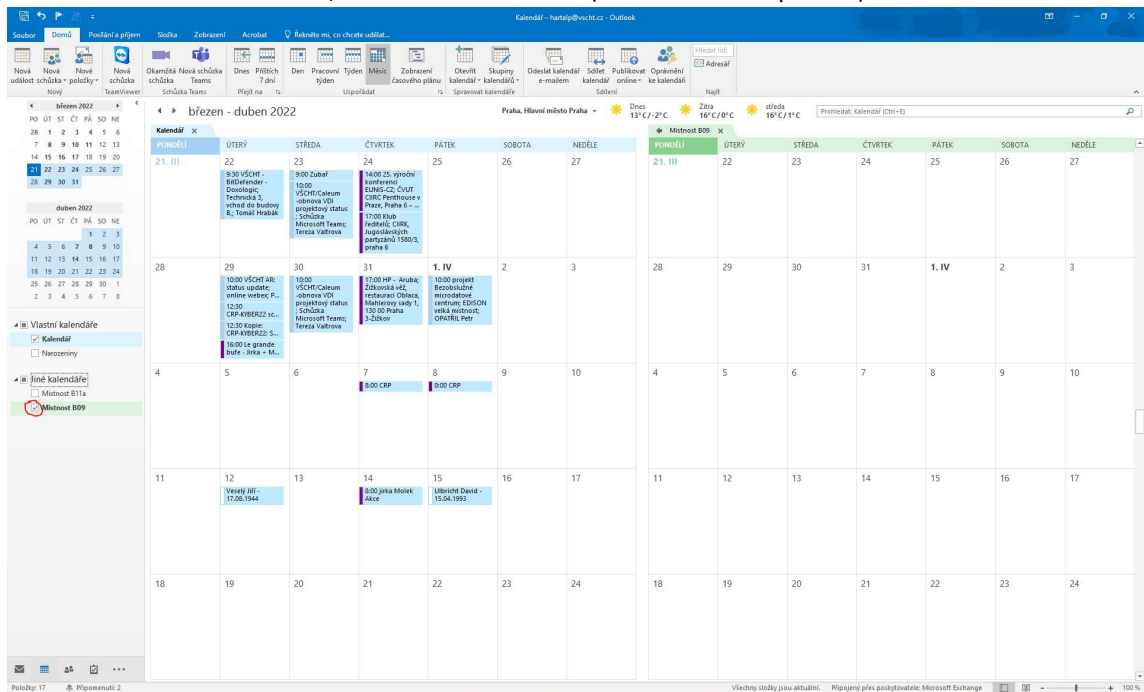
- In the left pane, right-click Other Calendars, hover over the Add Calendar drop-down menu, and left-click From Room List (red circle in the image):



- Left-click twice in quick succession (double-click) on Místnost K1 (Room K1) (red circle in the picture). It will appear in the Rooms box (blue circle in the picture). After that, click OK (light green circle in the picture):

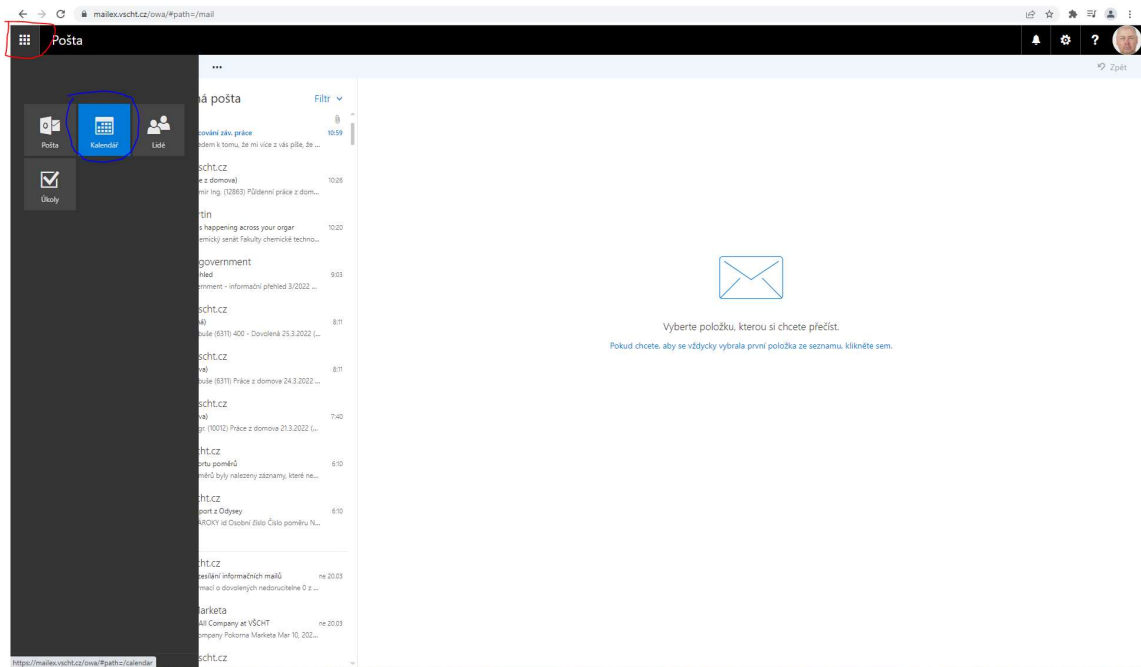


- You can turn the calendar on/off with the checkbox (red circle in the picture):

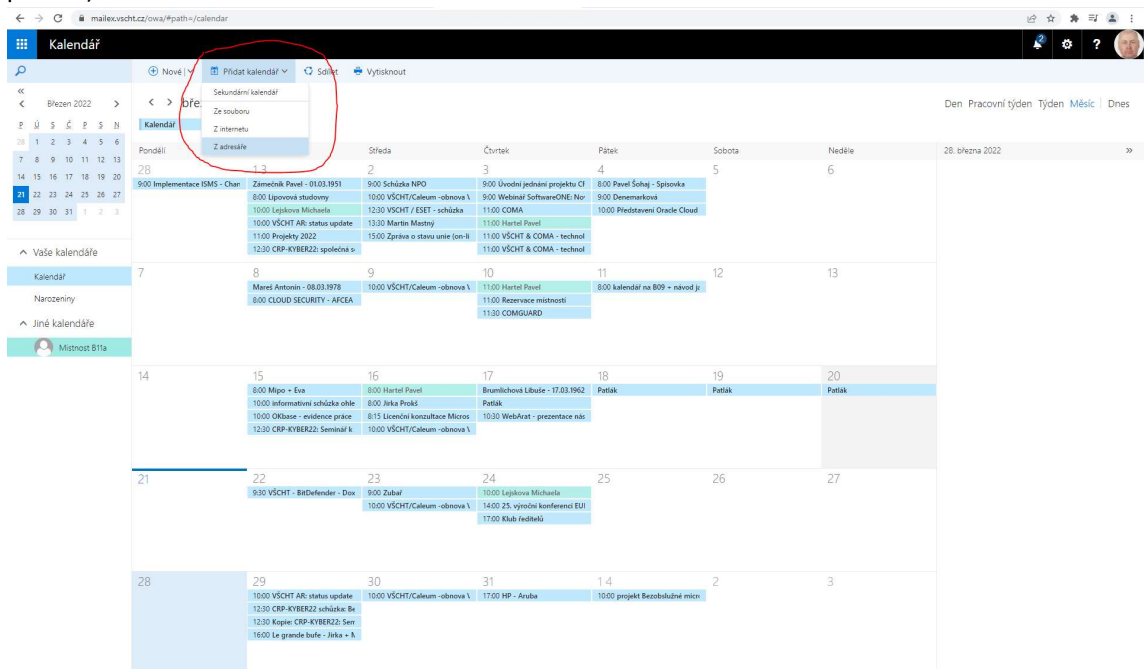


How to add room K1 in Outlook Web App (OWA) - mail.ex.

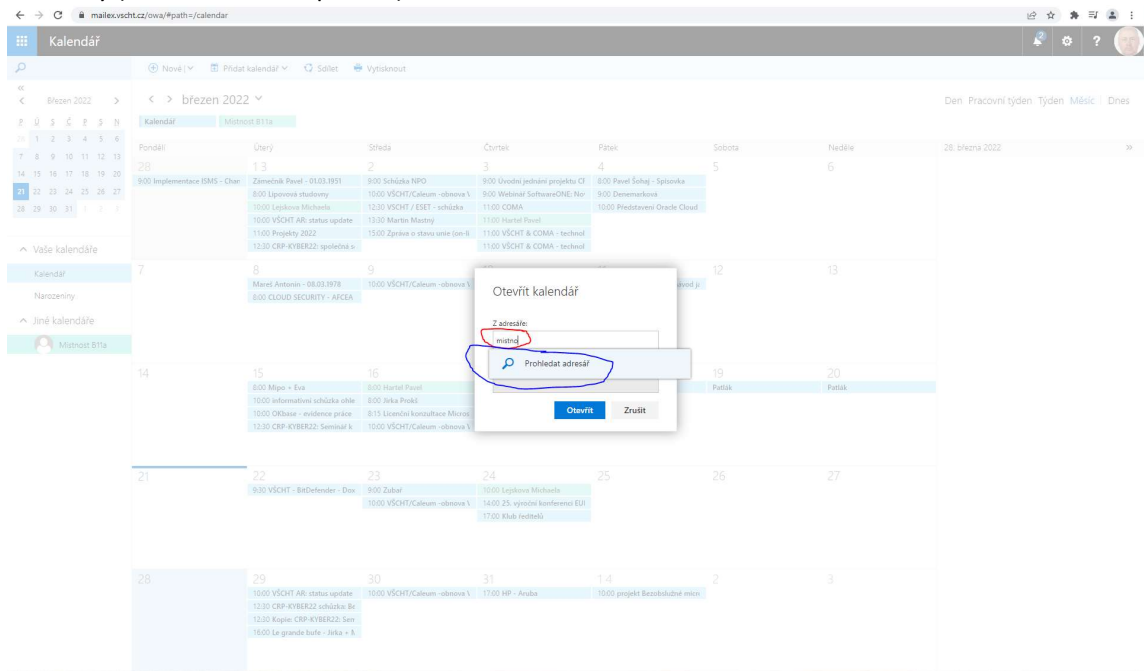
- After logging into the web client, click on the top left corner (red circle in the picture) and then on the Calendar icon (blue circle in the picture):



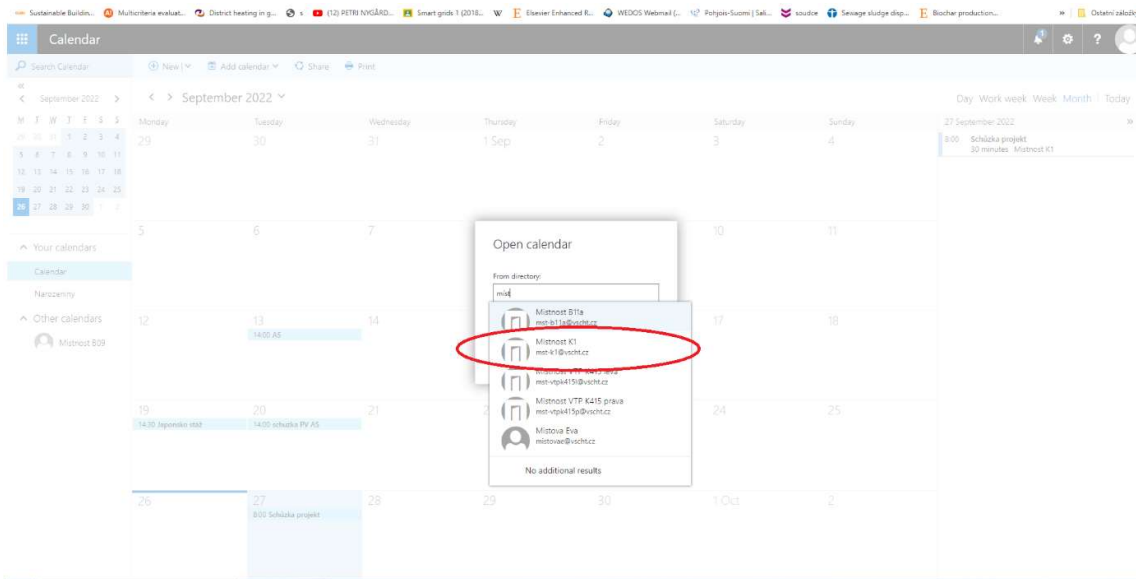
- Click Add calendar in the top menu, then select From directory and left-click (red circle in the picture):



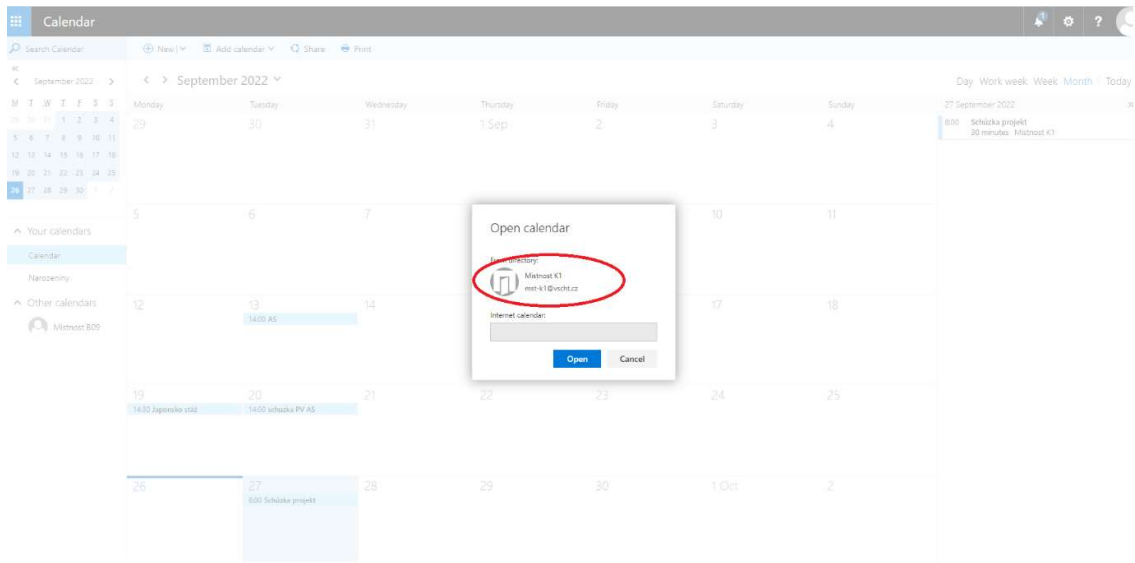
- In the From directory box, type "mistno" (red circle in the picture) and then left-click Search Directory (blue circle in the picture):



- Select Místnost (Room K1) (red circle in the picture) by clicking the left button:



- Left-click Open button (the red circle in the picture):



- The room will appear on the left and at the top of the calendar (red circle in the picture). Left-click on the Room K1 button will show/disable the calendar. If the text is coloured, the calendar is on. If not, it is off:

