

PLAZA DEL PASO CONFERENCE ROOMS AVAILABILITY AND SCHEDULING THROUGH OUTLOOK

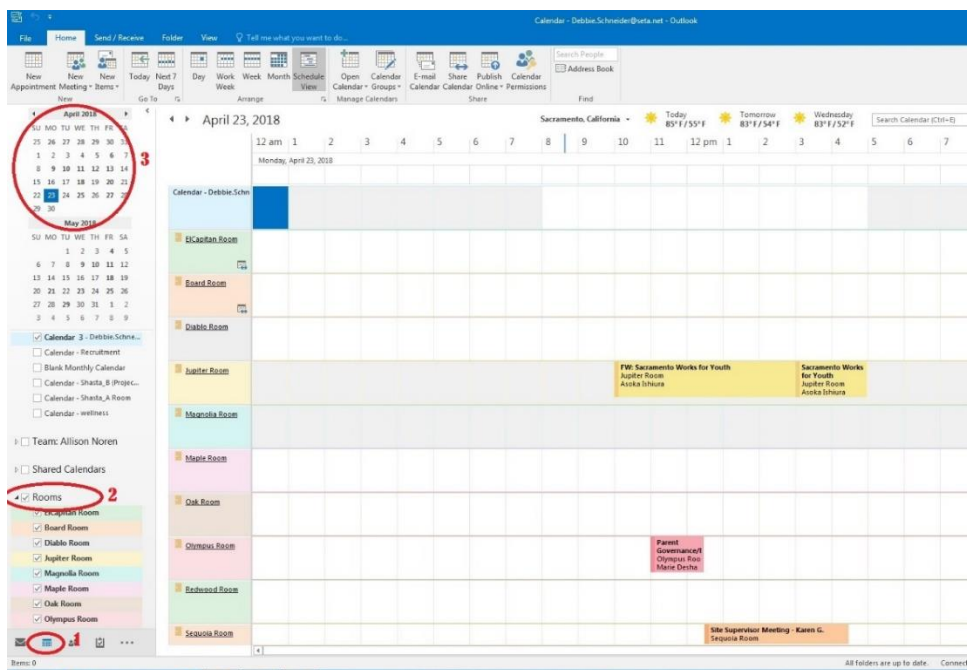
All conference room scheduling for Plaza Del Paso is centralized utilizing Microsoft Outlook. This will allow staff to view the availability of, request reservations for, determine where meetings are being held, and centralize the scheduling of the Conference Rooms. (Note: The Board Room can be reserved through Outlook, but if the group using the room is new to SETA, they want a special configuration of the board room, or they require the electronic system to be powered up, you will need to contact Nancy Hogan @ (916) 263-3827 or Nancy.Hogan@seta.net with the details. If the group is one of SETA's board meetings or they are a 'repeat customer' and are not in need of special set-ups, the Outlook reservation is sufficient).

Below are step by step directions to reserve a conference room through the Outlook Calendar. If you need assistance please contact Rachel Sattel @ (916) 263-6677 or at Rachel.Sattel@seta.net, Samantha Smith @ (916) 263-4621 or Samantha.Smith@seta.net, Jennifer Jacobs @ 263-4068 or Jennifer.Jacobs@seta.net, Brittany Allen @ (916) 263-5124 or Brittany.Allen@seta.net, and Wendy Tanner @ (916) 263-5660 or Wendy.Tanner@seta.net.

DIRECTIONS:

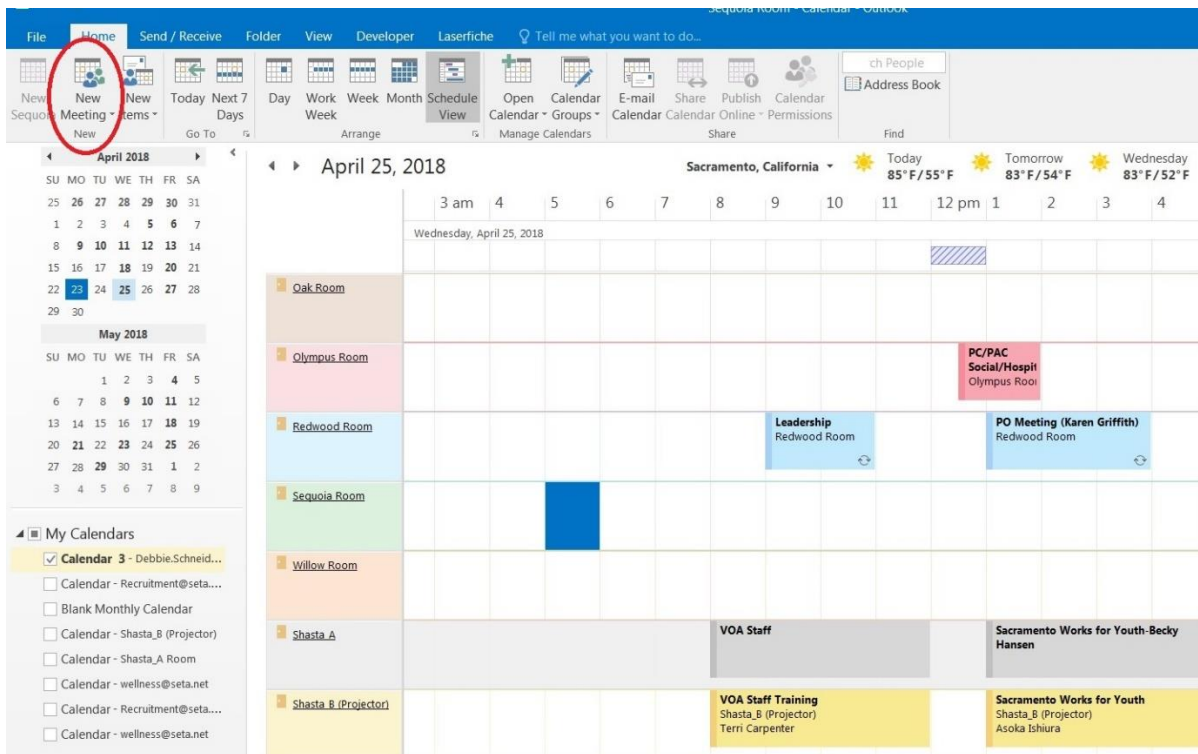
To reserve a room open Outlook.

1. Open the calendar by selecting the calendar icon at the bottom (see #1 below).
2. Check the box for rooms to select all the conference rooms (see #2 below).
3. Select your date on the calendar (see #3 below).

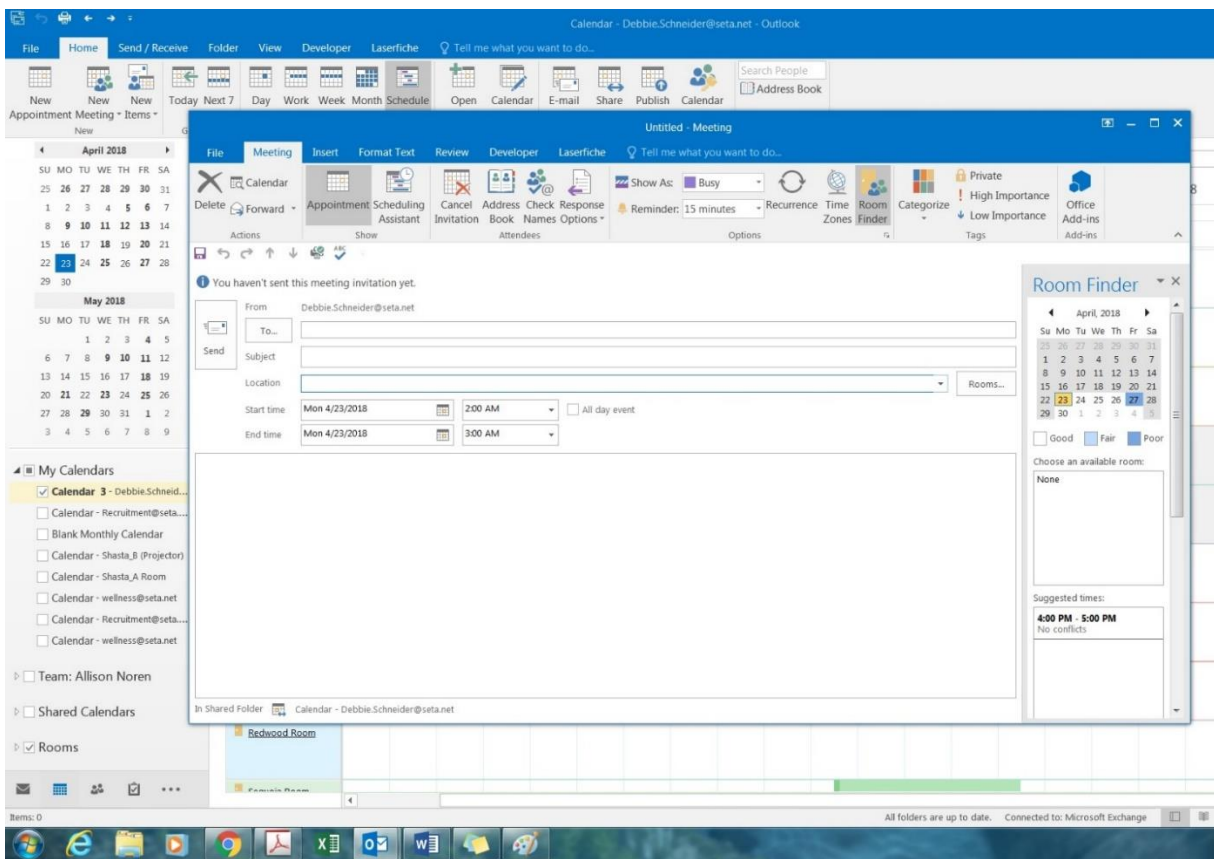


Once you do this your view will change to the Schedule View so you can see all of the conference rooms and their availability on the day you have chosen. You will also see rooms that have already been booked. They are designated as a bar across the time frame they have been reserved.

4. Next select New Meeting at the top of your screen:



The following new screen will open for scheduling your meeting:



5. You will complete the form by selecting the following:
 - a. To: The name of the conference room i.e., Diablo Room, and all attendees to meeting.

- b. Subject: Indicate whether it is an internal or external meeting by starting the subject line with either INT- or EXT-. These designations tell the reception desk to be welcoming external attendees to the meeting and then the name of the meeting. The meeting should have one standardized name that is being communicated to all attendees.
- c. Location: Type the name of the conference room again, i.e., Diablo Room, or click on the Rooms button and a drop down list will appear with all available conference rooms including the room capacity.
- d. Date: Select the starting and ending date of the reservation.
- e. Time: Select the time for the meeting. ****DO NOT SELECT ALL DAY**** If your meeting will last the entire date, put 8-5.
- f. If the meeting is an external meeting meaning attendees not located at the 925 Del Paso office will be in attendance, you will need to attach the completed conference room reservation form which can be found at: K:\Conference Rooms\Conference Room Scheduling Form.pdf, and submit the form along with your request (see below).

Conference Room Scheduling Form.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

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Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients.

Seta Sacramento Employment and Training Agency

Conference Room Scheduling
"Only needed if there will be external participants or food delivery"

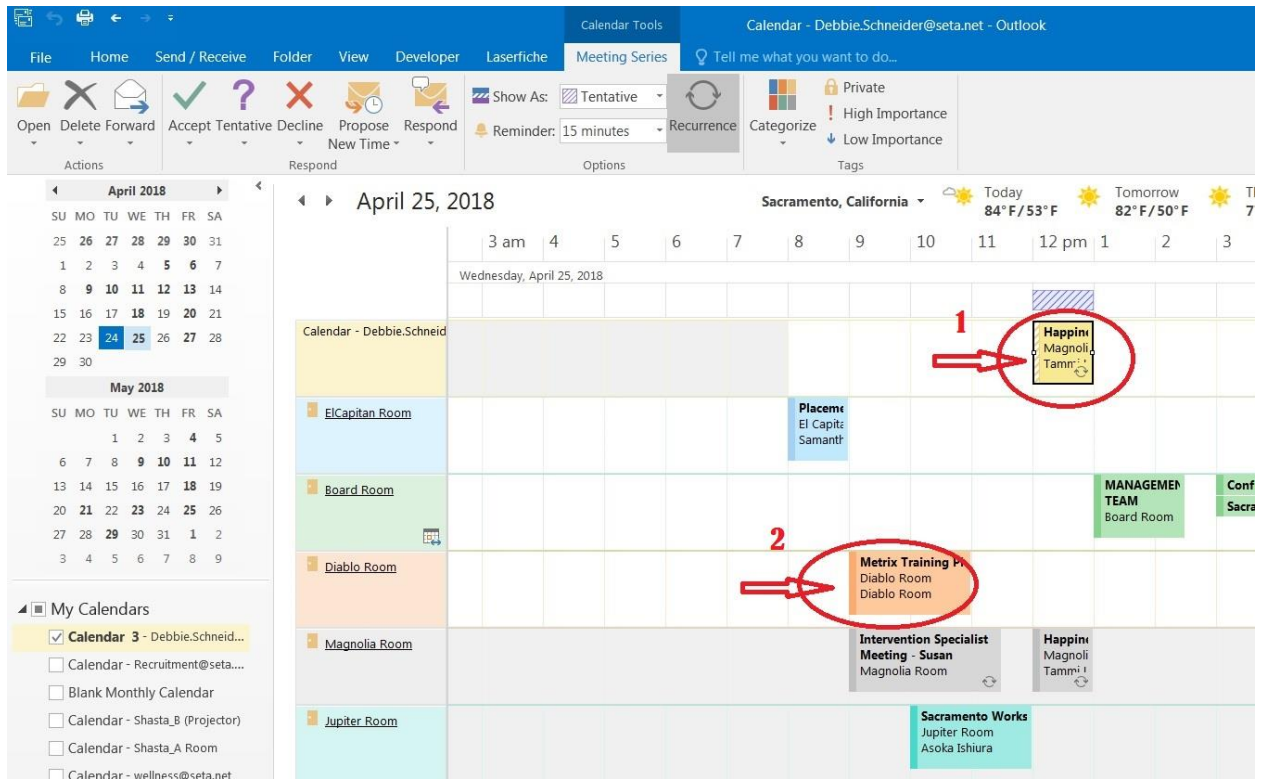
1. Name of Meeting: _____
(Name that has been communicated to all attendees via email/phone/in person)
2. Date of Meeting: _____
3. Name of Room Booked: Aspen A & B
4. Time of Actual Meeting: _____ More than one session? Yes No
 a. If yes, what time(s) are next session(s)? _____
5. Number of external attendees expected: _____
6. Participants include: Offsite SETA Staff Non-SETA Participants
7. Staff Contact: _____ Phone # _____
(This person can answer questions about this meeting request)
8. Meeting Leader: _____ Phone # _____
(i.e. Trainer/Presenter)
9. Escort Person: _____ Phone # _____
(This person will come to lobby to escort attendees to meeting room)
10. Back-up Escort Person: _____ Phone # _____
11. Do front doors need to be unlocked before 8am? Yes No
 a. If yes, what time? _____
12. Do internal doors need to be unlocked? Yes No
 a. If yes, which door(s)? _____
13. Will there be a food delivery? Yes No
 a. If yes, what time? _____
 b. Staff Contact when food arrives? _____ Phone # _____

"PLEASE COPY IRIS TRASK & STEPHANY MURPHY ON MEETING REQUEST"

Clear Form

This form is necessary to provide important data to the Reception Desk for directing meeting attendees, knowing who is responsible for the meeting, and other important details.

- g. Upon completing the form, attach it to the room request and copy Iris Trask and Stephany Murphy. Submit the request.
- h. Upon receipt of the request Outlook generates an automatic email stating your request has been received and the request appears on the calendar temporarily reserving the space. The temporary designation is a striped bar on the left side of the reservation (see #1 below).
- i. Once the reservation is confirmed by the appropriate conference room scheduler you will receive a final email stating that your reservation has been confirmed. On the room calendar the reservation changes to confirmed. The confirmed designation is a solid bar on the left side of the reservation (see #2 below).



6. CANCELLING A MEETING. When you need to cancel a meeting, please ensure that you send a cancellation notice to the conference room from the reservation you made.
 - a. Go to your calendar and select the meeting on your calendar (see #1 below).
 - b. Double-click to open the meeting.
 - c. Select cancel meeting in the upper left corner of the reservation (see #2 below).
 - d. The meeting reservation goes to the scheduler who accepts the cancellation and the meeting is removed from the calendar.
 - e. The room is now available for other meetings.

