

SmartSpace

Calendar Add-In User Guide



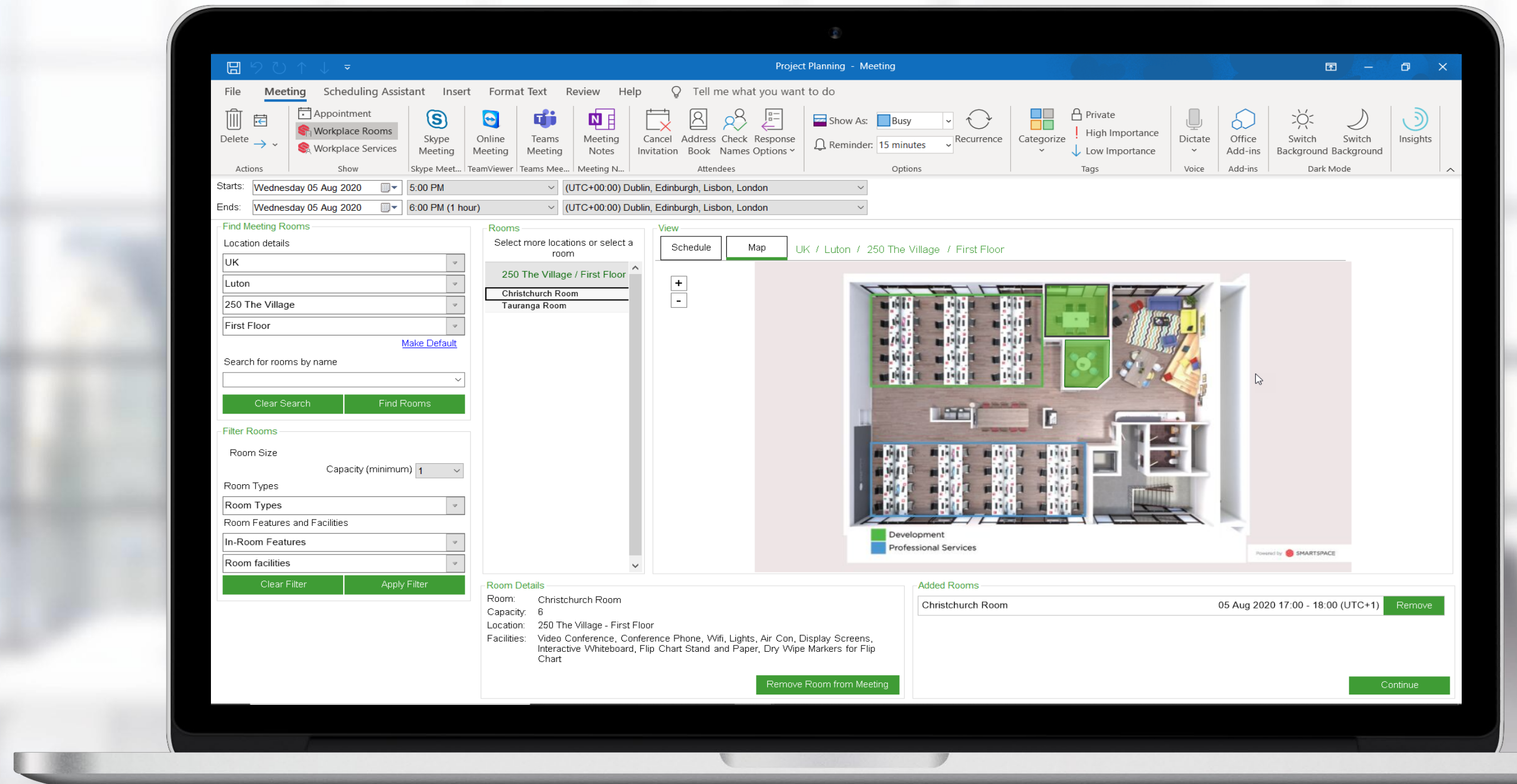
Introduction

Getting started with the **SmartSpace Calendar Add-In**

This User Guide outlines the functionality of the outlook calendar add-in room booking service.

The service allows you to book advance meeting rooms and additional services and catering from the familiarity of Microsoft Outlook

Booking a Meeting Room Via Schedule View



Create Meeting

The SmartSpace Calendar Add – In allows you to book meeting rooms through an integration with Outlook.

Create your meeting as you normally do.

Then click 'Workplace Rooms' to begin the booking process.

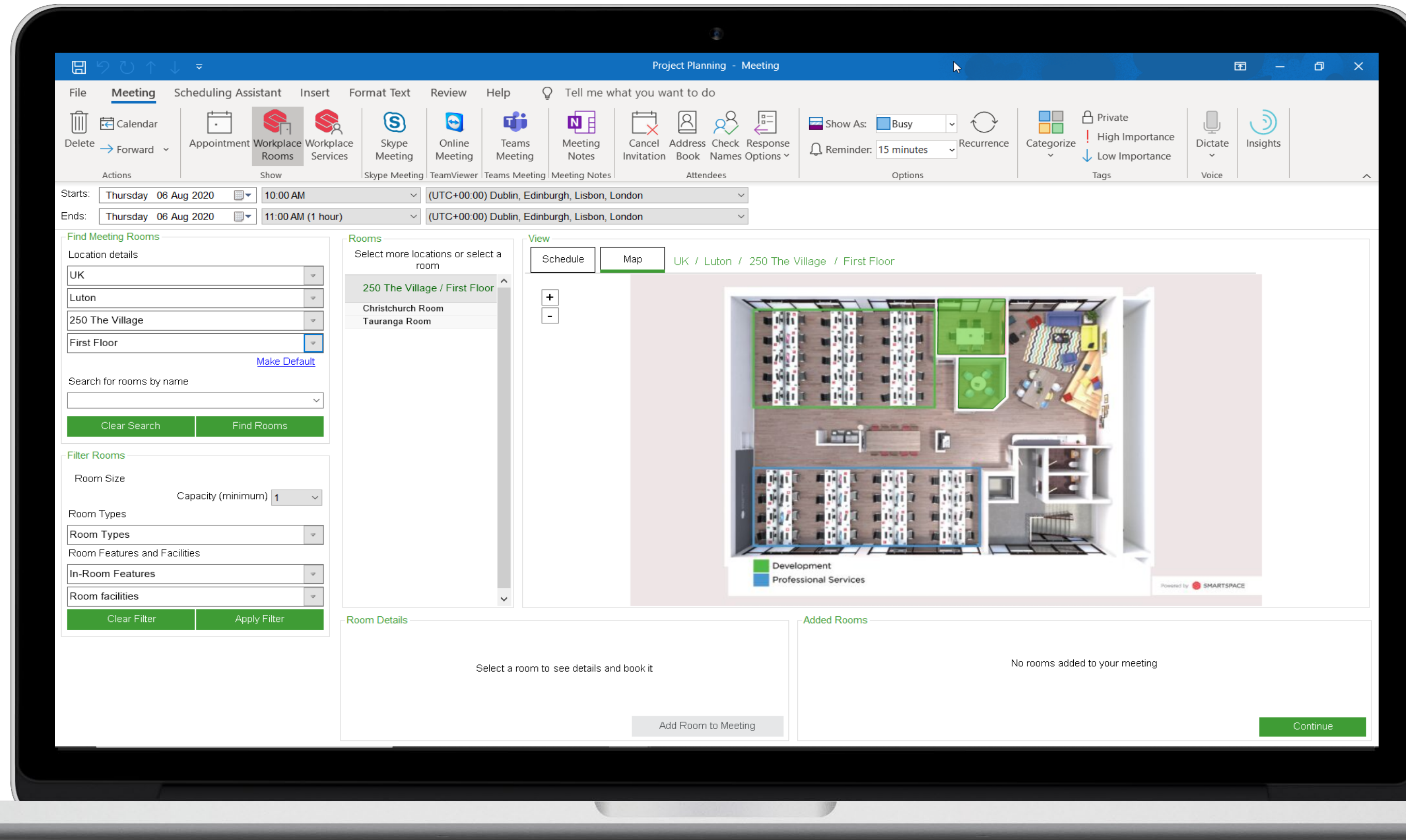
The screenshot shows the Outlook 'Project Planning - Meeting' window. The ribbon includes 'Meeting', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Meeting' ribbon has several groups: 'Actions' (Delete, Forward), 'Show' (Appointment, Workplace Rooms, Workplace Services), 'Options' (Skype Meeting, Online Meeting, Teams Meeting, Meeting Notes), 'Attendees' (Cancel Invitation, Address Book, Check Names, Response Options), 'Options' (Show As: Busy, Recurrence), 'Tags' (Categorize, Private, High Importance, Low Importance), 'Voice' (Dictate), and 'Insights'. A message below the ribbon states: 'You haven't sent this meeting invitation yet. This appointment is next to another one on your calendar.' The meeting form includes a 'Send' button, a 'Title' field with 'Project Planning', a 'Required' field with attendees 'Mark Lawrance; Richard Malcolm; Patricia Salamanca', an 'Optional' field, 'Start time' (Thu 06/08/2020, 10:00) and 'End time' (Thu 06/08/2020, 11:00) fields with 'All day' and 'Time zones' checkboxes, and a 'Location' field with a 'Room Finder' button. The status bar at the bottom shows 'in Shared Folder' and 'Calendar'.

Filter by location

First filter your requirements based on location.

Use the drop down menus to select the region and site as a minimum.

Building and Floor are optional, however it is good practice to specify these when possible to avoid returning too many results.

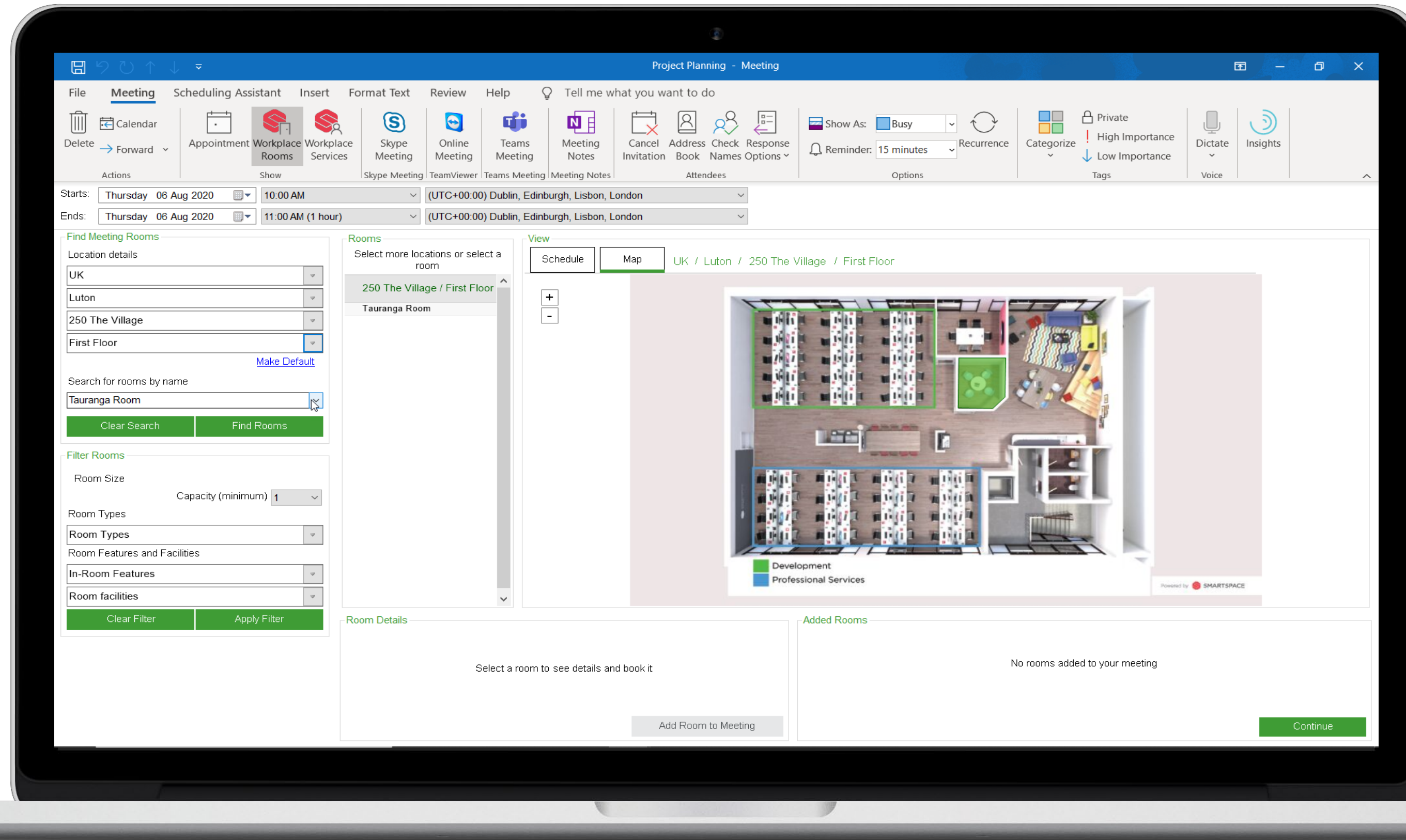


Filter by location

You can set these details as your default location filters if you will generally be using them to book meetings.

You can also search for a particular room by using the 'Search by room name' field.

The system will automatically start searching for rooms that match your location details and these will be shown in the 'Rooms' panel.



Filter by features

Use the other 'Filter Rooms' panel to specify minimum capacity, room types and room features & facilities.

Click 'Apply filters' and your results 'Room' panel will change to reflect rooms that meet your criteria.

The screenshot displays the Microsoft Project Planning - Meeting application interface. The top ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Meeting tab is active, showing options like Calendar, Appointment, Workplace Rooms, Skype Meeting, Online Meeting, Teams Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), Reminder (15 minutes), Recurrence, Categorize, Private, High Importance, Low Importance, Dictate, and Insights.

The main interface is divided into several panels:

- Find Meeting Rooms:** Location details (UK, Luton, 250 The Village, Floor) and a search for rooms by name.
- Filter Rooms:** Room Size (Capacity (minimum) 4), Room Types, Room Features and Facilities (Display Screens, Room facilities), and buttons for Clear Filter and Apply Filter.
- Rooms:** A list of rooms including 250 The Village / First Floor, Christchurch Room, Tauranga Room, 250 The Village / Ground Floor, Farringdon Room, and Mildenhall Room.
- View:** A calendar view for 6 August 2020 showing a meeting slot from 10:00 AM to 11:00 AM.
- Room Details:** A section for selecting a room to see details and book it, with an Add Room to Meeting button.
- Added Rooms:** A section showing no rooms added to the meeting, with a Continue button.

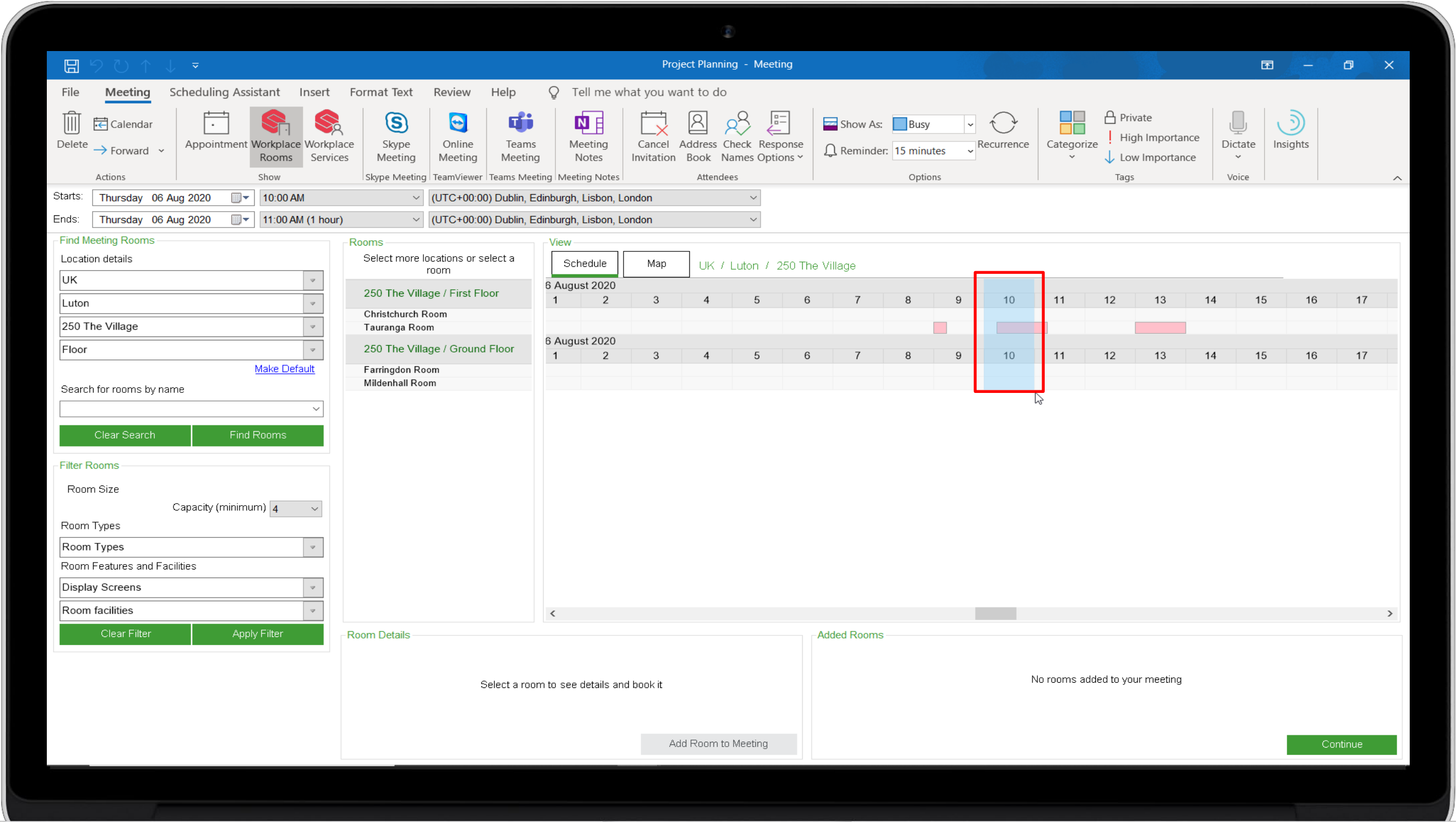
Schedule View

When in Schedule View, the list of 'Rooms' aligns with the timeline.

You can use the scroll bar to navigate up and down the list of rooms. Use the scroll bar in the View panel to navigate through the timeline.

Existing meetings will be denoted by a red block.

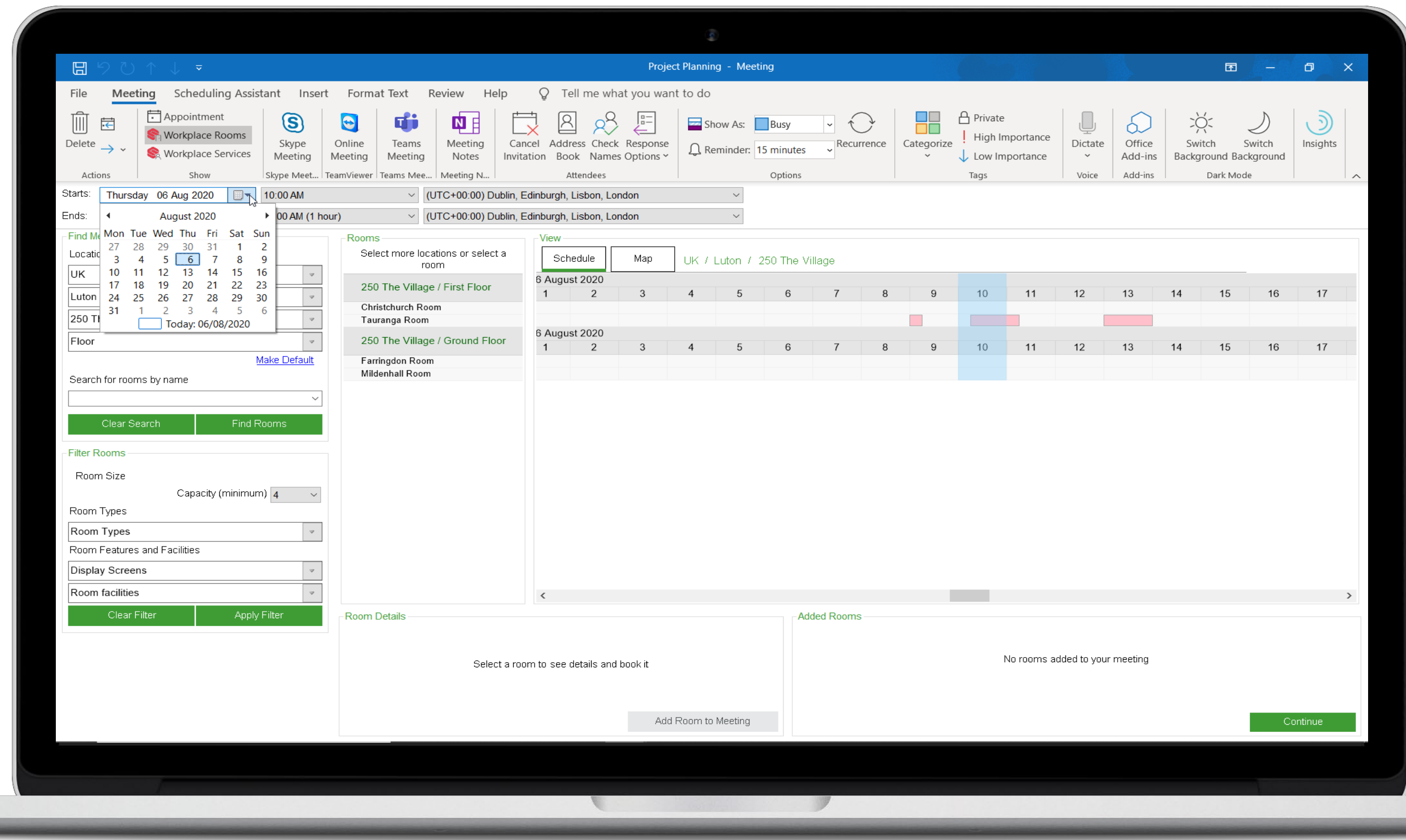
The blue overlay indicates the start time of the meeting, which is pulled through from your initial calendar time slot.



Date & Time

The Date and Time are pulled through from your initial calendar time slot and you can adjust them if required.

Start and end times can be adjusted in 15 minute increments.



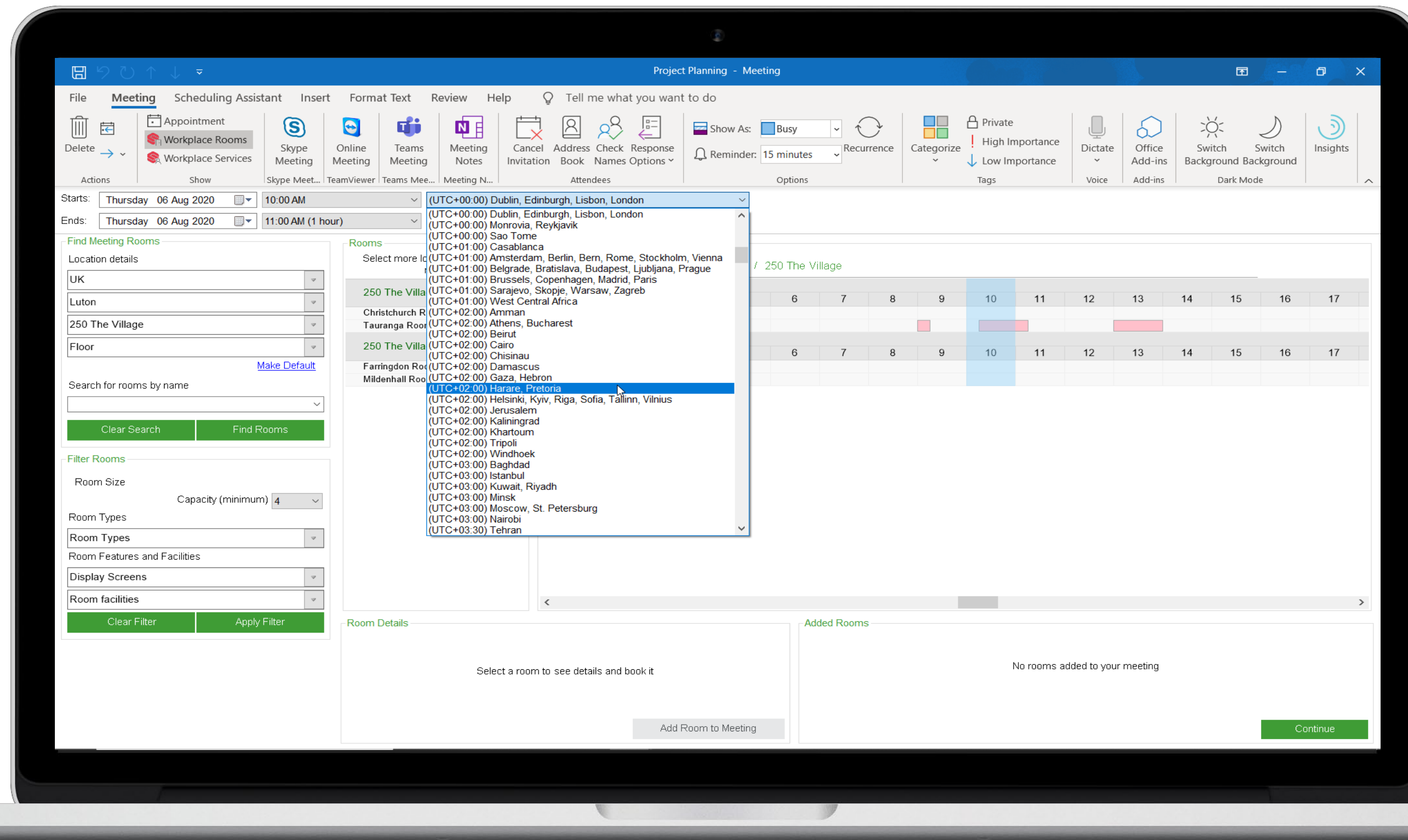
Time Zone

The time zone fields allows you to compare and align meetings across time zones.

Please note that Schedule View will **always** display your local time zone.

1. Change the time zone field to the country you are booking your meeting in.
2. Move the blue overlay to when you want you meeting to start in local time.
3. The time field will display the time in the time zone displayed.

This allows you to check that the meeting time will be suitable for all attendees from each region.



Choose Room

You can hover over the rooms listed in the 'Rooms' list to find out further information about the room capacity and features.

Click a room and you can review further details in the 'Room Details' panel below.

You can also click within the blue overlay alongside the room you wish to book.

Click 'Add to meeting' and you will see the room listed in the 'Added Rooms' panel.

Click 'Continue' to progress the booking.

The screenshot displays the Microsoft Teams Meeting interface. The top ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Meeting tab is active, showing options for deleting the meeting, adding workplace rooms, and connecting via Skype, Online Meeting, or Teams Meeting. The Scheduling Assistant shows a meeting scheduled for Thursday, 06 Aug 2020, from 10:00 AM to 11:00 AM (1 hour) in the Christchurch Room at 250 The Village, Luton, UK. The interface is divided into several panels:

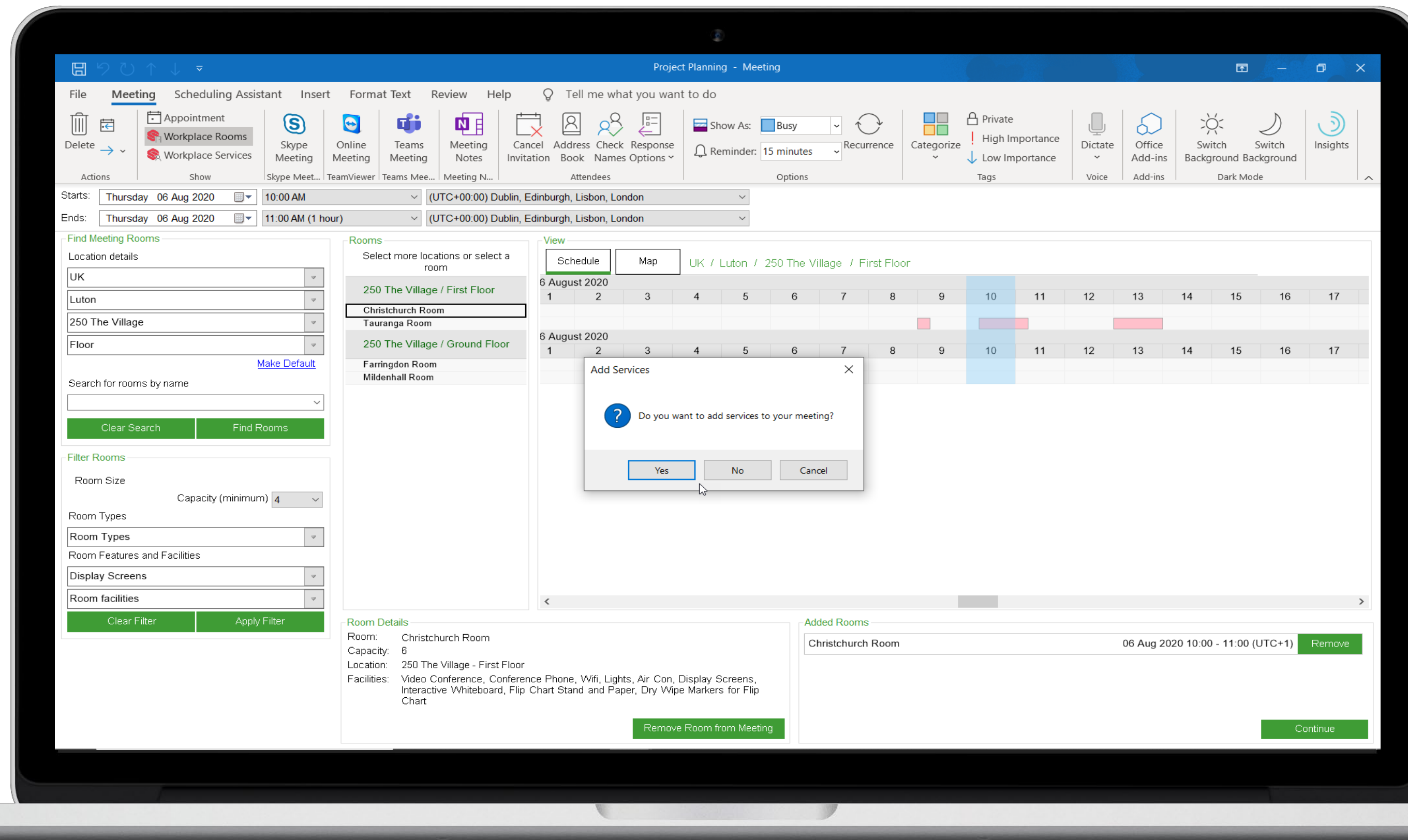
- Find Meeting Rooms:** Location details are set to UK, Luton, 250 The Village, First Floor. A search for rooms by name is available.
- Rooms:** A list of rooms is shown, including Christchurch Room, Tauranga Room, Farringdon Room, and Mildenhall Room. The Christchurch Room is selected.
- Room Details:** Displays information for the Christchurch Room: Capacity: 8, Location: 250 The Village - First Floor, and Facilities: Video Conference, Conference Phone, Wifi, Lights, Air Con, Display Screens, Interactive Whiteboard, Flip Chart Stand and Paper, Dry Wipe Markers for Flip Chart.
- Added Rooms:** Shows the Christchurch Room added to the meeting for 06 Aug 2020 10:00 - 11:00 (UTC+1).

A blue overlay is visible on the calendar grid, indicating the room selection process. A tooltip for the Mildenhall Room is also visible, showing its capacity (8) and facilities (Catering, Layout, Lunch Pork Free options).

Add Services

Click 'No', if you do not wish to add any services to your meeting. You will be taken back to the calendar slot to send your invitation.

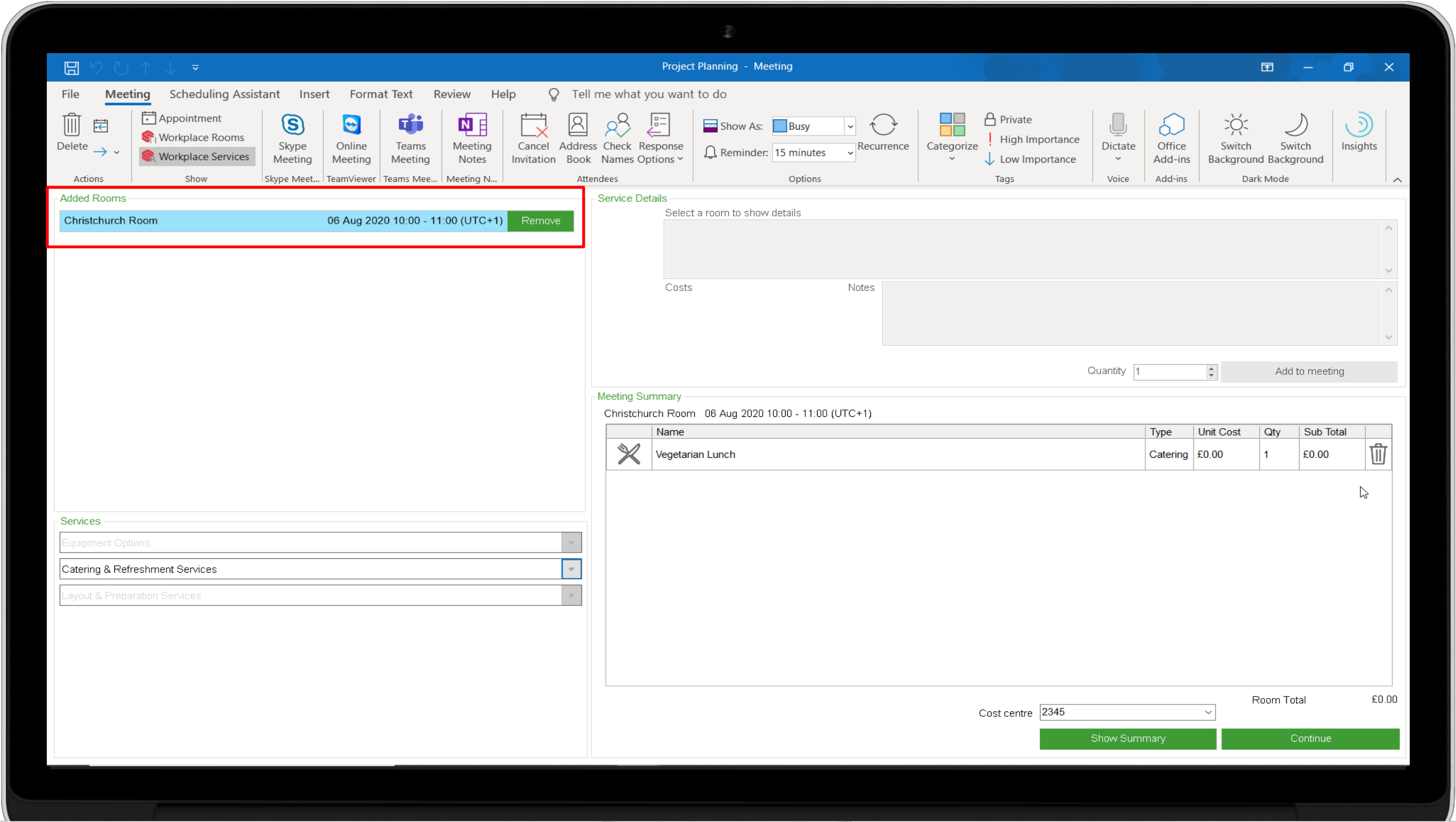
Click 'Yes' to add services or equipment to your meeting.



Add Services

Here you must remember to click on the room name. This will highlight it and you will then be able to choose required equipment.

You will be able to view any further details regarding the item and adjust the quantity. When ordering catering you will also be able to add notes to the service provider. E.g. dietary requirements.

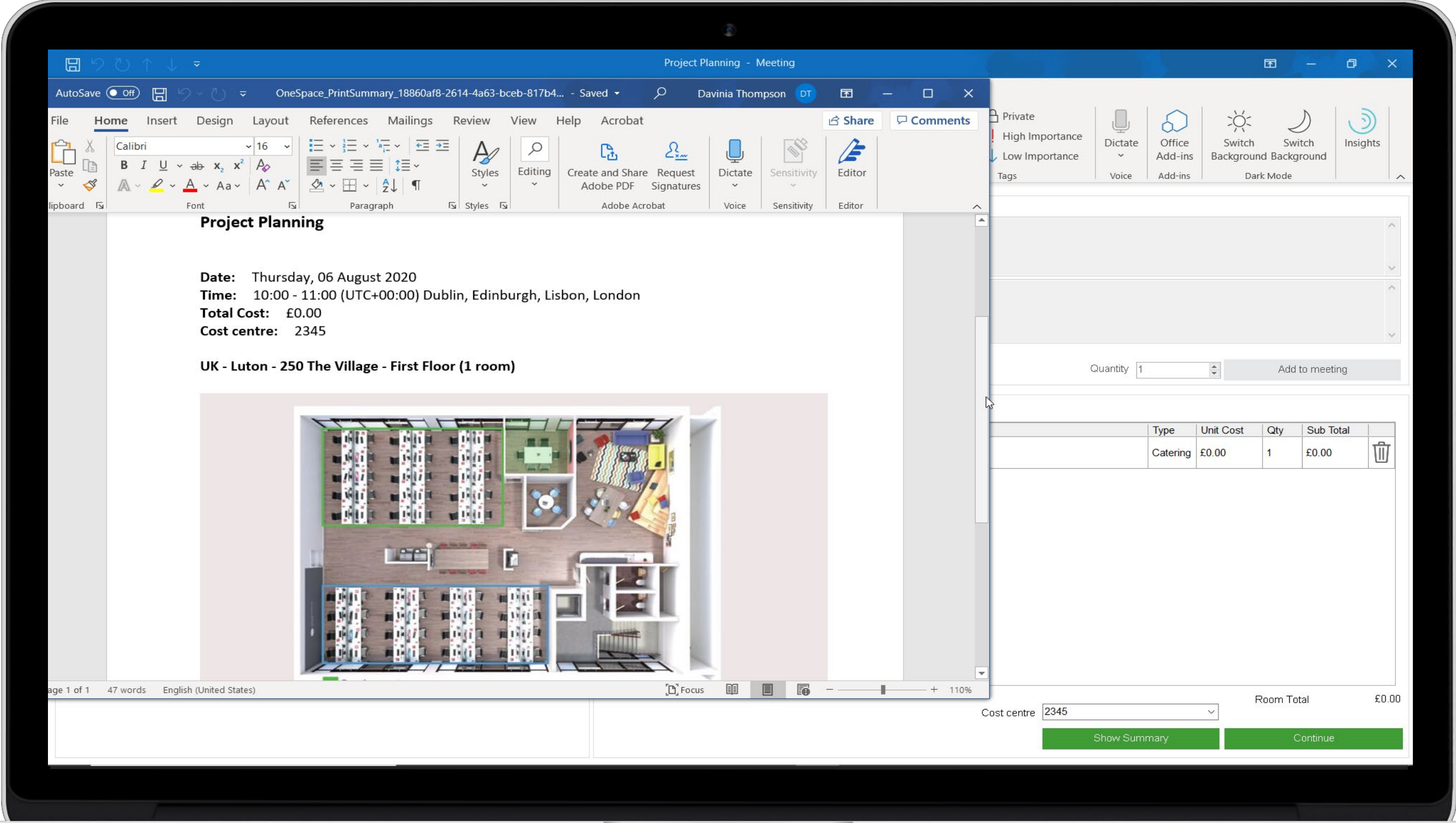


Summary

Ensure you add a cost code for any items that carry an additional charge.

Click 'Show Summary' to view a summary in MS Word of your booking, which will include floor plans and costs of items added.

The time zone will also be displayed. So it is important to leave the time zone field set to the time zone you want displayed on the summary and the calendar invite.

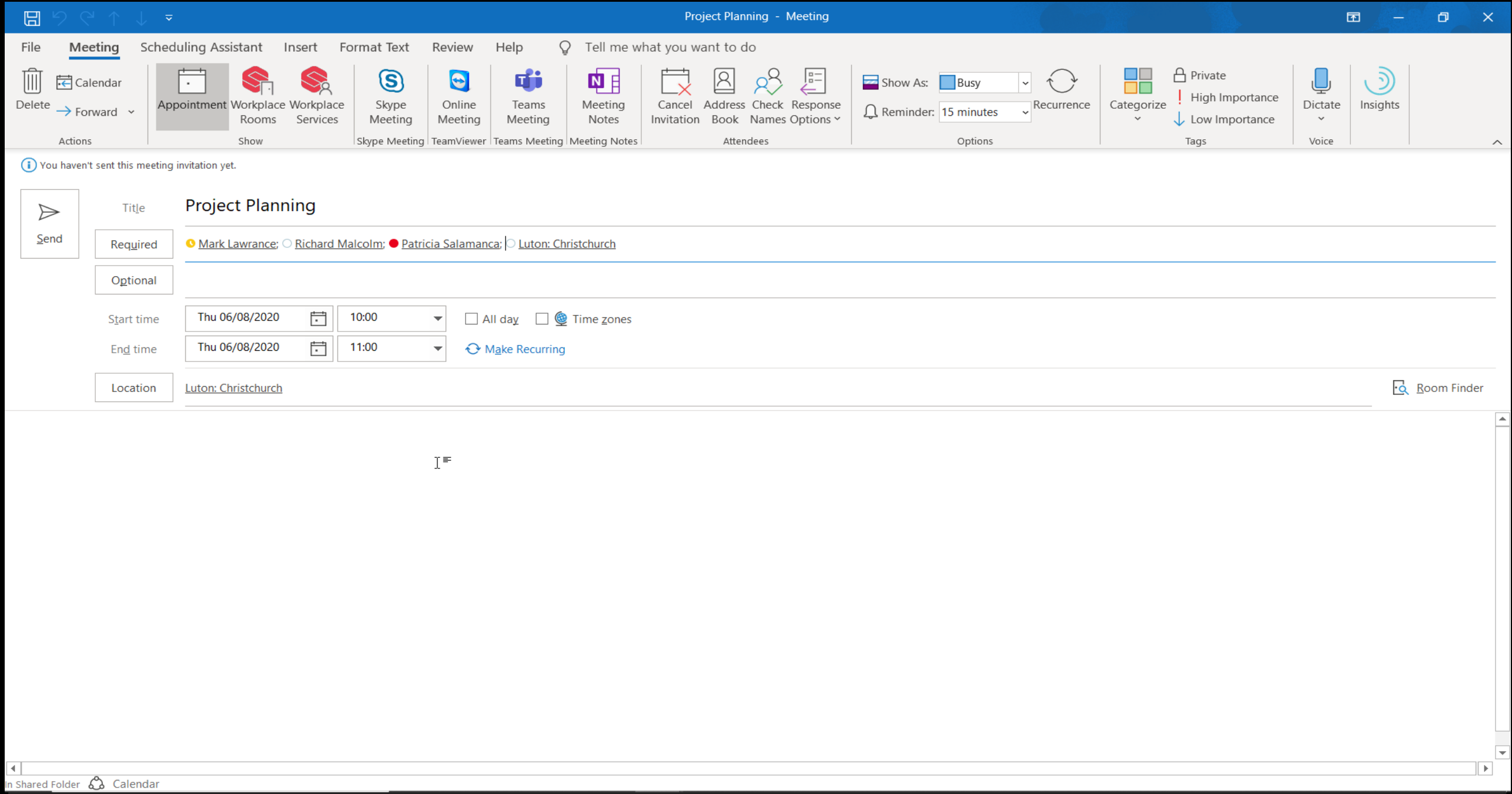


Send Invitation

You can now complete your calendar invite as you usually would.

Your attendees will receive email notification of the meeting as usual.

You will receive notification from the meeting rooms booked that your booking has been accepted.



Booking a Multi-Room Via Schedule View

The screenshot displays the Outlook Meeting interface for a meeting on Thursday, 06 Aug 2020, from 12:00 PM to 1:00 PM. The interface is titled "Project Planning - Meeting" and includes a ribbon with tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Meeting tab is active, showing options for actions like Delete, Forward, Appointment, and Workplace Rooms. The Scheduling Assistant tab is also visible, showing a calendar view for the meeting. The interface is divided into several sections: "Find Meeting Rooms" on the left, "Rooms" in the middle, "View" on the right, "Room Details" at the bottom left, and "Added Rooms" at the bottom right. The "Find Meeting Rooms" section includes location details (UK, Luton, 250 The Village, First Floor) and a search bar. The "Rooms" section shows a list of rooms: 250 The Village / First Floor, Christchurch Room, and Tauranga Room. The "View" section shows a calendar grid for 6 August 2020, with the meeting time slot highlighted in blue. The "Room Details" section for the Tauranga Room lists its capacity (4) and facilities (Video Conference, Conference Phone, Wifi, Lights, Air Con, Display Screens, Interactive Whiteboard, Flip Chart Stand and Paper, Dry Wipe Markers for Flip Chart). The "Added Rooms" section shows the selected rooms for the meeting: Christchurch Room and Tauranga Room, both for the time slot 06 Aug 2020 12:00 - 13:00 (UTC+1). Buttons for "Remove Room from Meeting" and "Continue" are visible at the bottom.

Project Planning - Meeting

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

Delete Forward Appointment Workplace Rooms Workplace Services Skype Meeting Online Meeting Teams Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Recurrence Categorize Private High Importance Low Importance Dictate Insights

Starts: Thursday 06 Aug 2020 12:00 PM (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Ends: Thursday 06 Aug 2020 1:00 PM (1 hour) (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Find Meeting Rooms

Location details

UK Luton 250 The Village First Floor

Search for rooms by name

Clear Search Find Rooms

Filter Rooms

Room Size Capacity (minimum) 4

Room Types

Room Features and Facilities

Display Screens

Room facilities

Clear Filter Apply Filter

Rooms

Select more locations or select a room

250 The Village / First Floor

Christchurch Room

Tauranga Room

View

Schedule Map UK / Luton / 250 The Village / First Floor

6 August 2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Room Details

Room: Tauranga Room

Capacity: 4

Location: 250 The Village - First Floor

Facilities: Video Conference, Conference Phone, Wifi, Lights, Air Con, Display Screens, Interactive Whiteboard, Flip Chart Stand and Paper, Dry Wipe Markers for Flip Chart

Remove Room from Meeting

Added Rooms

Room	Time	Action
Christchurch Room	06 Aug 2020 12:00 - 13:00 (UTC+1)	Remove
Tauranga Room	06 Aug 2020 12:00 - 13:00 (UTC+1)	Remove

Continue

Filter by locations

First filter your requirements based on location.

Use the drop down menus to select the regions and sites as a minimum.

Buildings and Floors are optional, however it is good practice to specify these when possible to avoid returning too many results.

The system will automatically start searching for rooms that match your location details and these will be shown in the 'Rooms' panel.

The screenshot displays the Microsoft Project Planning - International Teams - Meeting application. The interface is divided into several sections:

- Header:** Shows the meeting title "Project Planning - International Teams - Meeting" and standard window controls.
- Menu Bar:** Includes File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The "Meeting" menu is currently active.
- Toolbar:** Contains various icons for actions like Delete, Forward, Appointment, Workplace Rooms, Workplace Services, Teams Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), Recurrence, Categorize, High/Low Importance, and Dictate.
- Meeting Details:** Shows the start and end times for the meeting: Tuesday, 30 Jun 2020, 8:30 AM to 9:00 AM (30 mins), with the location set to (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
- Find Meeting Rooms Panel:**
 - Location details:** Includes dropdown menus for Regions (3 Selected), Sites (3 Selected), and Buildings (3 Selected). A list of buildings is shown, including "Changi Business Park" and "Digital Zone - Phase - II".
 - Filter Rooms:** Includes filters for Room Size (Capacity minimum: 1), Room Types, Room Features and Facilities, In-Room Features, and Room facilities.
 - Buttons:** "Clear Filter" and "Apply Filter" buttons are visible.
- Rooms Panel:** A map view showing the world with blue dots indicating potential meeting locations. Below the map are "Room Details" and "Added Rooms" sections. The "Room Details" section contains the text "Select a room to see details and book it" and an "Add Room to Meeting" button. The "Added Rooms" section contains the text "No rooms added to your meeting" and a "Continue" button.

Filter by Features

Use the other 'Filter Rooms' panel to specify minimum capacity, room types and room features & facilities.

Click 'Apply filters' and your results 'Room' panel will change to reflect rooms that meet your criteria.

The screenshot displays the Microsoft Teams 'Appointment' interface. The top ribbon includes 'Appointment', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Appointment' ribbon has options for 'Delete', 'Forward', 'Appointment', 'Workplace Rooms', 'Workplace Services', 'Teams Meeting', 'Meeting Notes', 'Invite Attendees', 'Show As' (set to 'Busy'), 'Reminder' (15 minutes), 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', and 'Dictate'. The appointment is scheduled for Monday, 06 Jul 2020, from 10:30 AM to 11:00 AM (30 mins) in Dublin, Edinburgh, Lisbon, London. The 'Find Meeting Rooms' panel on the left shows location details with 3 selected regions, sites, buildings, and floors. Below this is a search bar and 'Clear Search'/'Find Rooms' buttons. The 'Filter Rooms' panel allows filtering by room size (Capacity minimum: 4) and room types (General Access, Private Only, Restricted Access, Restricted Room). The 'Rooms' panel lists various rooms, with '1 Basinghall Avenue / Floor 5' selected. The 'View' panel shows a calendar grid with a blue vertical bar at 10:30 AM and pink bars indicating room availability. The 'Room Details' panel shows 'GA-VC Room 9' with a capacity of 5. The 'Added Rooms' panel is empty, showing 'No rooms added to your meeting'. 'Add Room to Meeting' and 'Continue' buttons are at the bottom.

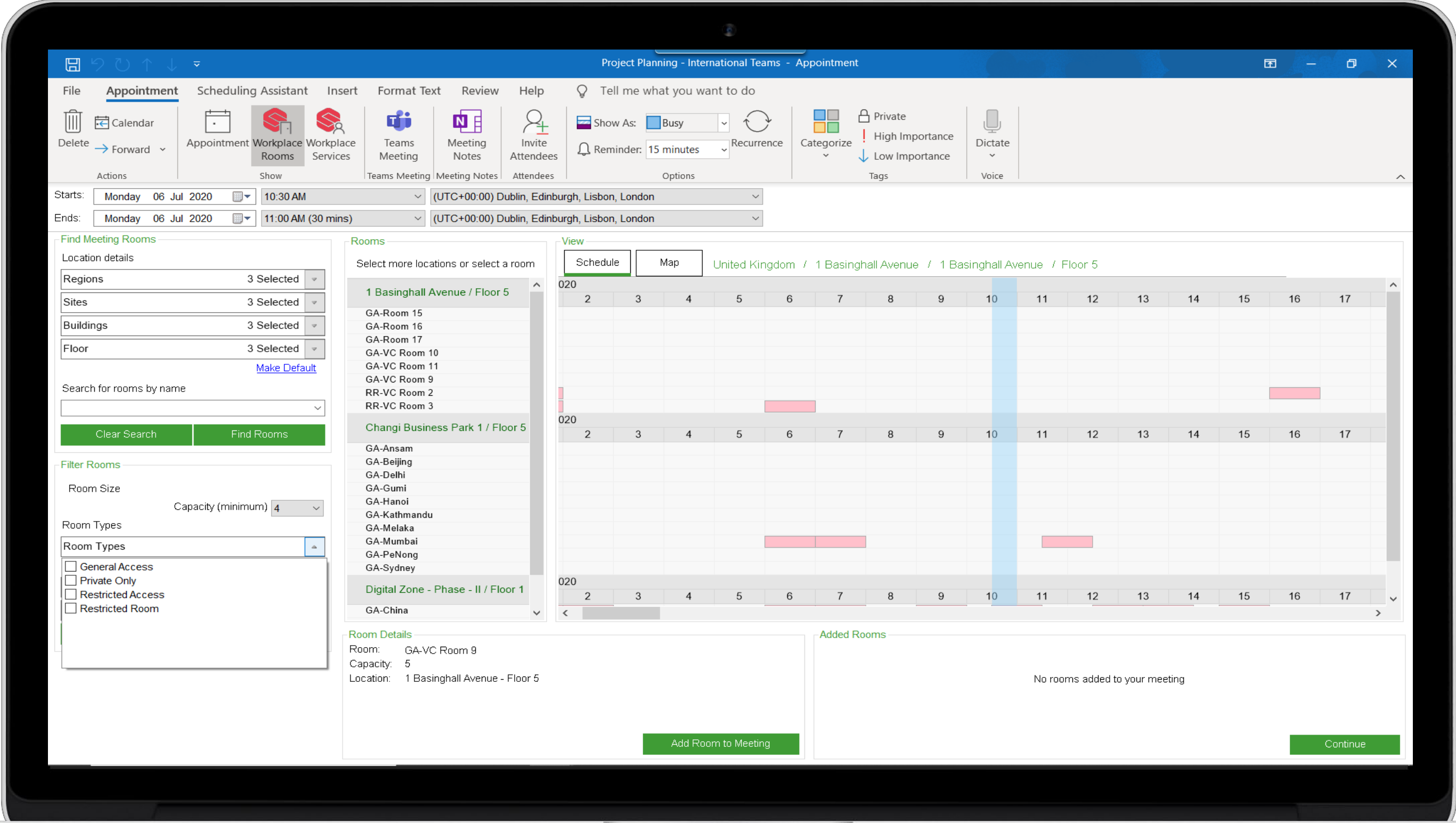
Schedule View

When in Schedule View, the list of 'Rooms' aligns with the timeline. This allows you to compare the availability of all rooms against the schedule.

You can use the scroll bar to navigate up and down the list of rooms. And use the scroll bar in the View panel to navigate through the timeline.

Existing meetings will be denoted by a red block.

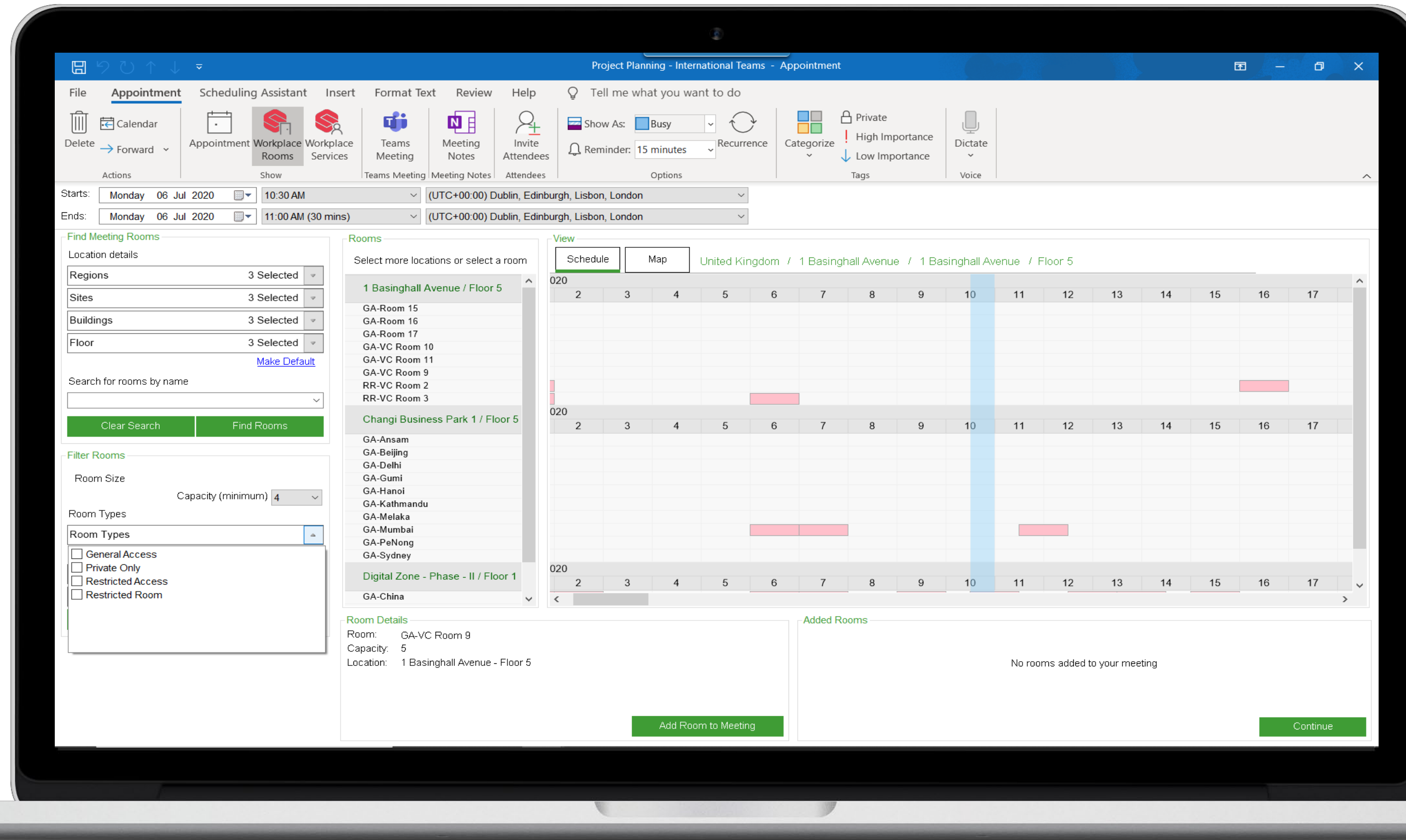
The blue overlay indicates the start time of the meeting, which is pulled through from your initial calendar time slot.



Date & Time

The Date and Time are pulled through from your initial calendar time slot and you can adjust them if required.

Start and end times can be adjusted in 15 minute increments.



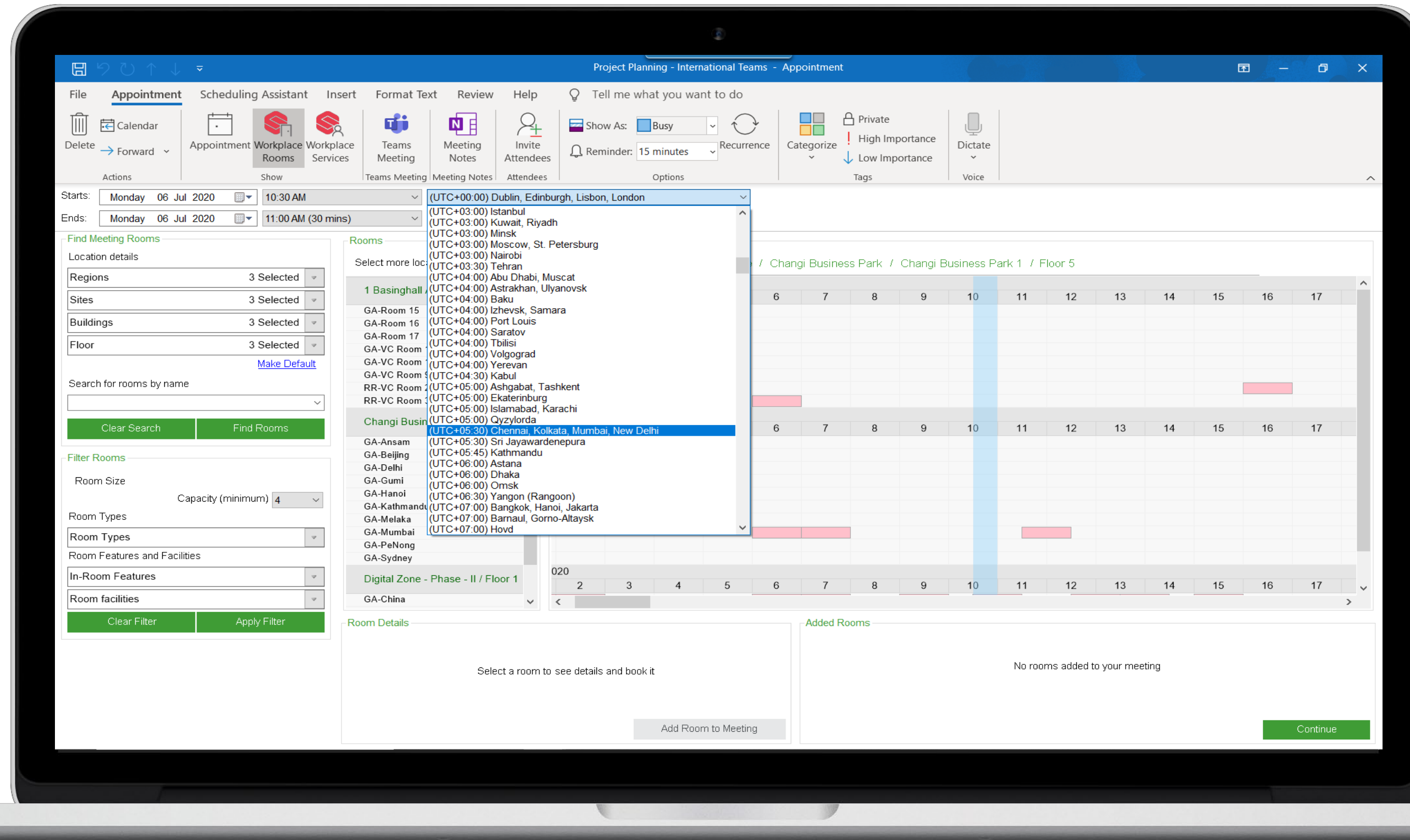
Check Time zones

The time zone feature allows you to compare and align meetings across time zones.

The 'Schedule View' will always display your local time.

1. Change the time zone field to the country you are booking your meeting in.
2. Move the blue overlay to when you want you meeting to start in local time.
3. The time zone field will display the time in the country time zone displayed.

Repeat this for each region you are booking a room in. You will be able to check that the meeting time will fall within your core business hours for all attendees.



Check Time zones

Remember to change your time zone field back to local time if this is the time zone you wish to send your invitation in. It will also appear on the Summary.

The screenshot shows the Microsoft Teams 'Appointment' interface. The title bar reads 'Project Planning - International Teams - Appointment'. The ribbon includes 'Appointment', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Appointment' ribbon has options for 'Delete', 'Forward', 'Appointment', 'Workplace Rooms', 'Workplace Services', 'Teams Meeting', 'Meeting Notes', 'Invite Attendees', 'Show As' (set to 'Busy'), 'Reminder' (15 minutes), 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', and 'Dictate'. The 'Appointment' pane shows 'Starts: Monday 06 Jul 2020 10:30 AM (UTC+00:00) Dublin, Edinburgh, Lisbon, London' and 'Ends: Monday 06 Jul 2020 11:00 AM (30 mins) (UTC+00:00) Dublin, Edinburgh, Lisbon, London'. The 'Find Meeting Rooms' pane on the left has filters for 'Regions', 'Sites', 'Buildings', and 'Floor', all set to '3 Selected'. The 'Filter Rooms' pane shows 'Room Size' with 'Capacity (minimum) 4' and 'Room Types' with 'General Access', 'Private Only', 'Restricted Access', and 'Restricted Room' selected. The 'Rooms' pane lists various rooms, with '1 Basinghall Avenue / Floor 5' selected. The 'View' pane shows a calendar grid for 'United Kingdom / 1 Basinghall Avenue / 1 Basinghall Avenue / Floor 5' with a blue vertical bar at 10:30 AM. The 'Room Details' pane shows 'Room: GA-VC Room 9', 'Capacity: 5', and 'Location: 1 Basinghall Avenue - Floor 5'. The 'Added Rooms' pane shows 'No rooms added to your meeting'. Buttons for 'Add Room to Meeting' and 'Continue' are visible at the bottom.

Choose Rooms

You can hover over the rooms listed in the 'Rooms' list to find out further information about the rooms capacities and features.

Click a room and you can review these details in the 'Room Details' panel below.

You can also click within the blue overlay alongside the room you wish to book.

Click 'Add to meeting' and you will see the room listed in the 'Added Rooms' panel.

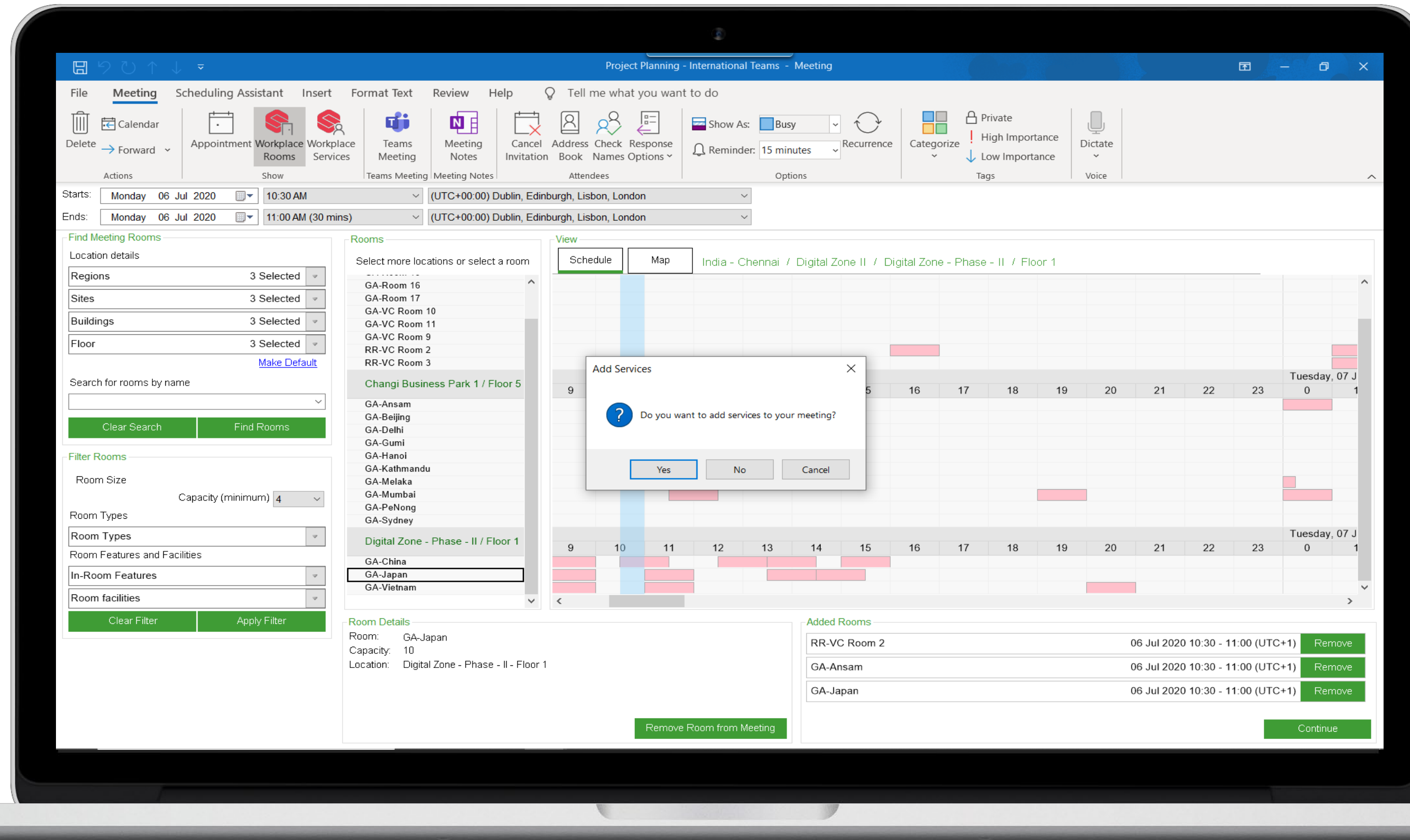
Click 'Continue' to progress the booking.

The screenshot displays the Microsoft Teams Meeting interface. The ribbon at the top includes 'Meeting', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Meeting' tab is active, showing options like 'Delete', 'Forward', 'Appointment', 'Workplace Rooms', 'Workplace Services', 'Teams Meeting', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As', 'Reminder', 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', and 'Dictate'. The meeting details show it starts on Monday, 06 Jul 2020 at 10:30 AM and ends at 11:00 AM (30 mins) in Dublin, Edinburgh, Lisbon, and London. The 'Find Meeting Rooms' panel on the left allows filtering by location details (Regions, Sites, Buildings, Floor) and room features. The 'Rooms' list in the center shows various rooms, with 'GA-Japan' selected. The calendar view on the right shows a blue overlay for the meeting time slot. The 'Room Details' panel at the bottom left shows details for 'GA-Japan' (Capacity: 10, Location: Digital Zone - Phase - II - Floor 1). The 'Added Rooms' panel at the bottom right lists 'RR-VC Room 2', 'GA-Ansam', and 'GA-Japan' with 'Remove' buttons. A 'Continue' button is at the bottom right, and a 'Remove Room from Meeting' button is at the bottom center.

Add Services

Click 'No', if you do not wish to add any further services to your meeting. You will be taken back to the calendar slot to send your invitation.

Click 'Yes' to add further services or equipment to your meeting.

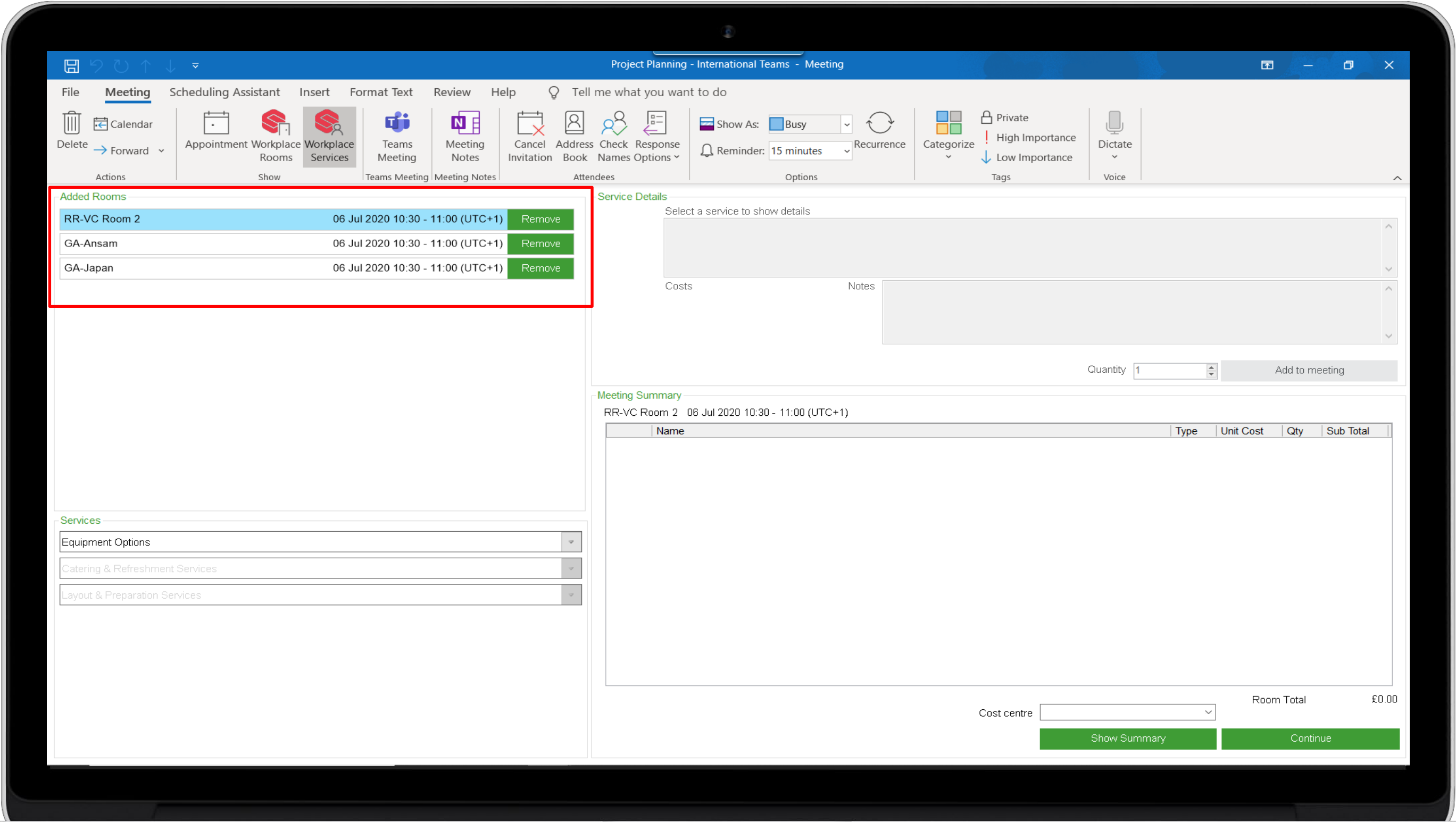


Add Services

Here you must remember to click on the room name. This will highlight it and you will then be able to choose required equipment.

You will be able to view any further details regarding the item and adjust the quantity.

When ordering catering you will also be able to add notes to the service provider. E.g. dietary requirements.

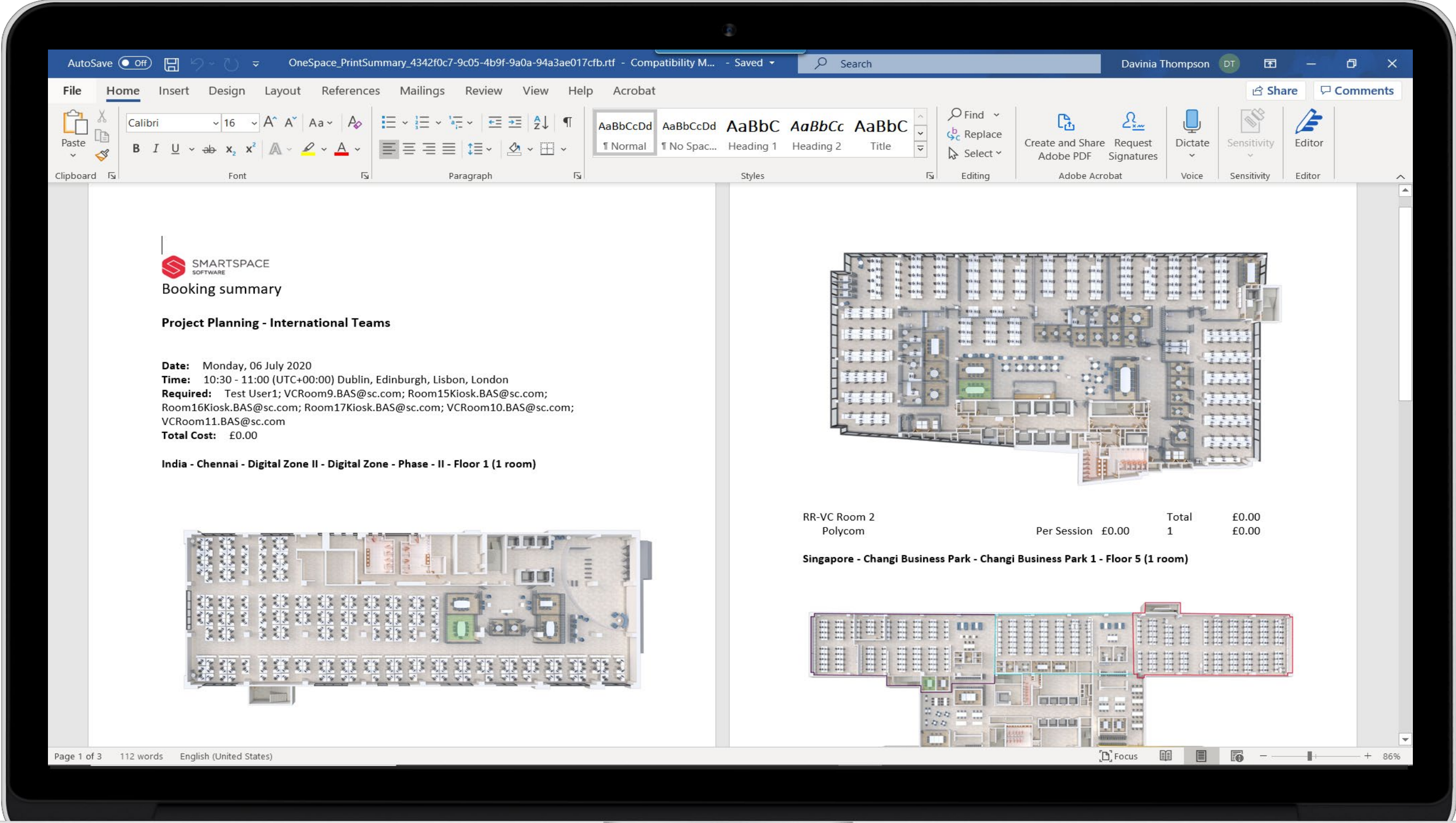


Summary

Ensure you add a cost code for any items that carry an additional charge.

You can view a summary of your booking, which will include floor plans and costs of items added.

The time zone will also be displayed. So it is important to leave the time zone field set to the time zone you want displayed on the summary and the calendar invite.



Send Invitation

You can now complete your calendar invite as you usually would.

Your attendees will receive email notification as usual.

You will receive notification from the meeting rooms booked that your booking has been accepted.

The screenshot shows the Outlook 'Meeting' window for a meeting titled 'Project Planning - International Teams'. The window includes a ribbon with tabs for 'Meeting', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Meeting' tab is active, showing options for 'Appointment', 'Workplace Rooms', 'Workplace Services', 'Teams Meeting', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As' (set to 'Busy'), 'Reminder' (15 minutes), 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', and 'Dictate'. A notification at the top states: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The meeting details are as follows:

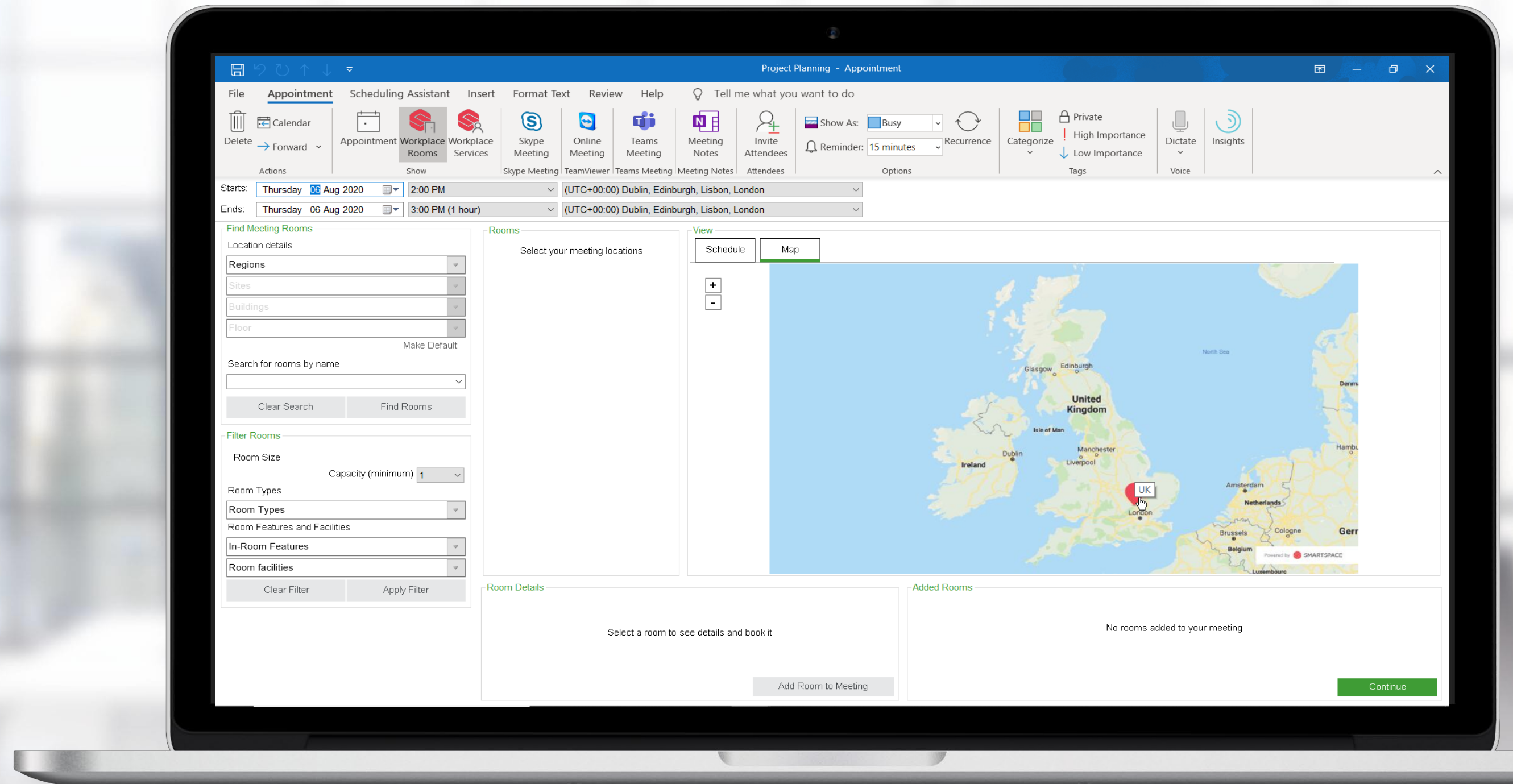
- Title:** Project Planning - International Teams
- Required Attendees:** VCRoom9.BAS@sc.com; Room15Kiosk.BAS@sc.com; Room16Kiosk.BAS@sc.com; Room17Kiosk.BAS@sc.com; VCRoom10.BAS@sc.com; VCRoom11.BAS@sc.com; RR-VC-Room2; GA-Japan; Ansan.SCBChan
- Optional Attendees:** (None listed)
- Start time:** Mon 06/07/2020, 10:30, Dublin, Edinburgh, Lisbon. All day, Time zones
- End time:** Mon 06/07/2020, 11:00, Dublin, Edinburgh, Lisbon. [Make Recurring](#)
- Location:** RR-VC-Room2; GA-Japan; Ansan.SCBChan

A 'Recent People' sidebar is visible on the right, listing:

- Juilee Kulkarni (jkulkarni@exmmx.onespace.co.uk)
- GA-China (ga-china@exmmx.onespace.co.uk)
- GA-Meeting Room 7 (ga-meetingroom7@exmmx.onespace.co.uk)
- GA-Hong Kong (ga-hong-kong@exmmx.onespace.co.uk)
- RR-Boardroom (rr-boardroom@exmmx.onespace.co.uk)

The status bar at the bottom indicates the meeting is in a 'Shared Folder' and is part of the 'Calendar'.

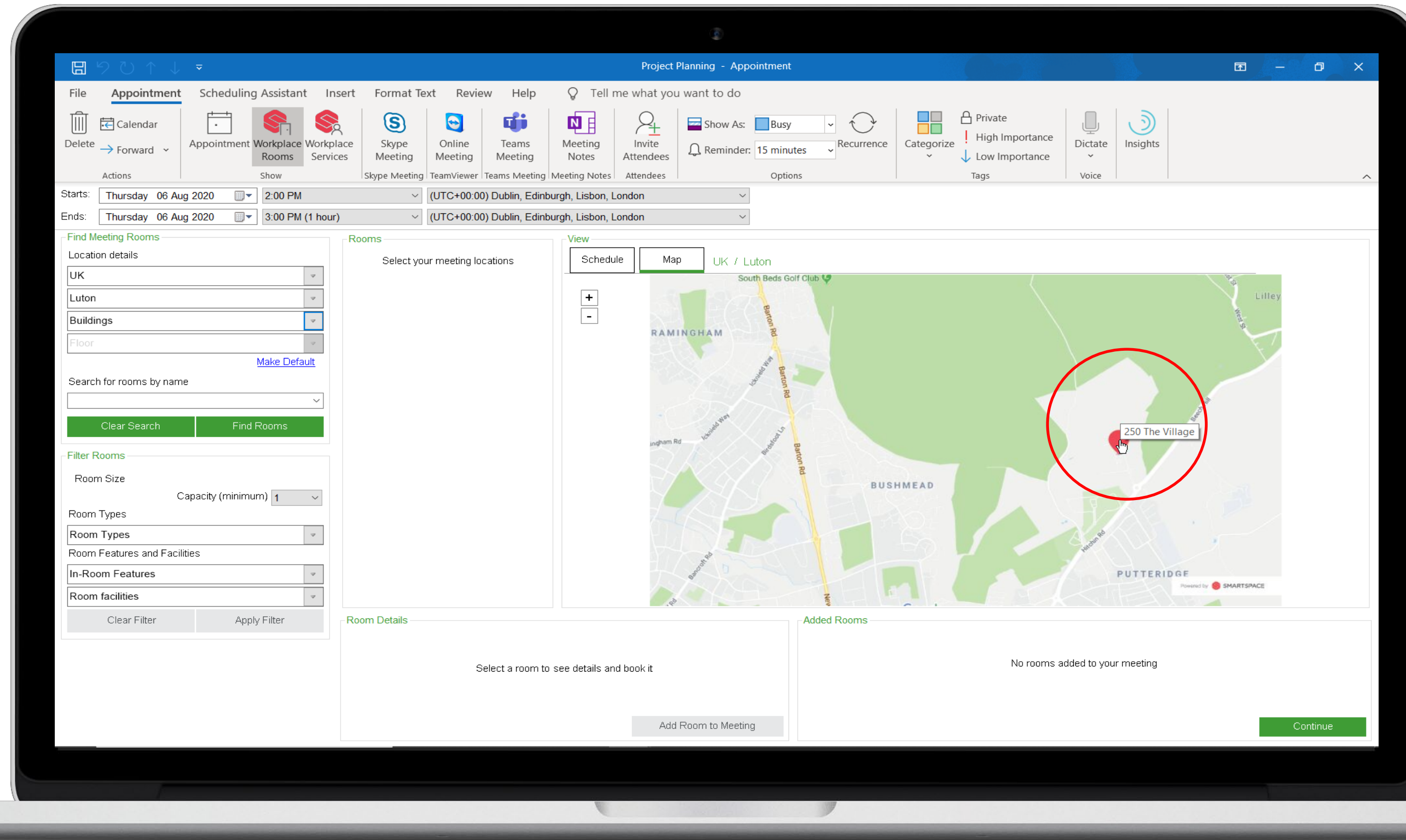
Booking a Single Meeting Room Via Map View



Filter by locations

Use the interactive Map to find your location.

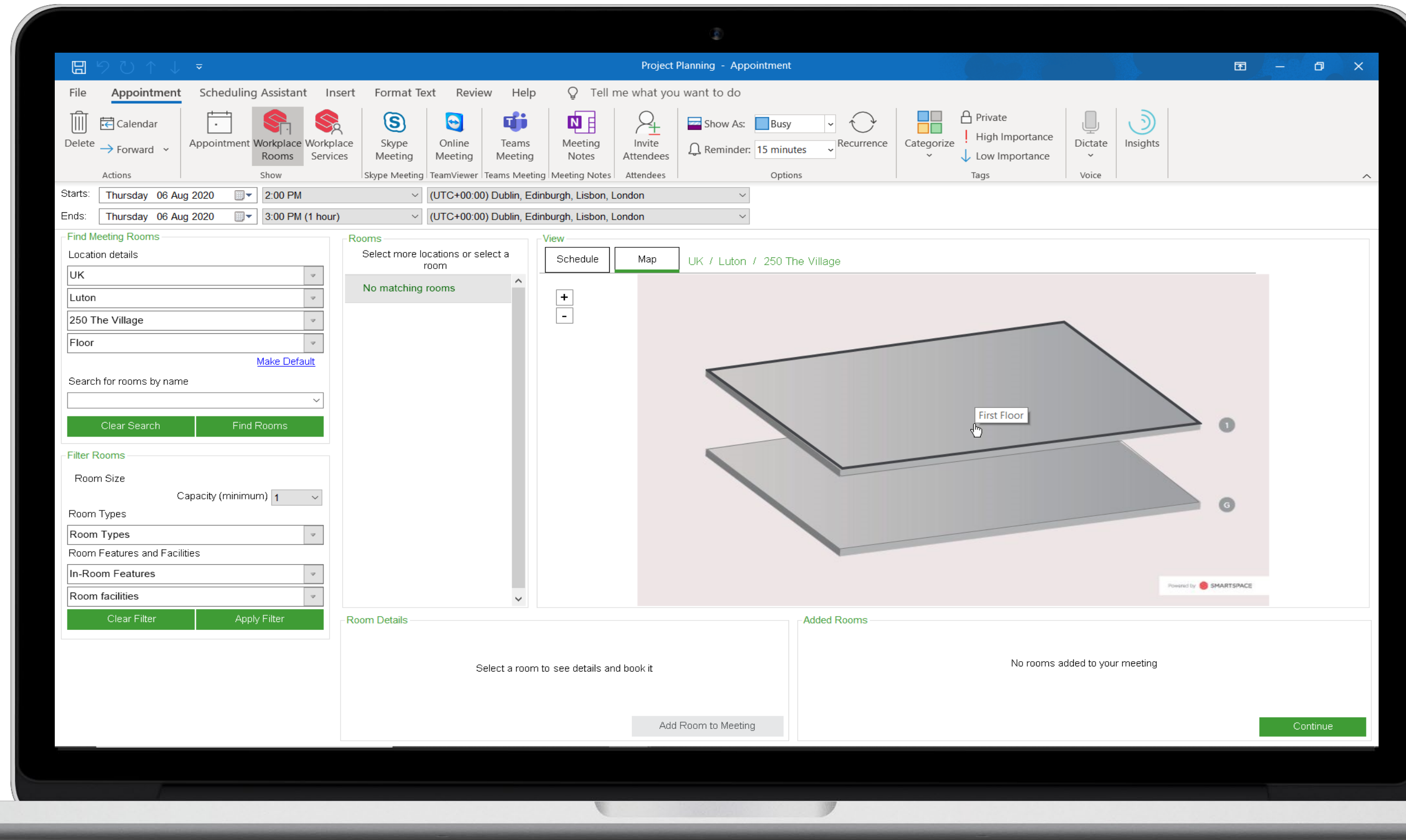
Click on the pinpoint to select your Region,
then Site and Building.



Filter by locations

Region and site are mandatory. You can also use the map to pinpoint a building and a floor within that building.

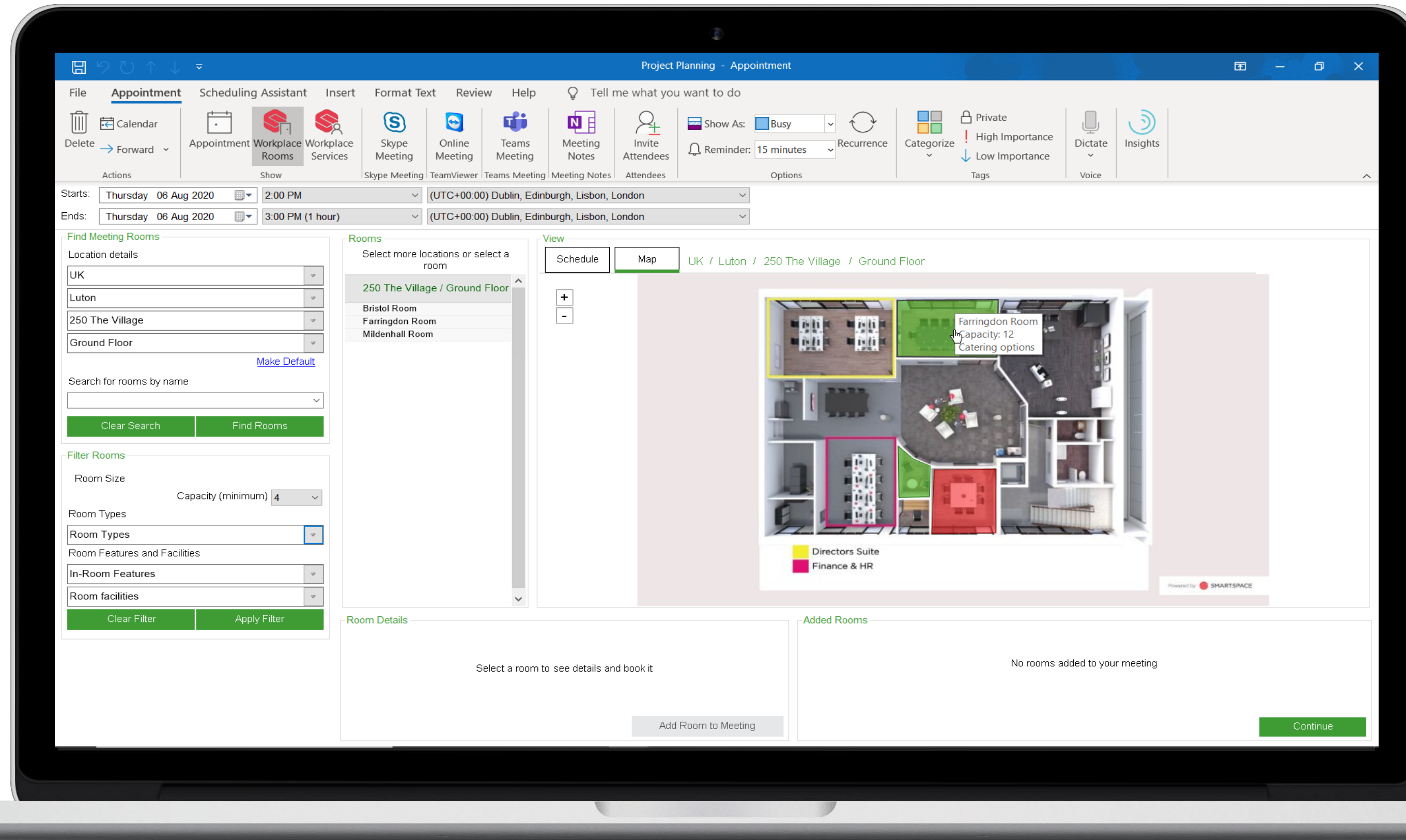
Once you have selected a floor you can then see the availability of rooms on that floor.



Filter by Features

Use the 'Filter Rooms' panel to specify minimum capacity, room types and room features & facilities.

Click 'Apply filters' and your results 'Room' panel will change to reflect rooms that meet your criteria.



Choose Room

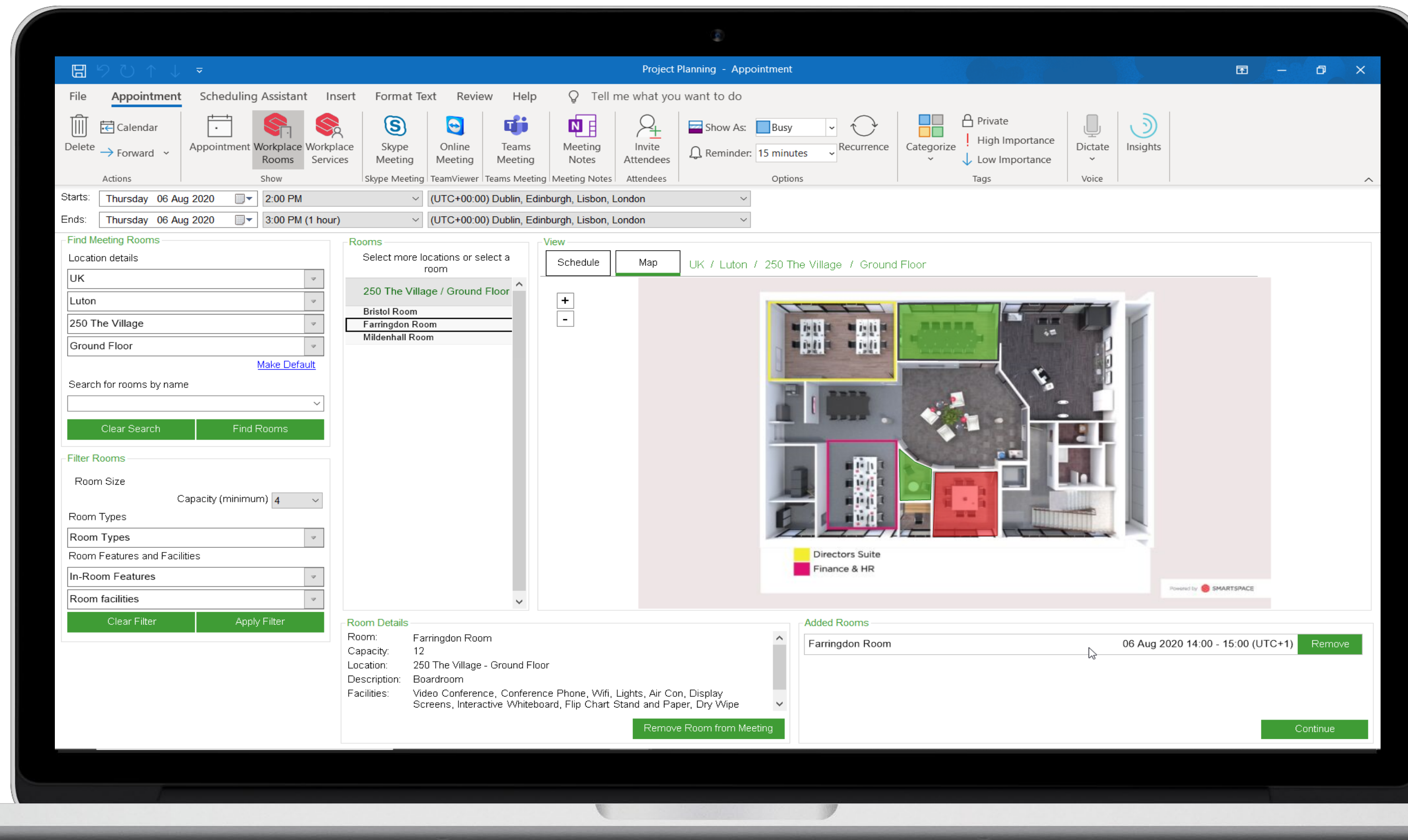
You can hover over the rooms listed in the 'Rooms' list to find out further information about the rooms capacities and features.

Click a room and you can review these details in the 'Room Details' panel below.

You can also click the room on the floorplan to review the details of the room in 'Room Details'.

Click 'Add to meeting' and you will see the room listed in the 'Added Rooms' panel.

Click 'Continue' to progress the booking



Send Invitation

You will have the option to add services to the room as previously detailed.

Send meeting invite as usual.

