

JHH HILL MEETING ROOM

BOOKING INSTRUCTIONS

The following are the instructions and room names required to reserve meeting rooms at the HILL.

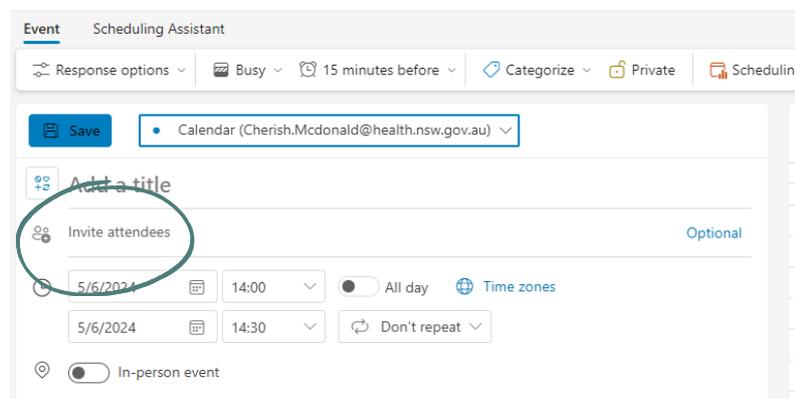
Room Number	HILL Name	Room Email	Display Name	Room Name in Zoom	Zoom PC Name
6046	Meet 1	room-jhh-6046@newcastle.edu.au	JHH HILL Meet 1 - 6046	jhh-6046	n/a
6045	Meet 2	room-jhh-6045@newcastle.edu.au	JHH HILL Meet 2 - 6045	jhh-6045	n/a
6050	Meet 3	room-jhh-6050@newcastle.edu.au	JHH HILL Meet 3 - 6050	jhh-6050	zoom-jhh6050
6051	Meet 4	room-jhh-6051@newcastle.edu.au	JHH HILL Meet 4 - 6051	jhh-6051	zoom-jhh6051

If you require the large meeting room, you must book both Meet 3 & 4.

To book a room in follow these steps on Outlook:

Webmail:

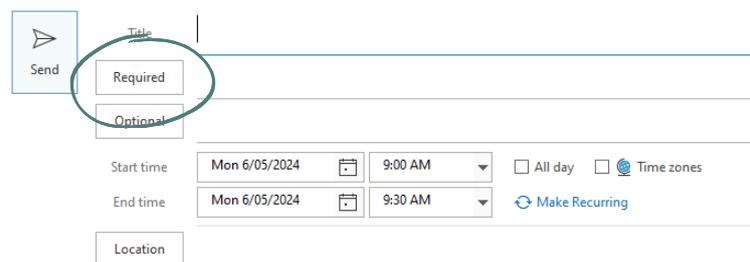
1. Choose 'New Event' (Webmail)
2. Type Room name email into 'Invite attendees', e.g. room-jhh-6045@newcastle.edu.au
3. Add a title – please include your name as it will appear on the screen within the meeting rooms, and alert others to your booking.
4. Invite attendees and add meeting date as usual
5. Click Save



The screenshot shows the Outlook Webmail 'Event' scheduling interface. The 'Invite attendees' field is circled in red. The interface includes a 'Save' button, a calendar dropdown, and fields for title, date, time, and recurrence.

Outlook Desktop App:

1. Choose 'New Meeting' (Outlook desktop),
2. Type Room name email into 'Required', e.g. room-jhh-6045@newcastle.edu.au
3. Add a title – please include your name as it will appear on the screen within the meeting rooms, and alert others to your booking.
4. Invite attendees and add meeting date as usual
5. Click Save



The screenshot shows the Outlook Desktop App 'New Meeting' interface. The 'Required' field is circled in red. The interface includes a 'Send' button, a title field, and fields for start time, end time, and location.