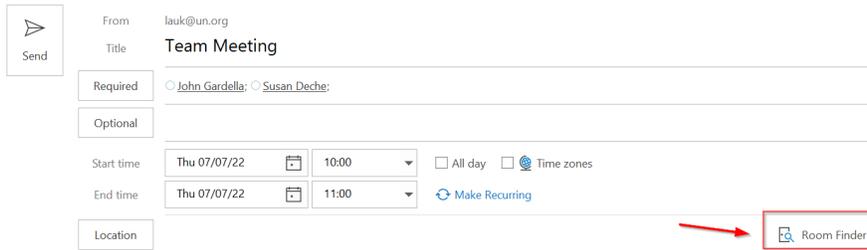


How to book a meeting room or focus booth

One can make a room booking through Outlook Calendar, either along the way when one setting up a meeting invite for work meetings with others, or independently as a room reservation through appointment creation.

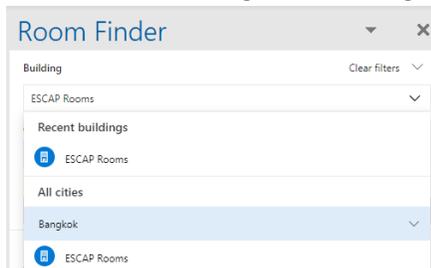
Method 1 - From Outlook Desktop:

1. Select Calendar  and select “create a new item” 
2. After choosing date and time with duration, click “Room Finder” next to the “Location” field



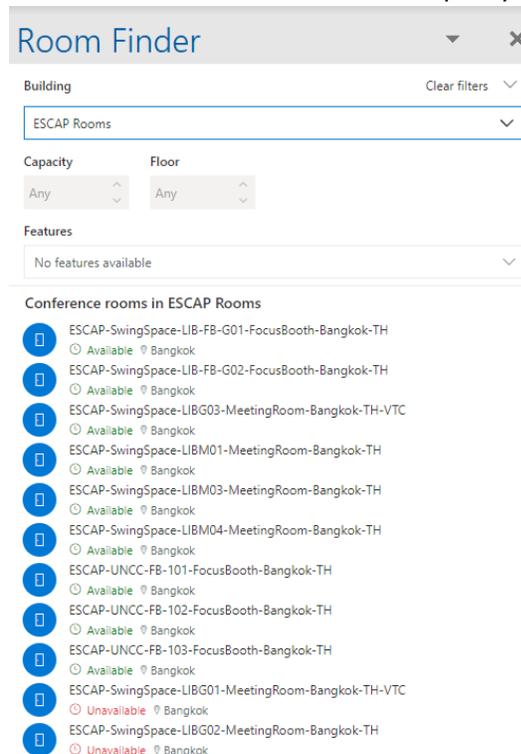
The screenshot shows the Outlook meeting creation interface. The 'Title' field is 'Team Meeting'. The 'Location' field is empty, and a red arrow points to the 'Room Finder' button next to it. Other fields include 'From' (lauk@un.org), 'Required' attendees (John Gardella, Susan Deche), 'Start time' (Thu 07/07/22, 10:00), and 'End time' (Thu 07/07/22, 11:00).

3. Under field “Building”, select Bangkok -> ESCA Rooms



The screenshot shows the 'Room Finder' dropdown menu. The 'Building' field is set to 'ESCAP Rooms'. Under 'Recent buildings', 'ESCAP Rooms' is selected. Under 'All cities', 'Bangkok' is selected. The dropdown shows 'ESCAP Rooms' under 'Bangkok'.

4. A list of ESCAP Swing Space’s meeting rooms and focus booths will be listed and indicating their availability. The name display in Finder here has the Prefix “ESCAP-SwingSpace” or “ESCAP-UNCC” in front of the actual room name. e.g. Meeting Room **LIBM03** is shown as “ESCAP-SwingSpace-LIBM03-MeetingRoom-Bangkok-TH”; **Focus booth 101** in UNCC is shown as “ESCAP-UNCC-FB-101-FocusBooth-Bangkok-TH”; Please note that booking of the rooms are based on first come-first serve policy. Therefore, it is advised not to



The screenshot shows the 'Room Finder' results. The 'Building' field is set to 'ESCAP Rooms'. The 'Capacity' and 'Floor' fields are set to 'Any'. The 'Features' field is set to 'No features available'. The results list conference rooms in ESCAP Rooms, including:

- ESCAP-SwingSpace-LIB-FB-G01-FocusBooth-Bangkok-TH (Available)
- ESCAP-SwingSpace-LIB-FB-G02-FocusBooth-Bangkok-TH (Available)
- ESCAP-SwingSpace-LIBG03-MeetingRoom-Bangkok-TH-VTC (Available)
- ESCAP-SwingSpace-LIBM01-MeetingRoom-Bangkok-TH (Available)
- ESCAP-SwingSpace-LIBM03-MeetingRoom-Bangkok-TH (Available)
- ESCAP-SwingSpace-LIBM04-MeetingRoom-Bangkok-TH (Available)
- ESCAP-UNCC-FB-101-FocusBooth-Bangkok-TH (Available)
- ESCAP-UNCC-FB-102-FocusBooth-Bangkok-TH (Available)
- ESCAP-UNCC-FB-103-FocusBooth-Bangkok-TH (Available)
- ESCAP-SwingSpace-LIBG01-MeetingRoom-Bangkok-TH-VTC (Unavailable)
- ESCAP-SwingSpace-LIBG02-MeetingRoom-Bangkok-TH (Unavailable)

select a room which is “Unavailable”

5. Highlight and click the desired room and return back to Meeting/Appointment main screen. Click “Send” then both the meeting invite and room request will be submitted. If this is not a meeting, no invitees will be required to be included in this submission.

 Send

From lauk@un.org

Title **Team Meeting**

Required [John Gardella](#); [Susan Deche](#); [ESCAP-SwingSpace-LIBM03-MeetingRoom-Bangkok-TH](#)

Optional

Start time All day Time zones

End time [Make Recurring](#)

Location [Room Finder](#)

6. An email notification will be sent to submiter’s Outlook Inbox indicating the room reservation has been successful.

 **Accepted: Team Meeting**

 Thu 2022-07-07 10:00 AM - 11:00 AM

 [ESCAP-SwingSpace-LIBM03-MeetingRoom-Bangkok-TH](#)

 [ESCAP-SwingSpace-LIBM03-MeetingRoom-Bangkok-TH has accepted this event](#)

Your request was accepted.

Sent by Microsoft 365

7. If an unavailable room was chosen, an automatic “declined” email will be received instead with the conflicting details.

 **Declined: Team Meeting**

 Thu 2022-07-07 10:00 AM - 11:00 AM

 [ESCAP-SwingSpace-LIBG01-MeetingRoom-Bangkok-TH-VTC](#)

 [ESCAP-SwingSpace-LIBG01-MeetingRoom-Bangkok-TH-VTC has declined this event](#)

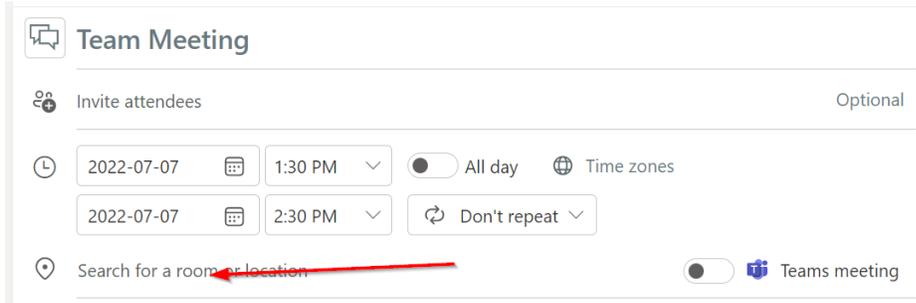
Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting
[Sop Chan](#) - Thursday, July 7, 2022 10:30:00 AM to Thursday, July 7, 2022 11:30:00 AM

Method 2 - From Outlook Webmail:

1. select Calendar  and select “New event” 
2. After choosing date and time with duration, click at the space for “Search for a room or location”, then select “Browse with Room Finder”



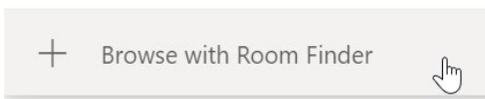
Team Meeting

Invite attendees Optional

2022-07-07 1:30 PM All day Time zones

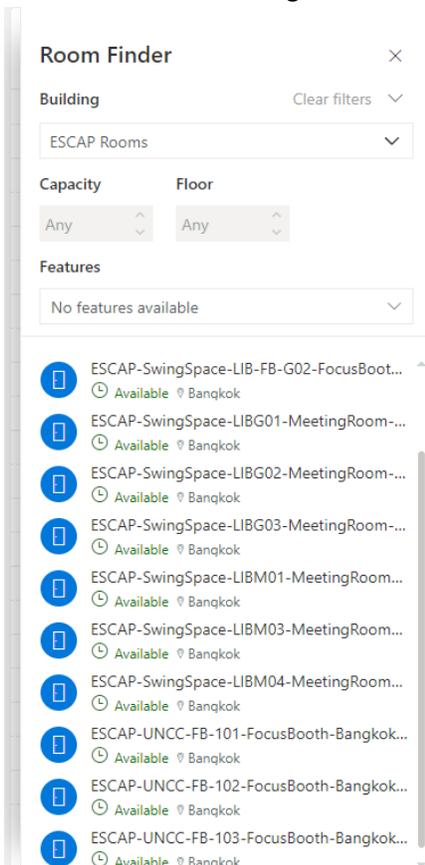
2022-07-07 2:30 PM Don't repeat

Search for a room or location Teams meeting

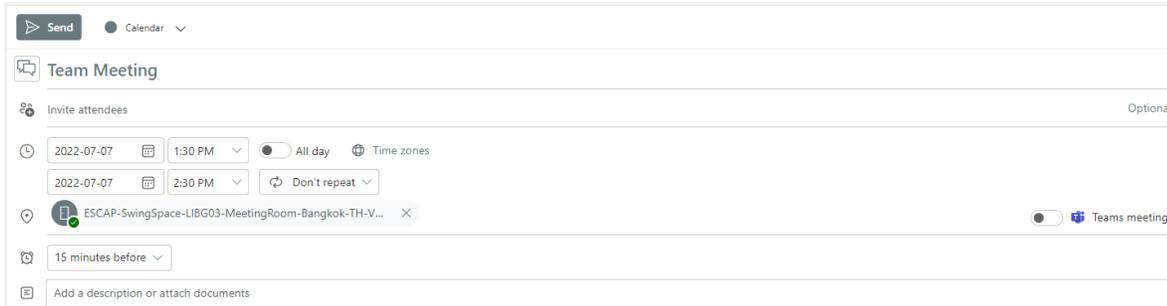


3. Room Finder will appear on the right side of the screen. Under field “Building”, select Bangkok -> ESCA Rooms
8. A list of ESCAP Swing Space’s meeting rooms and focus booths will be listed and indicating their availability. The name display in Finder here has the Prefix “ESCAP-SwingSpace” or “ESCAP-UNCC” in front of the actual room name. e.g. Meeting Room **LIBM03** is shown as “ESCAP-SwingSpace-**LIBM03**-MeetingRoom-Bangkok-TH”;
Focus booth 101 in UNCC is shown as “ESCAP-UNCC-**FB-101**-FocusBooth-Bangkok-TH”;

Please note that booking of the rooms are based on first come-first serve policy. Therefore, it is advised not to

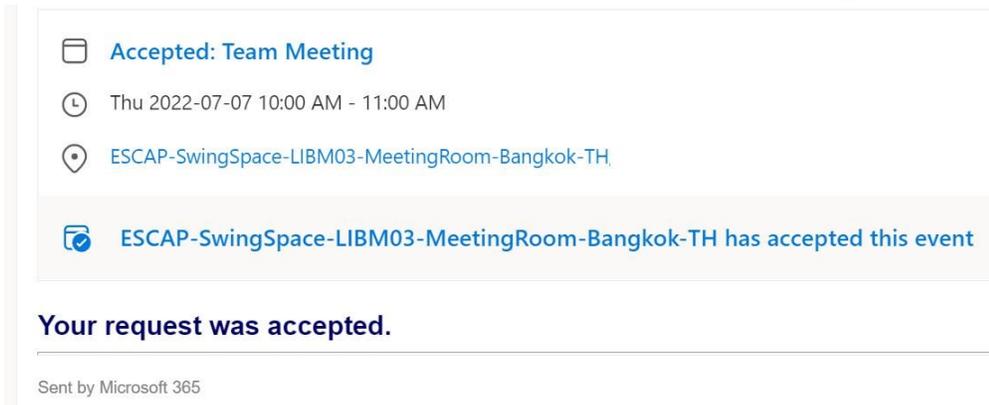


4. Highlight and click the desired room and return back to Meeting/Appointment main screen. Click “Send” then both the meeting invite and room request will be submitted. If this is not a meeting, no invitees will be required to be included in this submission.

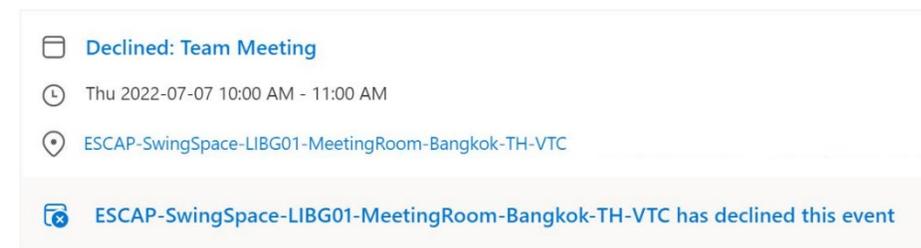


The screenshot shows the Microsoft Teams meeting creation interface. At the top, there is a 'Send' button and a 'Calendar' dropdown. Below this is the title 'Team Meeting'. The 'Invite attendees' section is visible, with an 'Optional' label. The meeting details include the date '2022-07-07' and time '1:30 PM', with an 'All day' toggle and 'Time zones' link. A second time slot is shown for '2:30 PM' with a 'Don't repeat' option. The meeting location is 'ESCAP-SwingSpace-LIBG03-MeetingRoom-Bangkok-TH-V...'. There is a 'Teams meeting' toggle and a '15 minutes before' notification setting. At the bottom, there is a field to 'Add a description or attach documents'.

5. An email notification will be sent to submiter’s Outlook Inbox indicating the room reservation has been successful.



6. If an unavailable room was chosen, an automatic “declined” email will be received instead with the conflicting details.



Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[Sop Chan](#) - Thursday, July 7, 2022 10:30:00 AM to Thursday, July 7, 2022 11:30:00 AM