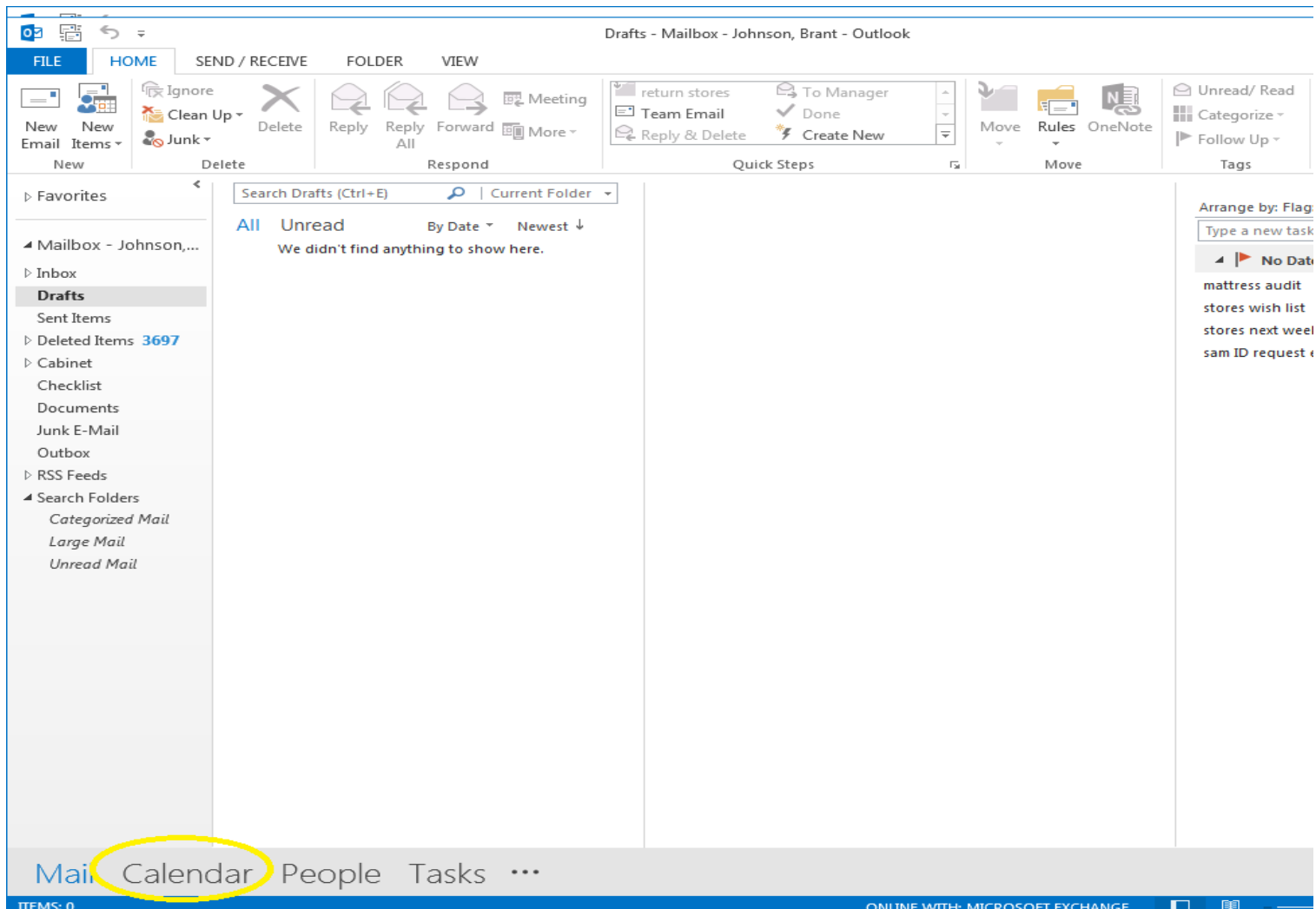


STEP 1:

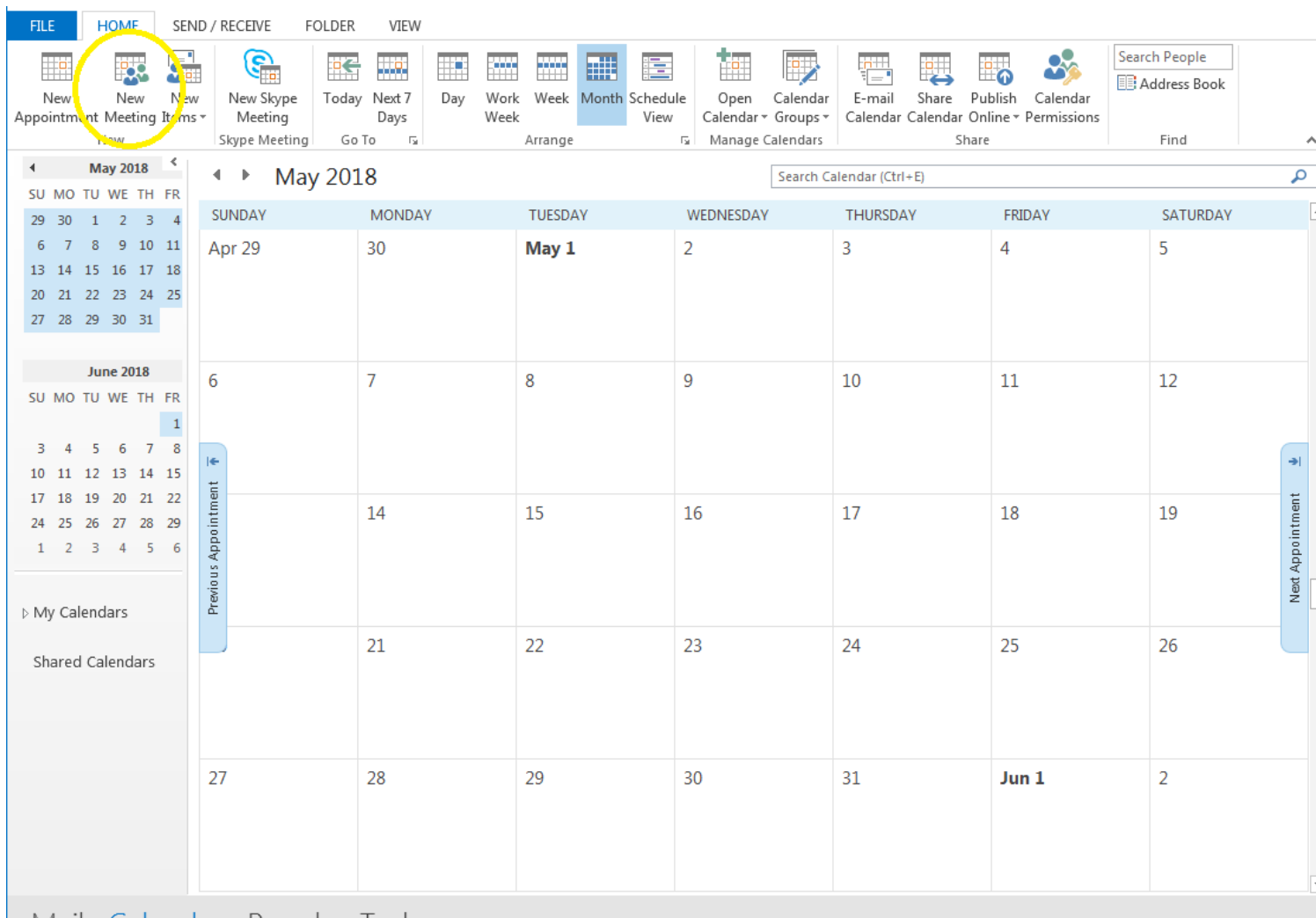
Open your full client Outlook email. Select Calendar at the bottom of the email program.



The screenshot shows the Microsoft Outlook interface. At the bottom of the window, there is a navigation bar with the following items: Mail, Calendar, People, Tasks, and a menu icon (three dots). The 'Calendar' item is circled in yellow. The main area of the interface shows the 'Drafts' folder selected in the left-hand pane. The central pane displays a search bar and a message list with the text 'We didn't find anything to show here.' The right-hand pane shows a task list with items like 'mattress audit', 'stores wish list', 'stores next weel', and 'sam ID request t'. The top ribbon includes tabs for FILE, HOME, SEND / RECEIVE, FOLDER, and VIEW, with various action buttons like New, Reply, Forward, and Move.

STEP 2:

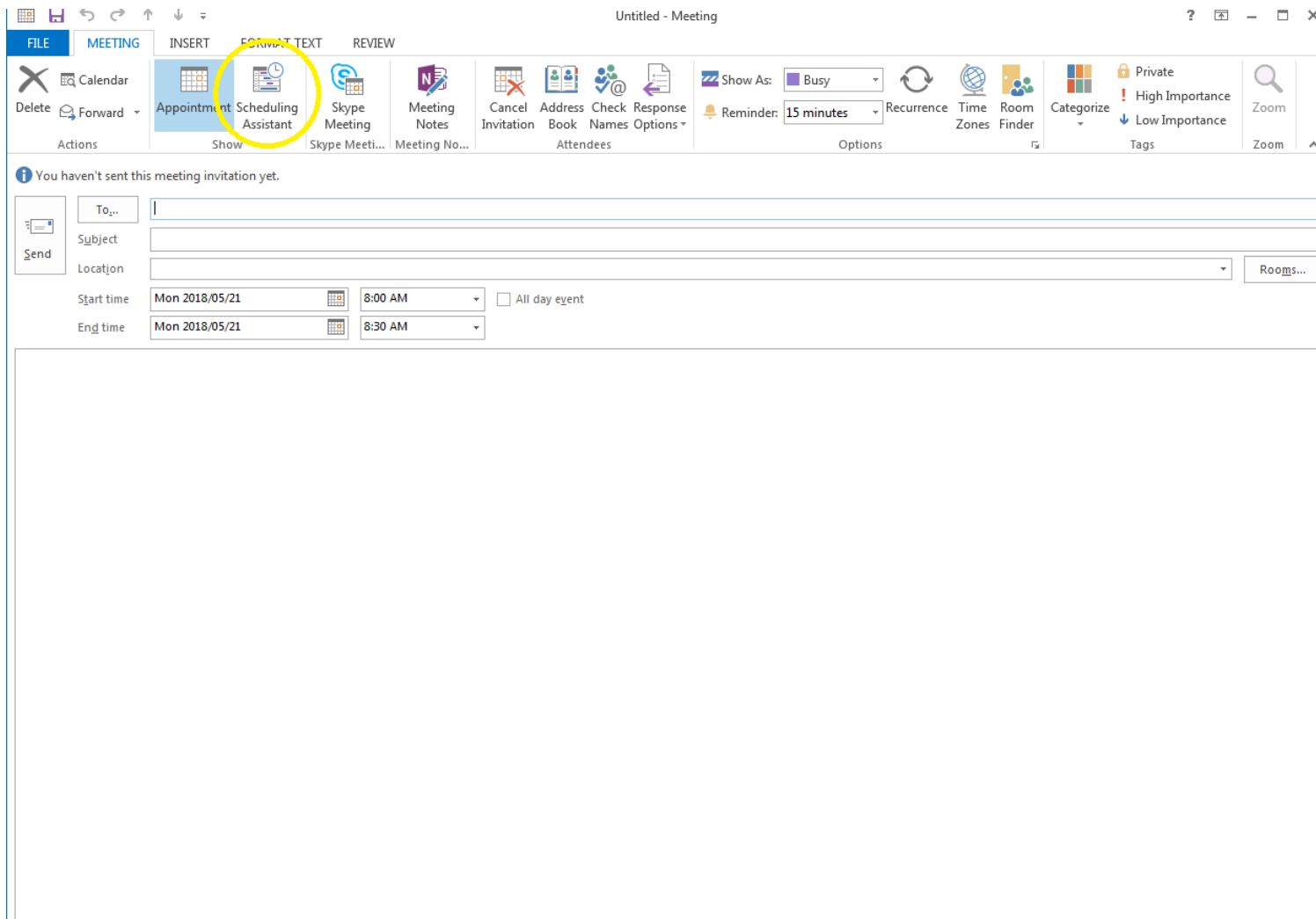
Select New Meeting.



The screenshot shows the Microsoft Outlook interface. The ribbon is set to 'HOME' and the 'CALENDAR' group is active. The 'New Meeting' button, represented by a calendar icon with a plus sign, is circled in yellow. Other buttons in the ribbon include 'New Appointment', 'New Meeting Items', 'New Skype Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Online', 'Calendar Permissions', 'Search People', and 'Address Book'. Below the ribbon, the calendar view is set to 'Month' for May 2018. A search bar for the calendar is visible at the top right of the calendar area. The calendar grid shows dates from April 29 to June 2, with May 1 and June 1 highlighted. Navigation buttons for 'Previous Appointment' and 'Next Appointment' are visible on the left and right sides of the calendar grid respectively.

STEP 3:

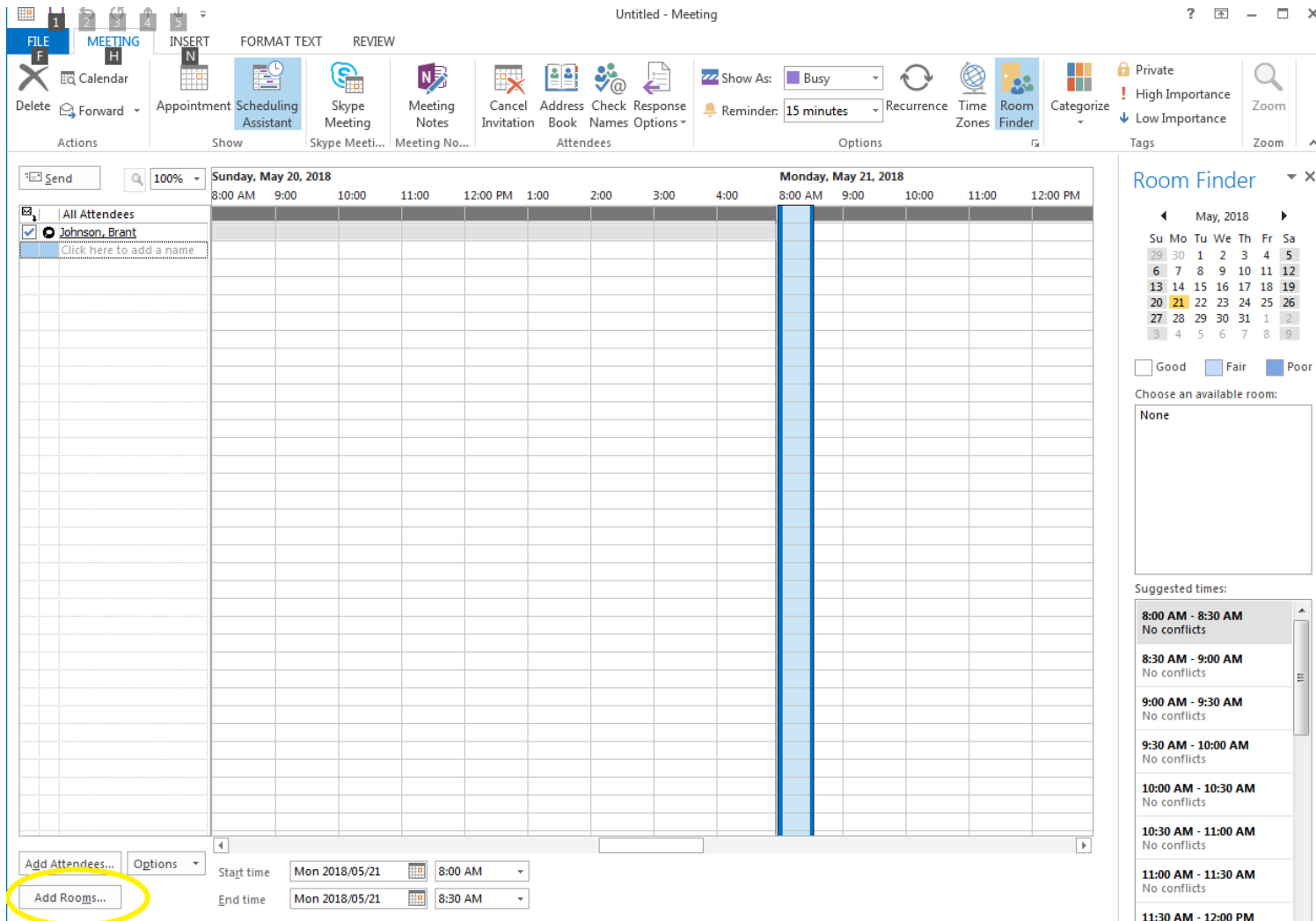
Select Scheduling Assistant.



The screenshot shows the Microsoft Outlook 'Meeting' ribbon. The 'Scheduling Assistant' button is circled in yellow. Below the ribbon, the meeting invitation form is visible, including fields for 'To...', 'Subject', 'Location', 'Start time', and 'End time'. The start time is set to 'Mon 2018/05/21 8:00 AM' and the end time is 'Mon 2018/05/21 8:30 AM'. A 'Rooms...' button is located to the right of the location field.

STEP 4:

To view room availability select Add Rooms in the lower left of the screen.



The screenshot shows the Microsoft Meeting application window titled "Untitled - Meeting". The interface includes a ribbon with tabs for FILE, MEETING, INSERT, FORMAT TEXT, and REVIEW. The MEETING tab is active, showing options like Calendar, Appointment, Scheduling Assistant, Skype Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, and Response Options. The main area is a calendar grid for Sunday, May 20, 2018, and Monday, May 21, 2018. The time slots range from 8:00 AM to 12:00 PM. A vertical blue bar highlights the 8:00 AM slot on Monday, May 21, 2018. On the right side, the "Room Finder" panel is open, displaying a calendar for May 2018 and a list of suggested times with "No conflicts" for each slot. At the bottom left, the "Add Attendees..." and "Add Rooms..." buttons are visible, with "Add Rooms..." circled in yellow. The bottom status bar shows the start time as "Mon 2018/05/21 8:00 AM" and the end time as "Mon 2018/05/21 8:30 AM".

STEP 5:

Central Room Booking is not responsible for all the rooms listed in the pop up dialogue box that will appear in Step 6. The rooms controlled by Central Room booking are as follows:

#CDHA-Room 5110 Dickson Building

#CDHA-Room 5132 Dickson Building

#CDHA-Room 5133 Dickson Building

#CDHA-Room 929 Centennial Building

#CDHA-Room Auditorium Victoria Building

#CDHA-Room Ballroom Bethune Building

#CDHA-Room 44 Bethune Building

#CDHA-Room 378 Bethune Building

#CDHA-Room Education 1 Rehab Building

#CDHA-Room Education 2 Rehab Building

#CDHA-Room Royal Bank Theatre Halifax Infirmary Building

#CDHA-Room 1243 Halifax Infirmary Building

#CDHA-Room 5168 Halifax Infirmary Building

#CDHA-Room 4029 Abbie J Lane Building

#CDHA-Room 4072 Abbie J Lane Building

#CDHA-Room 1613A Veterans Memorial Building

#CDHA-Room 1613B Veterans Memorial Building

#CDHA-Room 2655 Veterans Memorial Building

#CDHA-Room Cafeteria Dartmouth General

#CDHA-Room 1608 Board Room Dartmouth General

#CDHA-Room Lecture Hall Hugh Bell Building NSH

#CDHA-Room B22 Purdy Building NSH

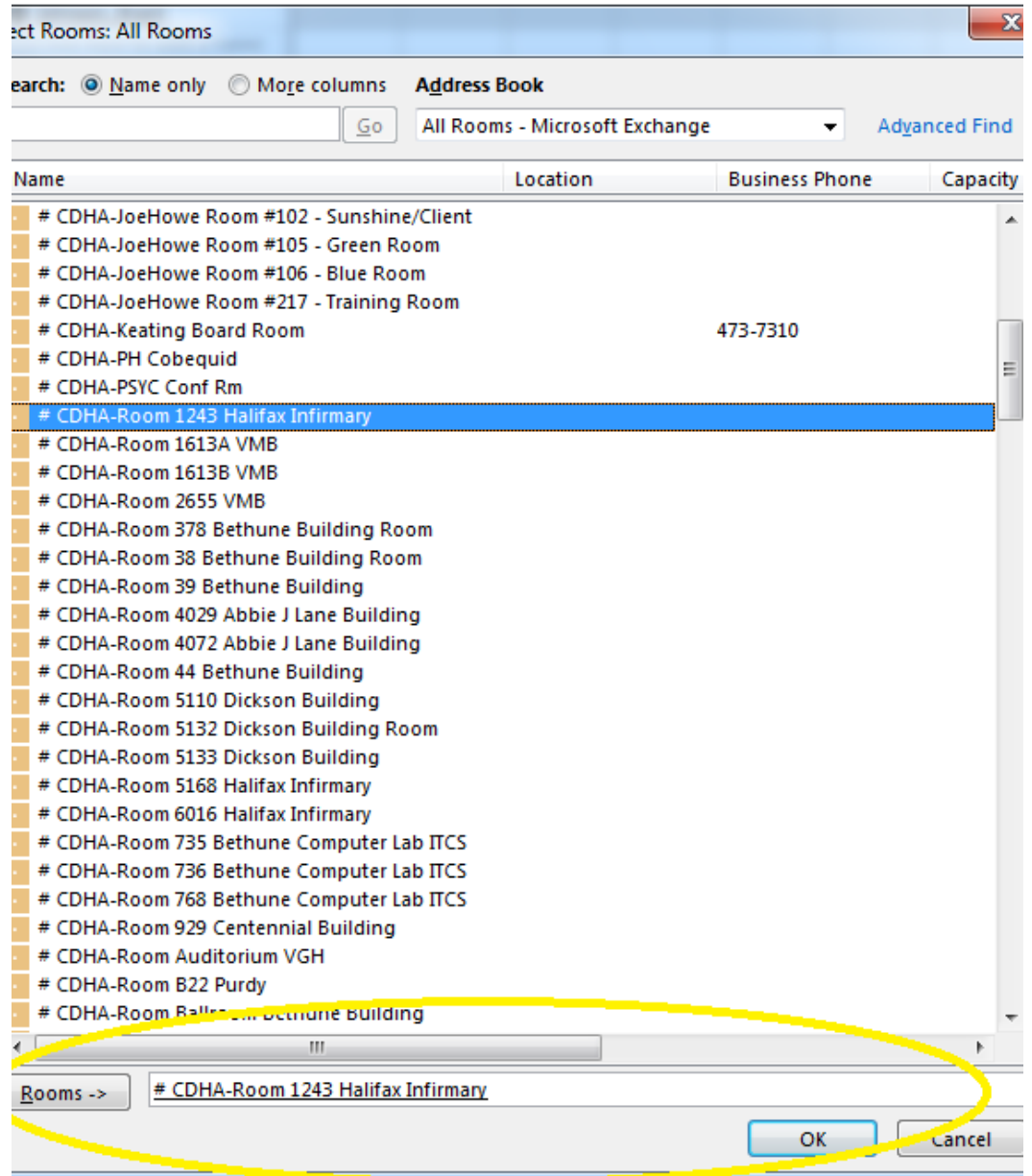
#CDHA-Room Classroom A Mount Hope NSH

#CDHA-Room Classroom B/C Mount Hope NSH

#CDHA-Room Conference Room 2 Mount Hope NSH

STEP 6:

Double click the room that you want to check the availability for. It will appear in the Rooms field at the bottom of the pop up dialogue box. Select OK.



Selected Rooms: All Rooms

Search: Name only More columns **Address Book**

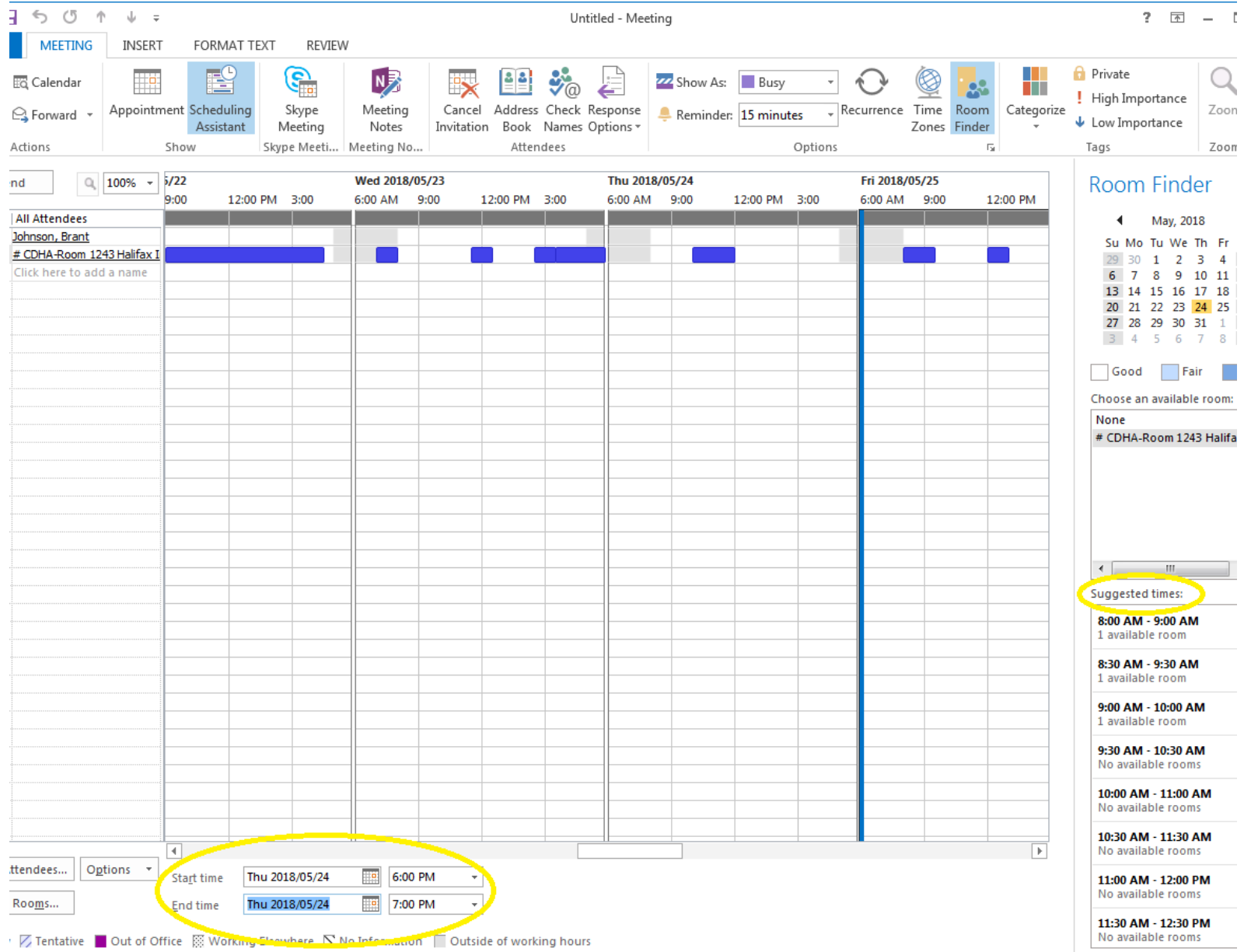
All Rooms - Microsoft Exchange

Name	Location	Business Phone	Capacity
# CDHA-JoeHowe Room #102 - Sunshine/Client			
# CDHA-JoeHowe Room #105 - Green Room			
# CDHA-JoeHowe Room #106 - Blue Room			
# CDHA-JoeHowe Room #217 - Training Room			
# CDHA-Keating Board Room		473-7310	
# CDHA-PH Cobequid			
# CDHA-PSYC Conf Rm			
# CDHA-Room 1243 Halifax Infirmary			
# CDHA-Room 1613A VMB			
# CDHA-Room 1613B VMB			
# CDHA-Room 2655 VMB			
# CDHA-Room 378 Bethune Building Room			
# CDHA-Room 38 Bethune Building Room			
# CDHA-Room 39 Bethune Building			
# CDHA-Room 4029 Abbie J Lane Building			
# CDHA-Room 4072 Abbie J Lane Building			
# CDHA-Room 44 Bethune Building			
# CDHA-Room 5110 Dickson Building			
# CDHA-Room 5132 Dickson Building Room			
# CDHA-Room 5133 Dickson Building			
# CDHA-Room 5168 Halifax Infirmary			
# CDHA-Room 6016 Halifax Infirmary			
# CDHA-Room 735 Bethune Computer Lab ITCS			
# CDHA-Room 736 Bethune Computer Lab ITCS			
# CDHA-Room 768 Bethune Computer Lab ITCS			
# CDHA-Room 929 Centennial Building			
# CDHA-Room Auditorium VGH			
# CDHA-Room B22 Purdy			
# CDHA-Room Ballroom Bethune Building			

Rooms -> # CDHA-Room 1243 Halifax Infirmary

STEP 7:

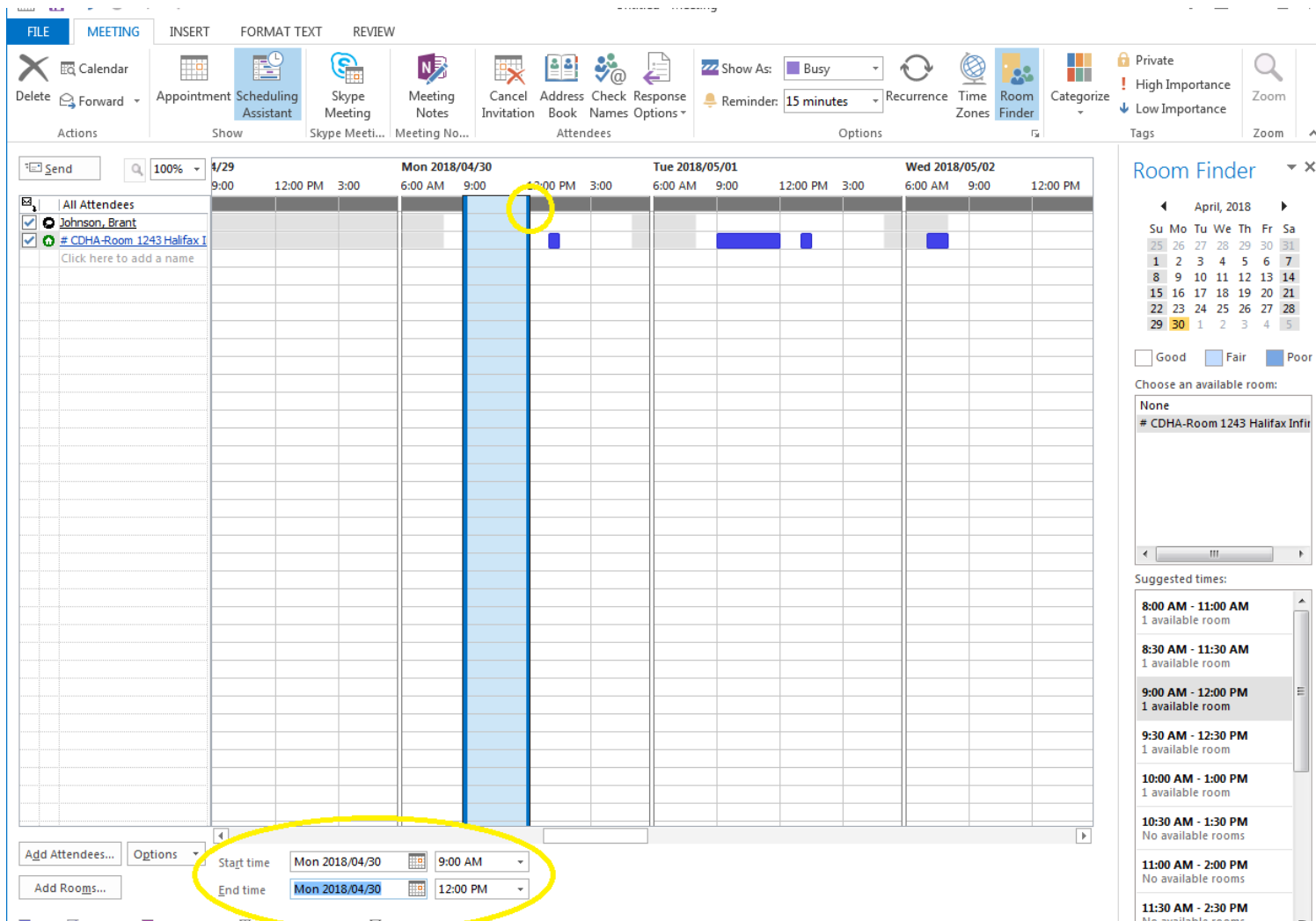
To select the Date/Time needed you can either use the scroll bar at the bottom of the calendar or select the Date/Time by using the Start Time and End Time calendars at the bottom of the page. Any times that are blocked out indicate the room is booked for that Date/Time. The grey indicates times outside of normal business hours, the rooms may still be booked during those times. You can also see a snapshot of the times the room is booked in the lower right of the screen under the Suggested Times heading.



The screenshot displays the 'Untitled - Meeting' interface. The main area is a calendar grid for May 2018, showing room availability for 'CDHA-Room 1243 Halifax I'. The grid is divided into columns for Wednesday (May 23) and Thursday (May 24). A blue vertical line is positioned on Thursday, May 24, at 6:00 PM. The 'Room Finder' sidebar on the right shows a calendar for May 2018 with the 24th highlighted. Below the calendar, it lists 'Suggested times' with options like '8:00 AM - 9:00 AM' (1 available room) and '8:30 AM - 9:30 AM' (1 available room). At the bottom, the 'Start time' and 'End time' fields are set to 'Thu 2018/05/24' at '6:00 PM' and '7:00 PM' respectively, both circled in yellow.

STEP 8:

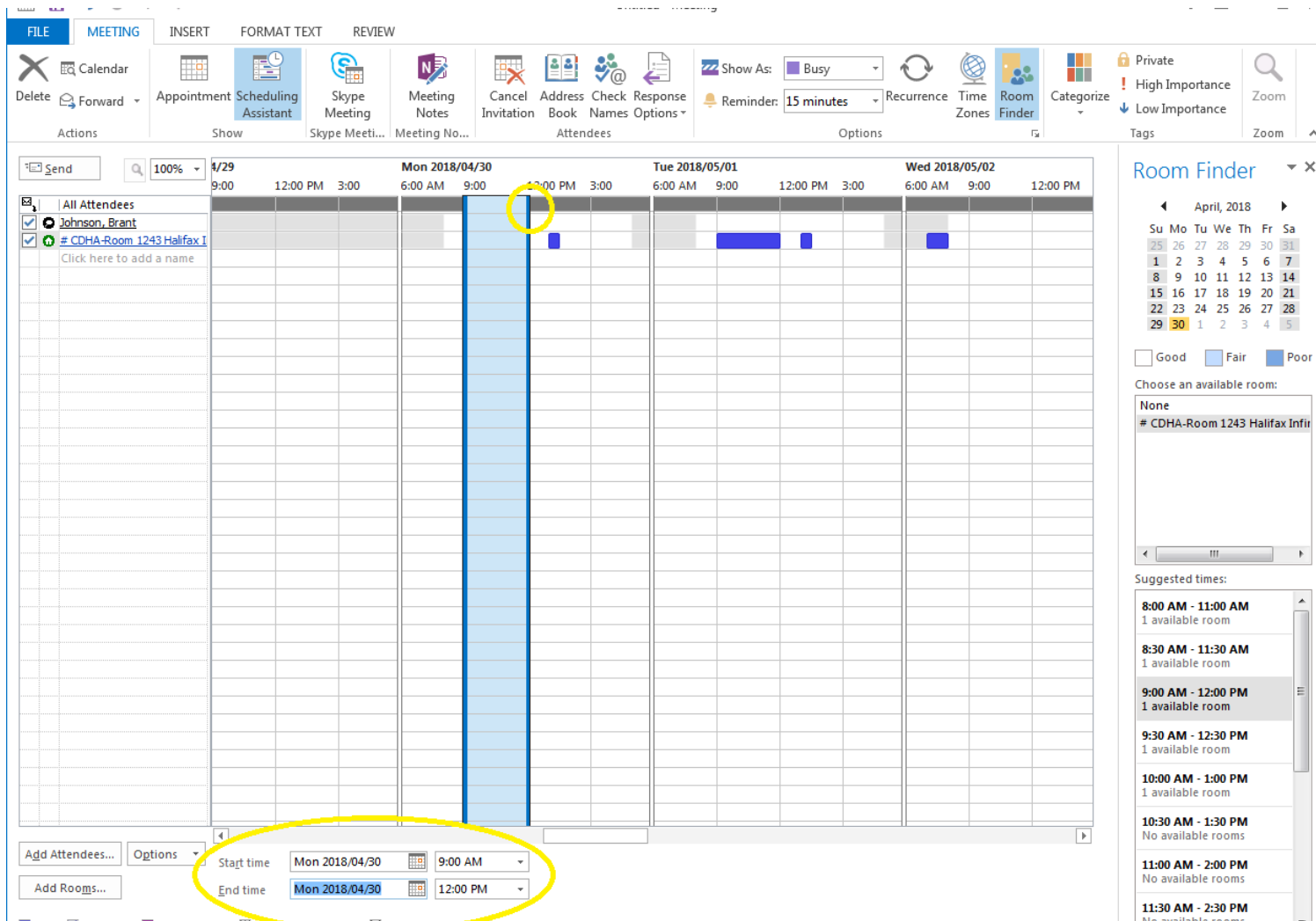
Once the Date is selected you can select the Time needed by either dragging the time bar or adjusting the times below by using the Start Time and End Time fields.



The screenshot displays the online room booking interface. The main area is a calendar grid showing dates from Monday, April 29 to Wednesday, May 2, 2018. The time slots range from 9:00 AM to 12:00 PM. A yellow circle highlights a vertical bar in the 9:00 AM slot on Monday, April 30, indicating the selected time. The Room Finder panel on the right shows a calendar for April 2018, with the 30th selected. Below the calendar, there are radio buttons for 'Good', 'Fair', and 'Poor'. The 'Choose an available room:' section lists '# CDHA-Room 1243 Halifax Infr'. The 'Suggested times:' section lists various time slots with the number of available rooms for each. At the bottom, the 'Start time' and 'End time' fields are highlighted with a yellow circle, showing 'Mon 2018/04/30' and '9:00 AM' for the start time, and 'Mon 2018/04/30' and '12:00 PM' for the end time.

STEP 8:

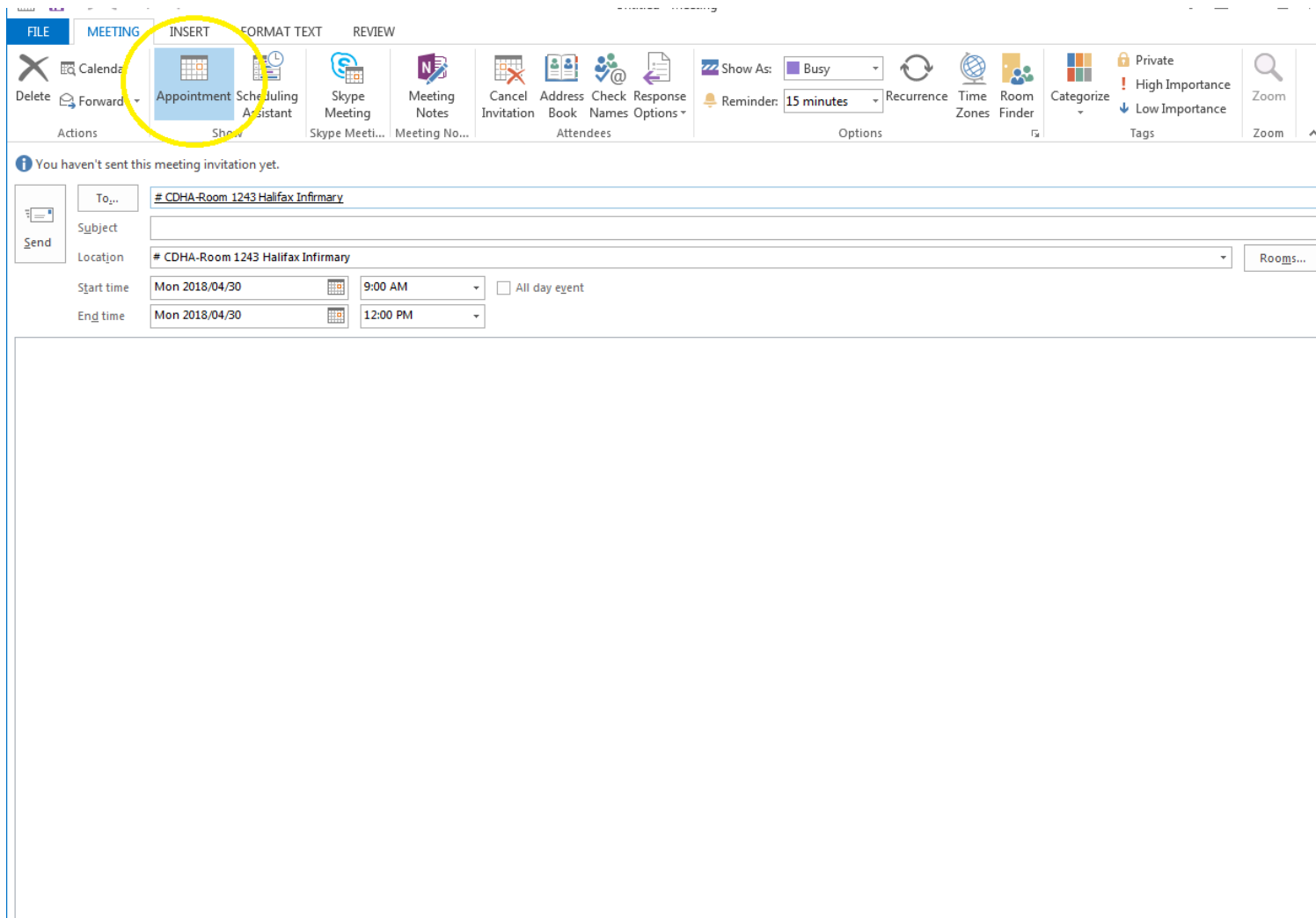
Once the Date is selected you can select the Time needed by either dragging the time bar or adjusting the times below by using the Start Time and End Time fields.



The screenshot displays the 'MEETING' interface with a calendar grid for Monday, April 30, 2018. The grid shows time slots from 9:00 AM to 12:00 PM. A yellow circle highlights the 9:00 AM to 12:00 PM slot. Below the grid, the 'Start time' and 'End time' fields are highlighted with a yellow circle, showing 'Mon 2018/04/30' and '9:00 AM' for the start, and 'Mon 2018/04/30' and '12:00 PM' for the end. The 'Room Finder' sidebar on the right shows a calendar for April 2018, with the 30th selected. It also lists suggested times, with '9:00 AM - 12:00 PM' highlighted as having 1 available room.

STEP 9:

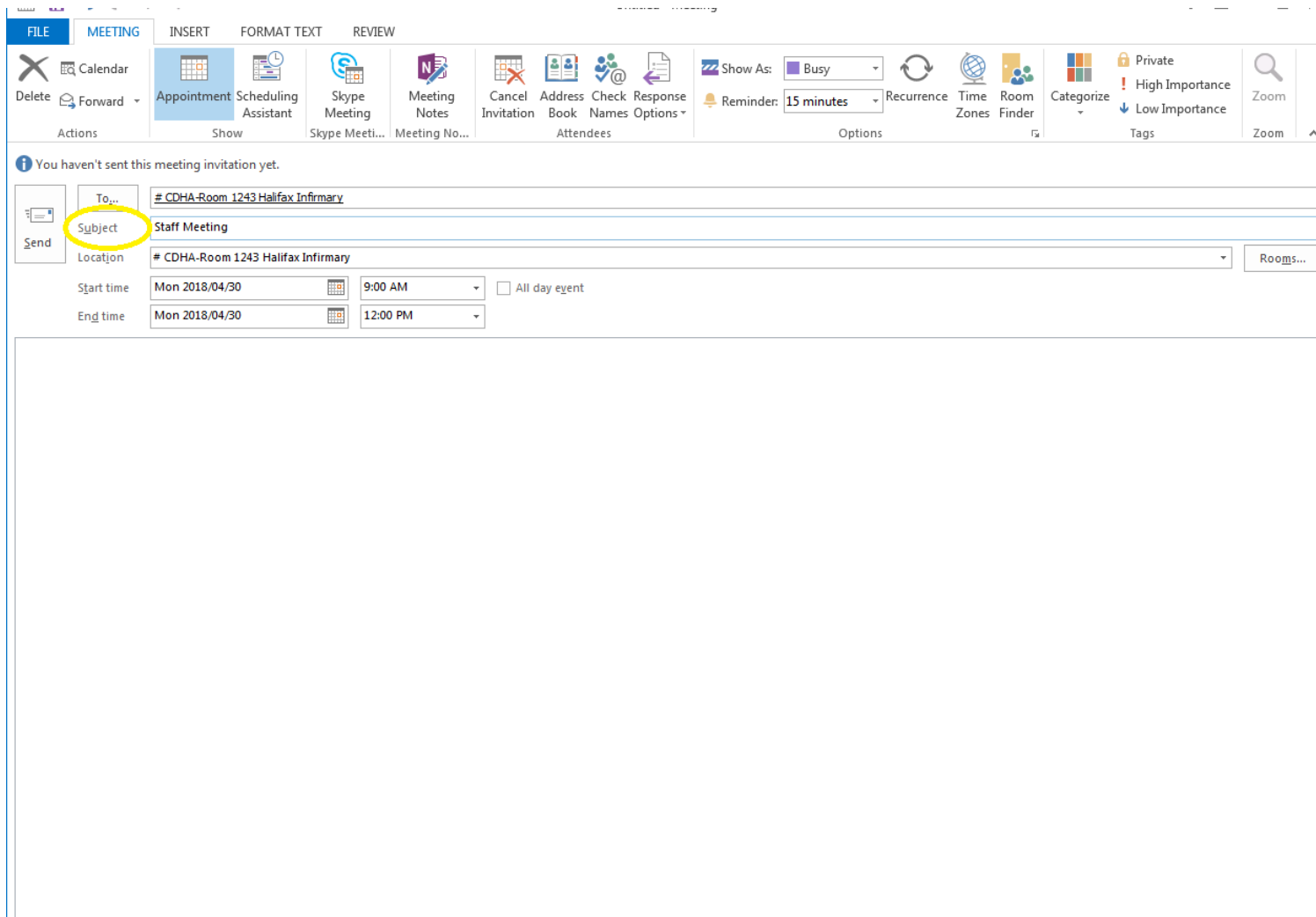
Once you have selected the appropriate Date/Time click the Appointment button at the top of the page.



The screenshot shows the Microsoft Outlook Meeting ribbon. The 'Appointment' button is highlighted with a yellow circle. Below the ribbon, the meeting invitation form is visible. The 'To...' field contains '# CDHA-Room 1243 Halifax Infirmary'. The 'Subject' field is empty. The 'Location' field contains '# CDHA-Room 1243 Halifax Infirmary'. The 'Start time' is set to 'Mon 2018/04/30 9:00 AM' and the 'End time' is set to 'Mon 2018/04/30 12:00 PM'. The 'All day event' checkbox is unchecked. A 'Rooms...' button is located to the right of the location field.

STEP 10:

Enter the subject for the meeting that you and all the attendees invited will see. Anyone else viewing the room calendar will just see the blue bar indicating the room is booked. They will not see who the room is booked by or for what reason. Then click SEND.

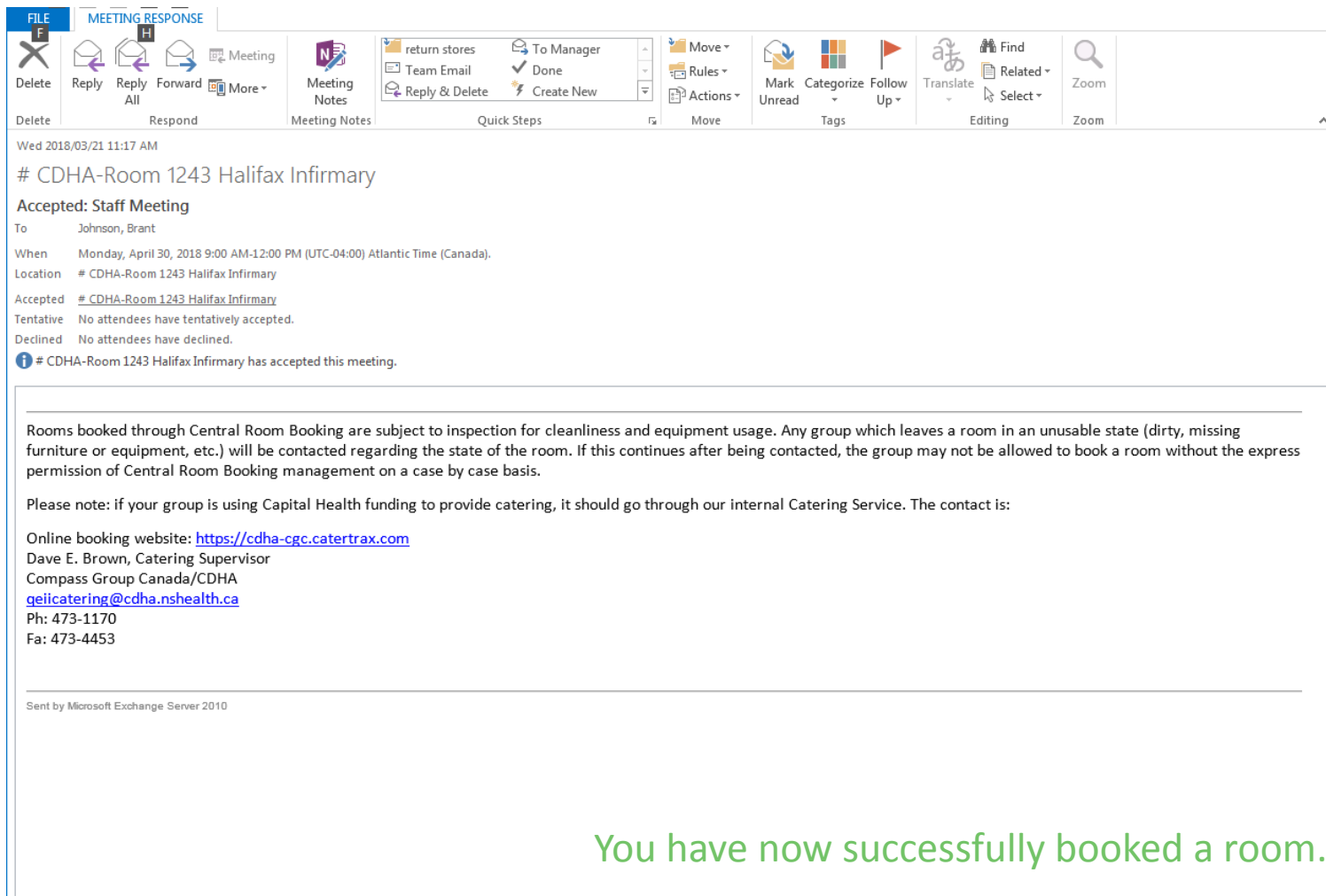


The screenshot shows the Microsoft Word Meeting invitation interface. The 'Subject' field is highlighted with a yellow circle. The 'To...' field contains '# CDHA-Room 1243 Halifax Infirmary'. The 'Location' field also contains '# CDHA-Room 1243 Halifax Infirmary'. The start time is 'Mon 2018/04/30 9:00 AM' and the end time is 'Mon 2018/04/30 12:00 PM'. The 'Send' button is visible on the left.

STEP 11:

You will get an automated email message confirming the room is booked for the Date/Time you selected. You will not receive an automated email confirmation message for the following rooms: Royal Bank Theatre, VG Auditorium, Bethune Ballroom, Bethune room 44, VMB rooms 1613A/B.

Note: for the Bethune Ballroom you need to include a set up in the body of the room email or the room will be emptied.



The screenshot shows an Outlook email interface. The ribbon includes 'FILE' and 'MEETING RESPONSE'. The email content is as follows:

Wed 2018/03/21 11:17 AM

CDHA-Room 1243 Halifax Infirmary

Accepted: Staff Meeting

To Johnson, Brant

When Monday, April 30, 2018 9:00 AM-12:00 PM (UTC-04:00) Atlantic Time (Canada).

Location # CDHA-Room 1243 Halifax Infirmary

Accepted # [CDHA-Room 1243 Halifax Infirmary](#)

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

i # CDHA-Room 1243 Halifax Infirmary has accepted this meeting.

Rooms booked through Central Room Booking are subject to inspection for cleanliness and equipment usage. Any group which leaves a room in an unusable state (dirty, missing furniture or equipment, etc.) will be contacted regarding the state of the room. If this continues after being contacted, the group may not be allowed to book a room without the express permission of Central Room Booking management on a case by case basis.

Please note: if your group is using Capital Health funding to provide catering, it should go through our internal Catering Service. The contact is:

Online booking website: <https://cdha-cgc.catertrax.com>
 Dave E. Brown, Catering Supervisor
 Compass Group Canada/CDHA
geicatering@cdha.nshealth.ca
 Ph: 473-1170
 Fa: 473-4453

Sent by Microsoft Exchange Server 2010

You have now successfully booked a room.