Scheduling Meeting
And Phone Rooms
at
570 Lexington Ave

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Items to Note Before Scheduling Meetings

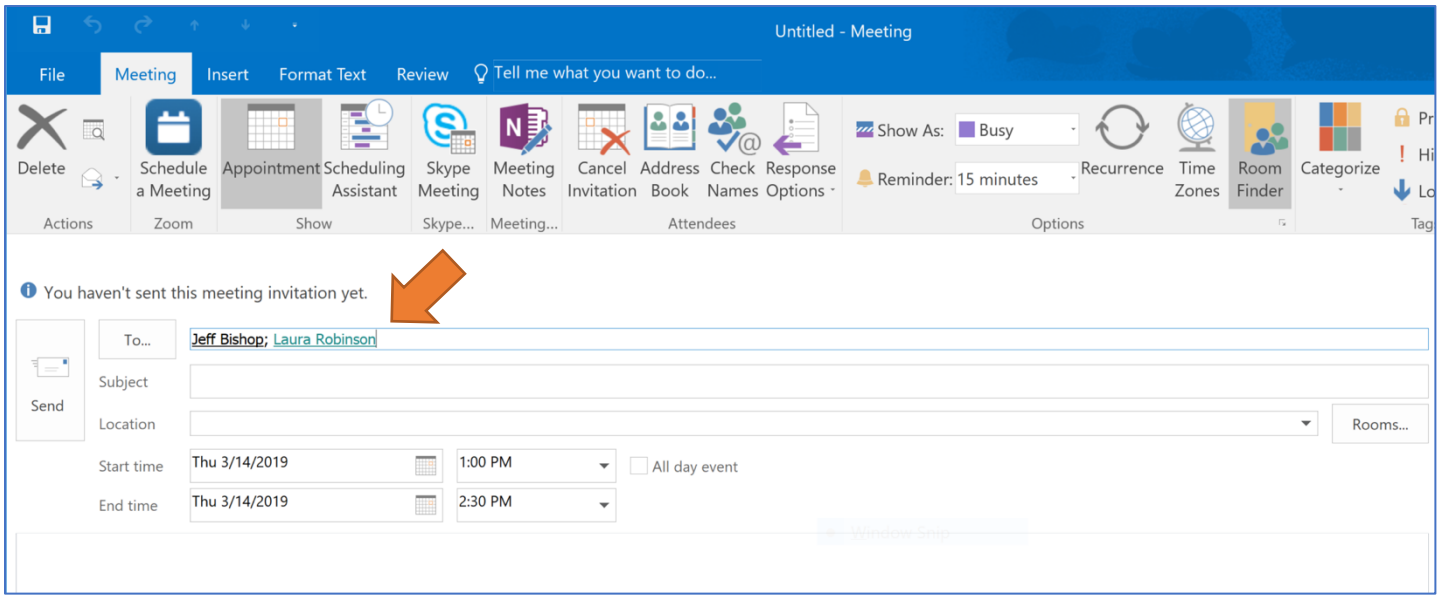
Privacy and Sensitive Information

1. Consider the content you share in the meeting in Outlook (i.e. subject, notes, and attachments).
2. ILR employees and our 570 Lexington partners can see details of calendar meetings.
3. Other Cornell employees will only see when meeting rooms are free or busy (no meeting details).
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 Dropbox (https://dropbox.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. Click on the Meeting icon in the upper-left of the window.
3. In the "To:" field, add the attendees you wish to invite to your meeting in the new Meeting window. You can add attendees by name, if you've sent email to them before, or by email address.
4. Add a title to your meeting by typing it into the "Subject:" field.

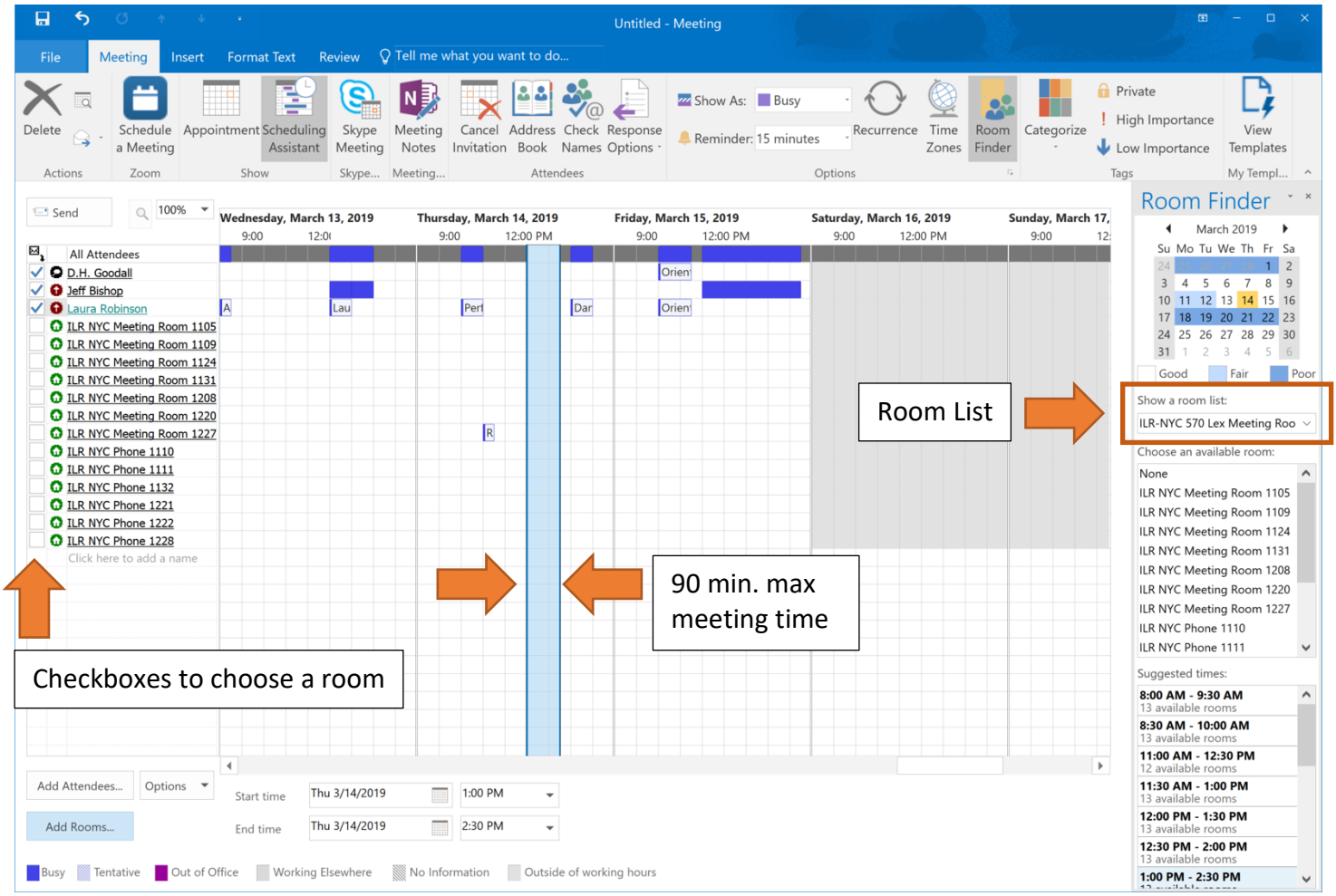


Using "Scheduling Assistant" to Select the Meeting Room and Best Time for Attendees

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-NYC 570 Lex Meeting RoomList".
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. Remember that standard meetings can be a maximum of 90 minutes long.

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



Completing the Process

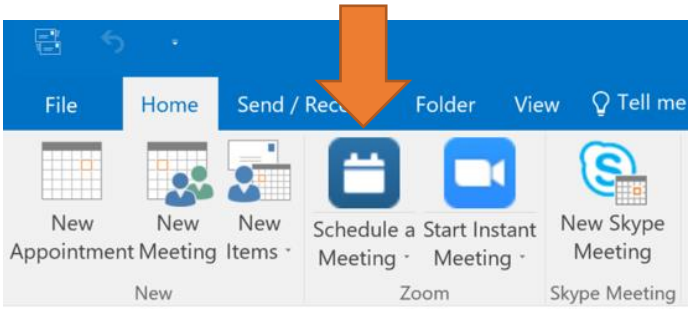
1. Switch back to the original view by clicking on the Appointment icon in the upper-left of the window.
2. You should now see that the room you selected is also in the “To:” field as well as the “Location:” field.
3. Add meeting agenda or notes in the lower section of the window.
4. Select when attendees 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. 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.
7. Within a few seconds, you should receive an email confirming that your room reservation has been “Accepted”.

Scheduling a Zoom Meeting with the Zoom for Microsoft Outlook Plugin on Windows

Checking If You Have the Zoom Microsoft Outlook Plugin Installed

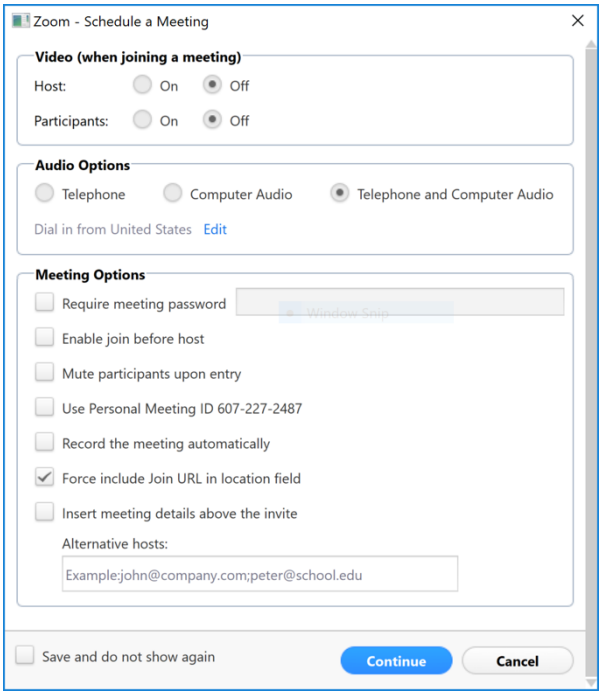
Note: The plugin only works on the desktop version of Outlook for Windows.

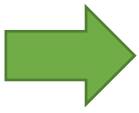
1. After you've added all the attendees and selected a date, time, and physical room for your meeting (see Scheduling a Meeting Room in Outlook on Windows and Mac), in the desktop version of Outlook, go to the Calendar view.
2. In the upper-left of the window, look for the "Schedule a Meeting" icon. It looks different from the standard Outlook icon. Please see the image to the right.
3. If you do not already have the "Schedule a Meeting" Zoom icon and would like it, please send an email to ilrtsreqests@cornell.edu and request to have the Zoom for Outlook plugin installed.

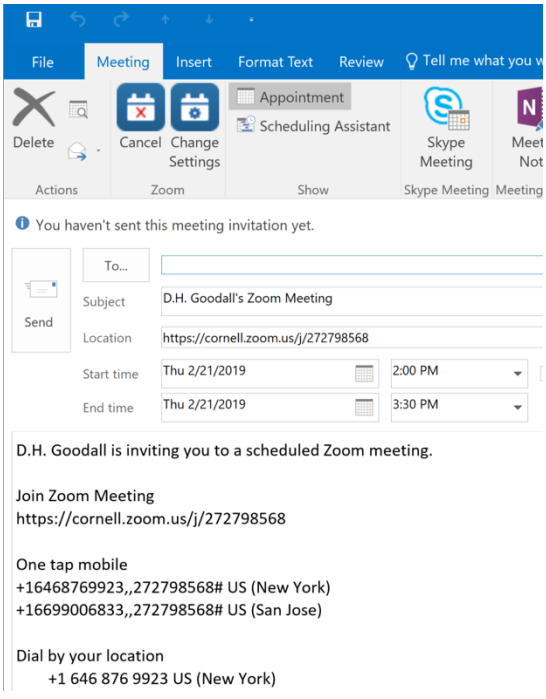


Scheduling the Zoom Meeting

1. When you are ready to schedule the Zoom meeting, click on the "Schedule a Meeting" icon in the upper-left. The Zoom window pictured below will appear.
2. Select you desired settings for the Zoom meeting and click "Continue".
3. Zoom will automatically add the connection details to your meeting for you.
4. When you've double-checked all the information, click the "Send" icon to the left to send your meeting invitation to your attendees (if any) and create your Zoom meeting.



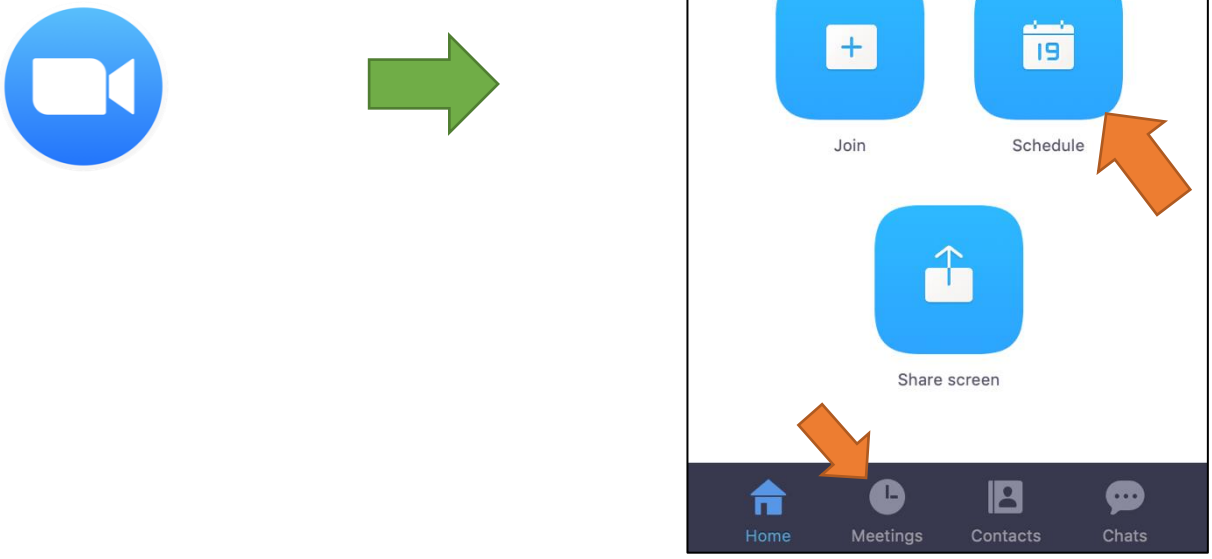




Scheduling a Zoom Meeting with the Zoom desktop application

Scheduling a Zoom Meeting using the Zoom Application on Windows and Mac

1. Find the Zoom application icon on your computer and click on it once.
2. In the window that opens, click on “Schedule”.
3. Fill in the details for your meeting and click “Schedule”.
4. Copy the Zoom meeting connection information and paste it into the body of your Outlook meeting.



5. You will be able to see a list of your upcoming meetings if you click on “Meetings” at the bottom of the window.

Scheduling a Zoom Meeting on the Web

1. Go to https://cornell.zoom.us and click “Login”.
2. Log in using your Cornell NetID and password.
3. Click on “Meeting” in the left sidebar and then click “Schedule a New Meeting”.
4. Fill in the details for your meeting and click “Save”.
5. Copy the Zoom meeting connection information and paste it into the body of your Outlook meeting.

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 over 90 minutes, send a request to Jasminy Joe (jd51@cornell.edu) stating the business need for the meeting. If you frequently have a need to schedule meetings longer than 90 minutes, explain that business need also.
    c. If the meeting conflicts with a previously scheduled meeting, 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 Jasminy explaining the situation.
2. **You don't see the Zoom "Schedule a Meeting" buttons in your Outlook ribbon bar.**
    a. Review the sections on Zoom meetings above
3. **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.
4. **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.
5. **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