



## Booking various facilities within the Westview Co-op Organization

Don Guilbeault - 2022-04-11 - Comments (0) - GENERAL

With the introduction of the Office365 Exchange we now have the ability to book any of the shared space resources with in Westview Co-op. These resources include:

The Admin Office Boardroom – Boardroom

The Horseshoe Canyon Boardroom – HSC.Boardroom

Training Room at Hanna Building Supplies – Training.HannaBS

Training Room at Fox Lake Agro Hanna – Training.HannaFLA

Below please find Step by Step instructions on how to view a rooms availability and Step by step instructions for booking those rooms:

### **Viewing a Rooms Availability:**

1. Click on your “Calendar” icon in your “Outlook” desktop application.
2. Right click on “Other Calendars”
3. Click “Add Calendar”
4. Select “from Room List”
5. Select the Room Calendar you would like to view from the list of available rooms (Example: Boardroom)
6. Click the “Rooms” button
7. Click “OK”

This opens the Room Calendar so you can see when and who has the room booked. Opening this Calendar is just for viewing purposes, you will not book the room from this Calendar. Important Note: In the list of “Other Calendars” on the left side of your Calendar window you have a check box beside the Rooms you just added. This is so you can easily turn on or off the view of that specific resource calendar for future use without having to added the Calendar every time you want to check it’s availability.

### **Booking a room for a specific event or meeting.**

(Please note you should book a room only after verifying a rooms availability to avoid unwanted declined room bookings).

#### From your **Own Calendar**

1. Create a new appointment by selecting the day you would like to have the meeting.
2. Click the "New Appointment" Button
3. Enter the a "Tittle" for your Appointment
4. Confirm your "Date" and select your "Times" for the meeting you are creating.
5. Click the "Location" button to select the room you would like to book.
6. Now add your attendees by clicking on the "Required" or "Optional" buttons
7. You can select your attendees from either the default "Global Address" list or by selecting your personal contact list from the "Address Book" drop down list. (Note: you can also add the email address for any attendees that are not in your address list separated by a ";" semicolon
8. Add any additional notes or details to your meeting in the space provided below location.
9. Finally Click "Send"

After a few minutes you will receive an email confirming your booking request. If your booking was declined, you will be provided a reason on the confirmation email.

### **House keeping after you have booked an event or meetings at one of our facilities.**

After you have booked your event / meeting at one of our Facilities ensure you, as the meeting organizer have reached out to the location and informed the front end Team of the specifics for your event/meeting. This will ensure that facility is equipped to handle guests arriving at the site.

#### **What the location facility needs to know:**

- Date and time guest will be arriving to the location
- How many guests will be attending
- What services / resources maybe required (Coffee supplies, Seating Etc.)

#### **What you and your attendees need to know when using the facilities.**

- Visiting organizers / attendees must enter via the main entrance to the facility.

- Visiting organizers / attendees must sign in upon arriving and sign out when leaving the facility as per the Westview Co-op Health and Safety Policy.

**Contacts for each locations:**

**The Admin Office Boardroom**

403-556-3335 - Lynn Doering

[lynn.doering@westviewcoop.ca](mailto:lynn.doering@westviewcoop.ca)

**The Horseshoe Canyon Boardroom**

403-677-2777 - Tara Suddaby-Johnson

[tara.johnson@westviewcoop.ca](mailto:tara.johnson@westviewcoop.ca)

**Training Room at Hanna Building Supplies**

403-854-2802 - Chris Olsen

[chris.olsen@westviewcoop.ca](mailto:chris.olsen@westviewcoop.ca)

**Training Room at Fox Lake Agro Hanna**

403-584-2820 - Mathew Fuller

[mathew.fuller@westviewcoop.ca](mailto:mathew.fuller@westviewcoop.ca)