

Scheduling ILR Meeting Rooms in Ithaca

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Items to Note Before Scheduling Meetings

Privacy and Sensitive Information

1. Consider the content you share in the meeting in Outlook (i.e. subject, notes, and attachments).
2. ILR employees can see the details of calendar meetings.
3. Other Cornell employees will see limited meeting details including subject and organizer.
4. Making meetings “Private” will restrict viewing of meeting details for everyone except ILR’s meeting room administrators.
5. Recommendations:
 - a. When meeting on sensitive or confidential topics use generic meeting titles and limit meeting details
 - b. Send separate email message(s) to attendees with meeting details that should not be visible to others.
 - c. Share confidential documents in Cornell’s Box instance (<https://cornell.box.com>) or Cornell Secure File Transfer (<https://sft.cornell.edu>).

Scheduling a Meeting Room in Outlook on Windows and Mac

Creating a New Meeting in Outlook

1. In Outlook, switch to the calendar view.
2. If you are scheduling a meeting on behalf of someone else, be sure to open their calendar and click anywhere in their calendar to make it active.
3. Click on the Meeting icon in the upper-left of the window.
4. In the “To:” field, add the attendees you wish to invite to your meeting in the new Meeting window. If you know the name of the meeting room you want, you can enter it here too. Most room names in Ithaca start with “ILR Ives” (I.E “ILR Ives 181”).
5. Add a title to your meeting by typing it into the “Subject:” field.

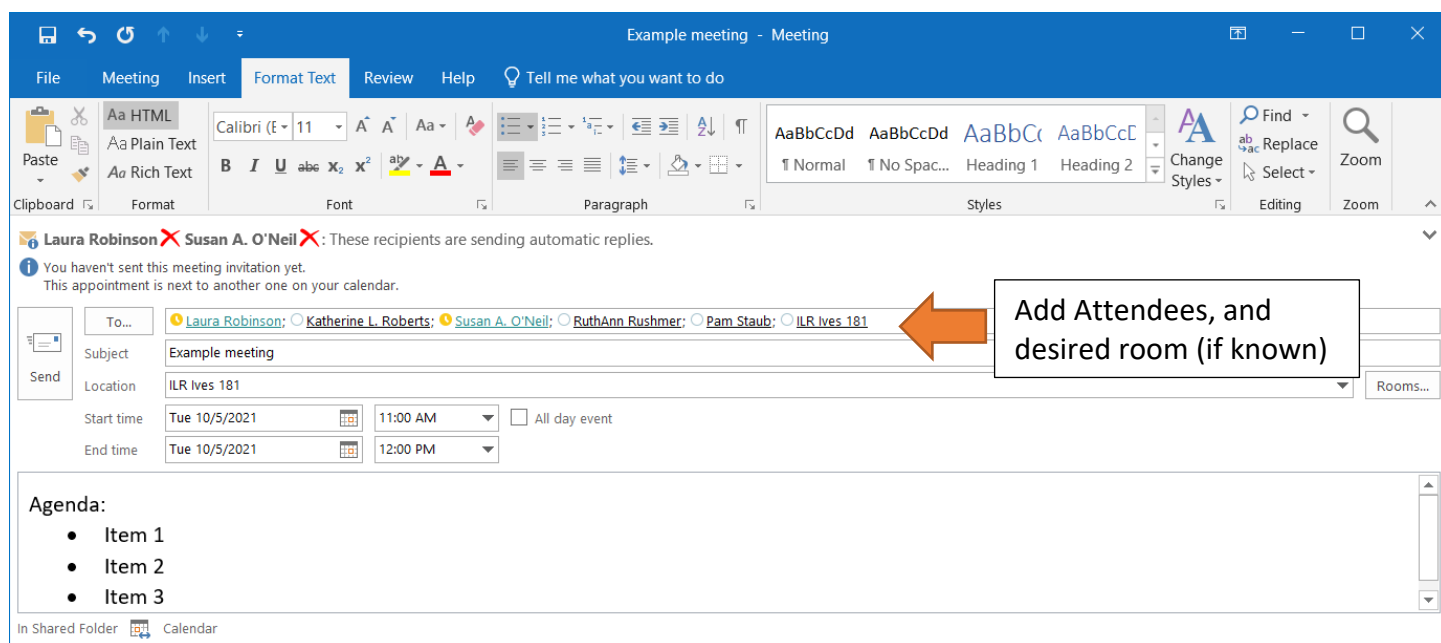


Figure 1 Outlook meeting invite list

Using “Scheduling Assistant” to Select the Meeting Room and Best Time for Attendees

1. After you’ve added all the attendees to your new Meeting in the “To:” field, click on Scheduling (on Mac) or Scheduling Assistant (on Windows).
2. In the new Scheduling Assistant view (see image below), you’ll see the list of attendees in the left panel and their daily availability in the middle of the window. The top of the middle section will state both the date and time. Scrolling horizontally in the middle section will allow you to see if the attendees already have meetings on certain days at specific times.
3. In the panel to the far right of the window, you will see the Room List dropdown. On the Mac, you will need to click on the “Room Finder” icon at the top of the window to see the Room List dropdown.
4. In Room List dropdown, select “ILR-Ithaca Meeting Rooms”.
5. You should now see the list of rooms in the left of the window, below the list of attendees.
6. Scroll horizontally through the dates and times in the middle section of the window to see when all the attendees have open/free times slots. Then look to see which room is also available during the time your attendees are available. Select the date and time by clicking on the time slot in the middle

section. You can drag the right border of the bounding box that appears to increase or decrease the duration of the meeting. Note that standard meetings can be a maximum of 120 minutes long.

7. In the left panel, check the box next to the meeting room that is available.

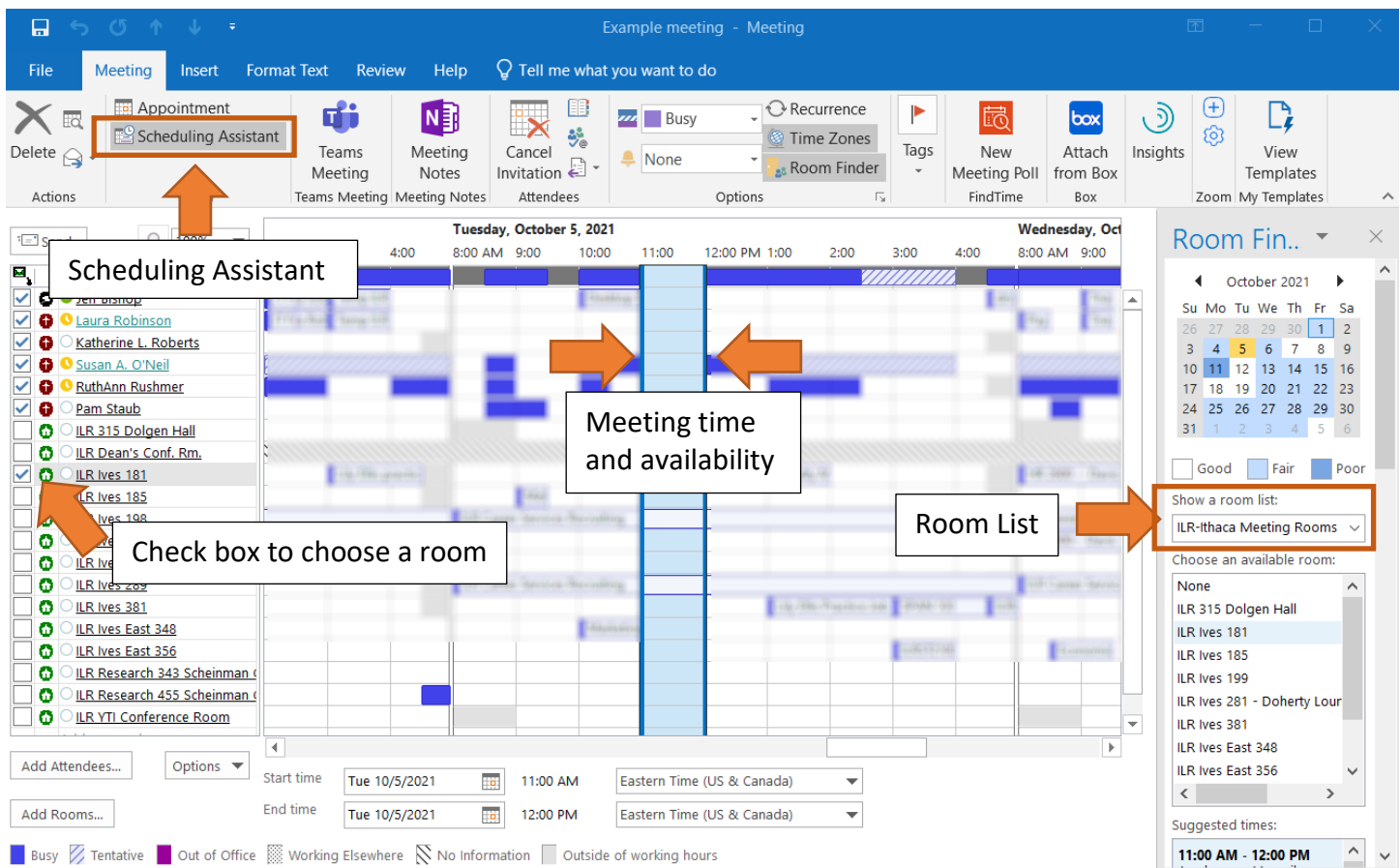


Figure 2 Outlook meeting scheduling assistant

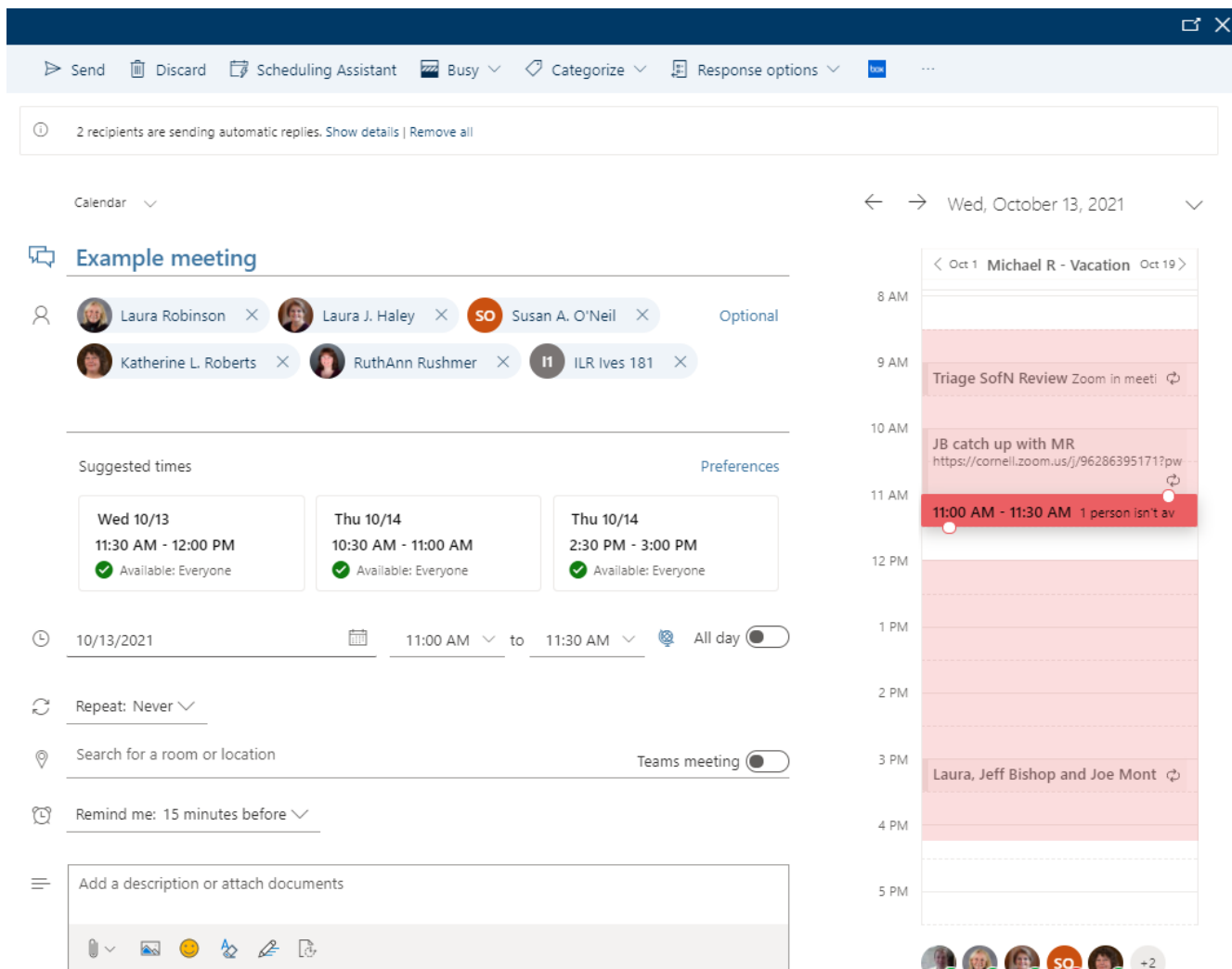
Completing the Process

1. Switch back to the original view by clicking on the Appointment icon in the upper-left of the window.
2. You should now see that the room you selected is also in the "To:" field as well as the "Location:" field.
3. Add meeting agenda or notes in the lower section of the window.
4. Select when attendees should be reminded of the meeting in the field at the top of the window labeled "Reminder:"
5. Select how attendees should respond to meeting invitations in the "Response options" button on the Attendees section of the Meeting ribbon
6. Optionally add a Zoom meeting to the meeting (see instructions below)
7. When you've double-checked all the information, click the "Send" icon in the upper-left corner to send your meeting invitation to your attendees and reserve your room.
8. Within a few seconds, you should receive an email confirming that your room reservation has been "Accepted".

Scheduling a Meeting Room in Outlook Web Access

See more detailed instructions at <https://it.cornell.edu/outlook-web/propose-meetings-outlook-web>

1. Sign into <https://outlook.cornell.edu>
2. Open your calendar or the calendar of the person you are scheduling on behalf of
3. Click New event
4. Add a title and attendees to the meeting
5. Click Scheduling Assistant at the top of the window to find an available time for your attendees to meet
6. Click add a room to the meeting
 - a. If you know the room you want, enter the room name. Most room names in Ithaca start with "ILR Ives" (I.E "ILR Ives 181").
 - b. Or, you can click "Browse with room finder" to select the "ILR-Ithaca Meeting Rooms" room list from the "buildings" in Ithaca. Then select an available meeting room
7. Close the Scheduling assistant by clicking "Done" in the upper left corner
8. Set response options and other meeting options
9. Send the invite by clicking Send in the upper left corner



The screenshot shows the Outlook Web Access Scheduling Assistant interface. At the top, there's a navigation bar with options like Send, Discard, Scheduling Assistant, Busy, Categorize, Response options, and a search bar. Below this, a status bar indicates "2 recipients are sending automatic replies." The main area is divided into two sections. On the left, the "Example meeting" section shows a list of attendees: Laura Robinson, Laura J. Haley, Susan A. O'Neil, Katherine L. Roberts, RuthAnn Rushmer, and ILR Ives 181. Below the attendees, there are suggested times for the meeting: Wed 10/13 (11:30 AM - 12:00 PM), Thu 10/14 (10:30 AM - 11:00 AM), and Thu 10/14 (2:30 PM - 3:00 PM). On the right, a calendar view shows the time slots from 8 AM to 5 PM. A red bar highlights the 11:00 AM - 11:30 AM slot, indicating it is unavailable for 1 person. The bottom of the interface includes a section for "Add a description or attach documents" with icons for text, image, emoji, link, and file.

Figure 3 Outlook for web meeting options

Adding a Zoom Meeting with the Zoom Add-in for Microsoft Outlook

Checking If You Have the Zoom Microsoft Outlook Add-in Installed

1. After you've added all the attendees and selected a date, time, and selected a room for your meeting (see [Scheduling a Meeting Room in Outlook on Windows and Mac](#)), in the desktop version of Outlook, go to the Calendar view.
2. In the upper-right corner of the window, click the "Add a Zoom Meeting" icon. Please see the image to the right.
3. If prompted, sign in to Cornell.Zoom.US via SSO (single sign on). [See instructions here](#).
4. The Zoom meeting is scheduled and connection information is added to the details and location of the meeting.
5. Optionally modify the Zoom meeting options by clicking the Zoom Settings button.
6. Click the Update button when done customizing the Zoom settings

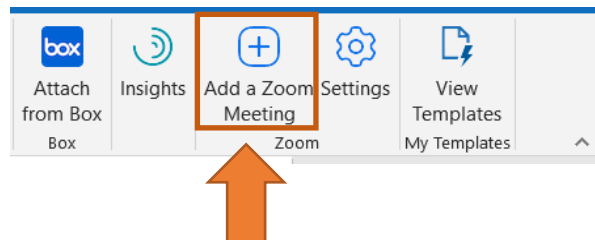


Figure 4 Zoom for Outlook add-on ribbon

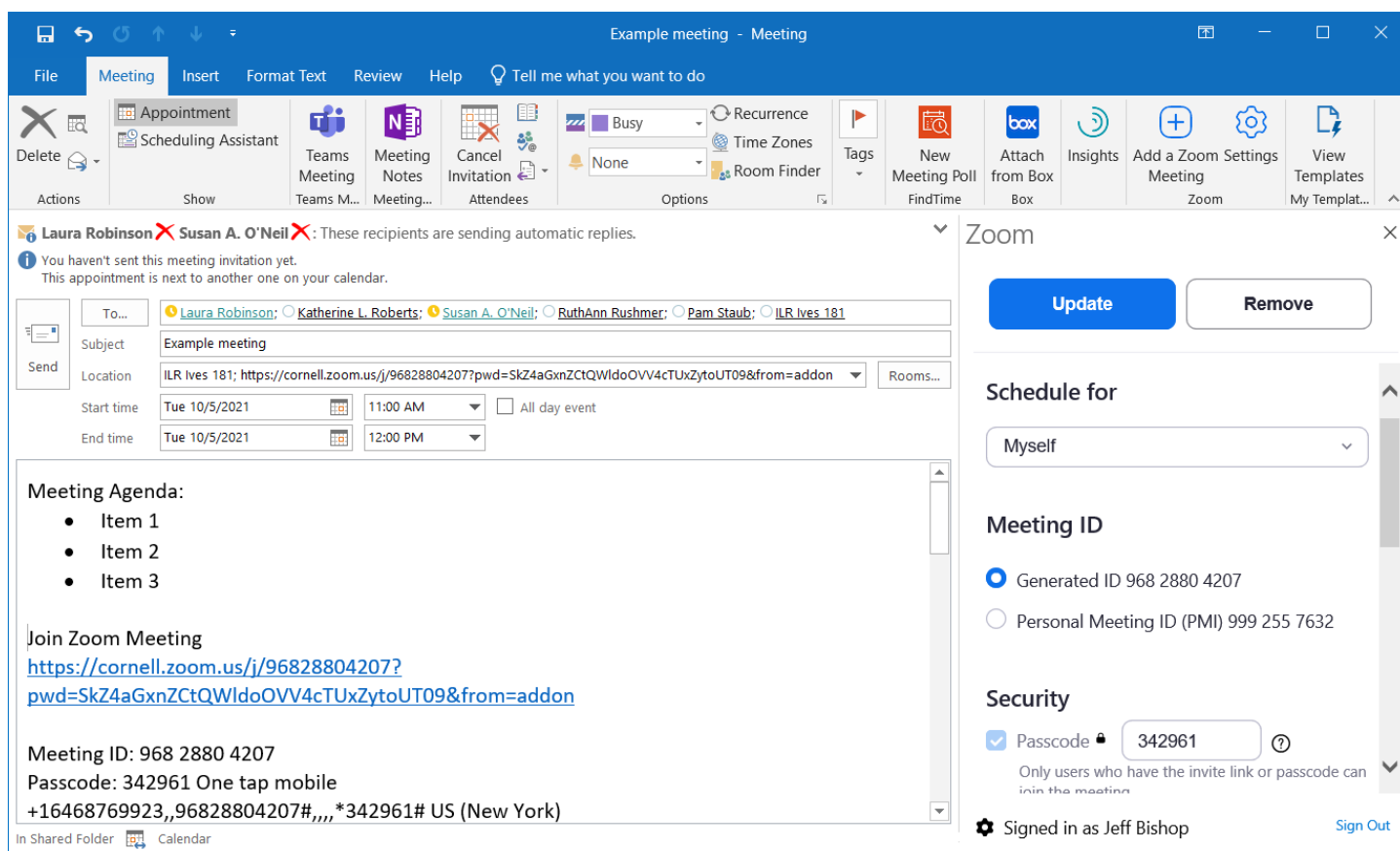


Figure 5 Outlook Zoom meeting options

List of ILR meeting rooms

Room #	Building	Exchange Room Name	Delegates email	Scheduling	Notes	Capacity and technology
315	Dolgen Hall	ILR 315 Dolgen Hall	IL-YT- CalendarDelegates@groups.cornell.edu	YTI staff can autobook, all other requests reviewed/approved by delegates	Only available M-F 8am-4:30pm	Seats 8: PC, BCC950 Conference System, LCD flatscreen, whiteboard, phone (5-1505), internet access
405	Dolgen Hall	ILR 405 Dolgen Hall	IL-YT- CalendarDelegates@groups.cornell.edu	YTI staff can autobook, all other requests reviewed/approved by delegates	Only available M-F 8am-4:30pm	Seats 6: PC, whiteboard, webcam, LCD flatscreen, phone (5-7987), internet access
201 M	Dolgen Hall	ILR YTI Conference Room	IL-YT- CalendarDelegates@groups.cornell.edu	YTI staff can autobook, all other requests reviewed/approved by delegates	Only available M-F 8am-4:30pm	Seats 12: LCD flatscreen, PC, BCC950 conference system, speaker phone (4-2262), laptop connection
309	Ives Classroom	ILR Dean's Conf. Rm.	IL-DN- CalendarDelegates@groups.cornell.edu	All requests reviewed/approved by delegates		Seats 8: LCD flatscreen, PC, speaker phone, laptop connection
348	Ives East Wing	ILR 348 Ives East Wing	IL-IE3- CalendarDelegates@groups.cornell.edu	ILR employees can autobook first come first served, all other requests reviewed/approved by delegates	If room is locked please see either Betsy Wiggers (rm. 381 Ives East) or Tara Kasthuber (rm. 389 Ives East)	Seats 12: Speaker phone (5-2189). 65" flatscreen, PC, webcam, laptop connection.
356	Ives East Wing	ILR 356 Ives East Wing Conf. Room	IL-IE3- CalendarDelegates@groups.cornell.edu	ILR employees can autobook first come first served, all other requests reviewed/approved by delegates	If room is locked, please see either Betsy Wiggers (rm. 381 Ives East) or Tara Kasthuber (rm. 389 Ives East)	Seats 12: Speaker phone (5-4761), 65" flatscreen, PC, webcam, laptop connection.

Room #	Building	Exchange Room Name	Delegates email	Scheduling	Notes	Capacity and technology
181	Ives Faculty Wing	ILR Ives 181	IL-CalendarDelegates2@groups.cornell.edu	ILR employees can autobook first come first served, all other requests reviewed/approved by delegates		Seats 12: Dual 75" flatscreen displays, camera, mics, speakers, touch controls, PC, laptop connection, speaker phone (5-8298)
185	Ives Faculty Wing	ILR Ives 185	IL-CA-CalendarDelegates@groups.cornell.edu	CAHRS staff/fac can autobook first come first served, all other requests reviewed/approved by delegates		Seats 10: Dual 75" flatscreen displays, camera, mics, speakers, touch controls, PC, laptop connection, speaker phone
198	Ives Faculty Wing	ILR Ives 198	IL-CalendarDelegates2@groups.cornell.edu	ILR employees can autobook first come first served, all other requests reviewed/approved by delegates		Seminar Room: Seats 8: Phone jack (5-1263), no audio-visual technology at this time
199	Ives Faculty Wing	ILR Ives 199	IL-CalendarDelegates2@groups.cornell.edu	ILR employees can autobook first come first served, all other requests reviewed/approved by delegates		Seminar Room: Seats 10: Dual 75" flatscreen displays, camera, mics, speakers, touch controls, PC, laptop connection, phone jack (5-1327)
281	Ives Faculty Wing	ILR Ives 281 (Doherty Lounge)	ilrconferencecenter@cornell.edu	ILR employees can propose meetings, all requests are reviewed/approved by ILR Conference Center	Contact ilrconferencecenter@cornell.edu	Seats approximately 75 for receptions, 33 for general group meetings and 25 for sit down dinner. Three flatscreen LCDs, PC, touch controls, DVD/VCR, internet access, phone jack (5-2164)

Room #	Building	Exchange Room Name	Delegates email	Scheduling	Notes	Capacity and technology
289	Ives Faculty Wing	ILR Ives 289	IL-CalendarDelegates2@groups.cornell.edu	ILR employees can autobook first come first served, all other requests reviewed/approved by delegates		Seats 8-10: Wireless internet, phone jack (5-1579)
381	Ives Faculty Wing	ILR Ives 381	IL-CalendarDelegates2@groups.cornell.edu	ILR employees can autobook first come first served, all other requests reviewed/approved by delegates		Seats 18: Touch control, Dual Flatscreen LCDs, video conference with camera/mics/speakers, White board, PC, internet access, phone jack (5-2965)
101 B	Ives West Wing	ILR Ives 101B	IL-OSS-CalendarDelegates@groups.cornell.edu	OSS staff can autobook first come first served, all other requests reviewed/approved by delegates	No food or drinks permitted	Seats 8: 80" display, webcam, touch control, laptop connection, and speakerphone
343	Research Building	ILR Research 343 Scheinman Conference Room	IL-CR-CalendarDelegates@groups.cornell.edu	Ithaca Scheinman staff can autobook first come first served, all other requests reviewed/approved by delegates		Seats 8: LCD display, PC, BCC950 conference system, speakerphone, Internet access, and flip chart
455	Research Building	ILR Research 455 Scheinman Conference Room	IL-CR-CalendarDelegates@groups.cornell.edu	Ithaca Scheinman staff can autobook first come first served, all other requests reviewed/approved by delegates		Seats 12: Dual LCD displays, PC, Hudley conference system with camera/mics/speaker, speakerphone, Internet access

Troubleshooting

1. **Your proposed meeting room reservation is rejected.**
 - a. If you receive an email indicating your meeting room request was denied, review the reason for denial.
 - b. If the scheduled meeting is too long, send an email the room owner stating the business need for the meeting. If you frequently have a need to schedule meetings longer than 120 minutes, explain that business need also.
 - c. If the meeting conflicts with a previously scheduled meeting, delete the room from the meeting and use Scheduling Assistant to find another room, adjust your meeting time, or contact the meeting organizer and ask if their meeting time is flexible. If you are unable to resolve meeting conflicts send an email to the room owner explaining the situation.
2. **When adding invitees on the Scheduling assistant, Outlook does not look up or autocomplete names**
 - a. This behavior is as-designed. Click the Appointment button in the Show section of the Meeting ribbon bar to return to Meeting appointment screen and add attendees there.
3. **How to add Optional attendees to a meeting**
 - a. By default, all attendees are “Required”, to add optional attendees, click the “To:” button on the Appointment screen to add optional attendees. More details are available [here](#).
4. **How to track meeting attendee responses to meeting invitations**
 - a. The meeting organizer can review whether attendees have accepted meeting requests by opening an existing meeting and clicking the Tracking button in the Show section of the Meeting ribbon bar
5. **If you need further assistance**
 - a. Email details to ilrtsrequests@cornell.edu to submit a Service Request