



Booking Recurring Meetings



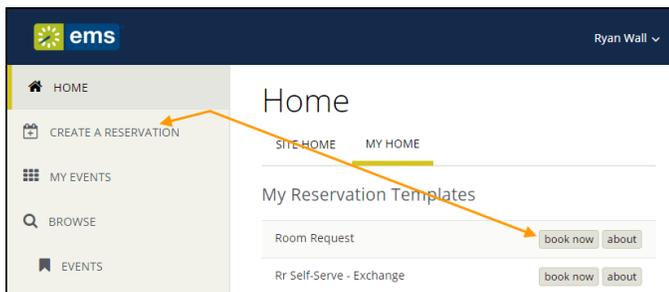
Note: For a conceptual overview, be sure to review:

- [Ways to Make Reservations](#)
- [Reservation & Bookings Structure](#)

You can begin making a reservation by clicking the CREATE A RESERVATION option (on the left menu) or the

book now

button next to one of your reservation templates (on the right).

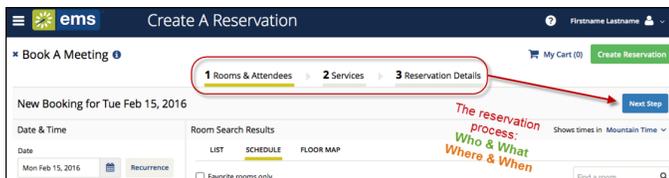


Next, the Create a Reservation screen launches, where EMS Web App will lead you through the reservation process.

Enter your information (including all required fields) and click

Next Step

to advance through the process.



Specify When & Where

1. To specify **When**, select dates and times.
2. Click the **Recurrence** button.

- a. Follow the prompts to select the frequency, date range, day of the week, start and end times, and time zone for the recurrence.

- b. Click **Apply Recurrence**



to validate your entries and return to the New Booking screen.



Tip: Once booked, each meeting will show as a single Booking in your My Bookings area on MY HOME. Also, note that the **Create Booking In** field specifies the time zone in which to book the meeting, which may differ from your system time zone.

3. To specify **Where**, in lower left panel, select

- **Let Me Search For A Room**

OR

- **I Know What Room I Want**



Tip: Filters in this lower left panel help you narrow your Room Search Results. When you click **Search**, results appear on the right. From these results, you can view expanded Room Details by clicking on the room name.

Locating space as part of the reservation process is different than simply browsing locations. For detailed instructions on using the BROWSE LOCATIONS options in the main menu, see [Searching for Rooms](#).

- Once you have located a room to reserve, click the Add



icon to validate and add the booking to your cart. You can delete or change the room before you finalize your Reservation.

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Specify Who & What

- In the Attendance area (near the center of the screen), select a **Setup Type** (if available) for the reservation from the dropdown.

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- Specify headcount and attendees in the Attendance area.
 - If your organization has implemented EMS for Outlook, you use the optional Attendees section to add or remove attendees and send them invitations or notifications. Attendees can be individuals or mailing lists or groups. To see who is in a mailing list or group, simply expand it. This optional feature enables you to view attendees' availability and add or subtract them from the event.
 - If your organization has not implemented EMS for Outlook, you will see a list of EMS Web App users and groups but you will not see availability.



Concept: Adding attendees to an event is different than browsing people.

For detailed instructions on using the BROWSE PEOPLE option from the main menu. **See Also:** [Searching for People](#).

- Once you have completed all required fields, click

Next Step

in the upper right corner.

Choose Services



Concept: This is an optional feature based on the booking template you use.

Services include room setup and teardown, equipment, and any other services you wish to associate with a room. Your Administrator sets which services can be associated with a room and with an event type.

1. Under the **Services** tab in the Create Reservation screen, specify any services you wish to associate with the reservation, or click **Skip Services**.
2. When complete, click

Next Step

in the upper right corner.

Add Reservation Details

The Reservation Details screen finalizes information about your reservation. Invitations to bookings and attachments will be sent to all attendees. The example shown below may differ from your implementation.

Complete all required information and click

Save Reservation Details

, and then

Create Reservation



Tip: To add the reservation to your Outlook calendar, click the Add this reservation to my calendar option at the bottom of the window.



Concept: EMS for Outlook® is an optional (extra cost) purchase. If your organization has purchased it, then you will see the EMS plugin icon in your Outlook application. You will also see additional features and functionality in EMS. Further, anywhere that you see people or groups in EMS, you will have access to everyone in your organization's email database (which is stored in Exchange Server). This means that you can see people's availability (Out of Office, Busy, In a Meeting, etc.), send them email invitations or notices, and add EMS events to your Outlook calendar.

