

THE FACULTY OF ARCHITECTURE BUILDING & PLANNING

POLICY AND PROCEDURE FOR BOOKING MEETING ROOMS USING OUTLOOK

The following meeting rooms in the Faculty of Architecture Building & Planning can be booked using Outlook:

1. The Japanese Room (Archi 148)
2. The Old Commerce Conference Room (OC 201)
3. Small Old Commerce meeting room (OC 202)
4. Student Centre Meeting room (OC 106)
5. Student Centre Meeting room (OC 107)

Instructions on how to use Outlook to book these spaces follow the notes below.

Staff please note:

- The 2 Student Centre Meeting Rooms (OC 106 and 107) on the ground floor of Old Commerce are to be utilised for student consultation and advice and should not be booked for staff meetings. If no other spaces are available, please contact Nicole Michael or Stephanie Morgan in the Student Centre to find out if one of the spaces are available.
- When making a booking, please ensure you allow enough time to setup before and pack up after the allocated time as other bookings may be made adjacent to yours.
- Bookings in The Dean's Meeting Room (Archi room 119), at this stage, should still be made only through consultation with the Dean's office. Please email Mary-Louise (mhuppatz@unimelb.edu.au) or Gemma Ferma (gferma@unimelb.edu.au) to arrange a booking. The Dean's office need to be aware of meetings that take place in their area and also ensure that the area is unlocked and accessible for any meetings that have been arranged.
- Please do not use Outlook to book anything other than the rooms listed above. Laptops, projectors and cameras continue to be booked as normal, via emailing abp-facilities@unimelb.edu.au.

Initial setup to add shared meeting room calendars to your

1. **Open** Microsoft Office Outlook. Start>All Programs>Microsoft Office>Outlook.

