

Quick Reference Guide: How to book rooms with the Outlook calendar

With the Outlook calendar, you can now book the rooms and equipment that you previously used Yourblock to book. We have also added additional rooms from the Student Union House and Flemingsberg to make it as easy as possible for you to book themselves.

What room/equipment can I book?

Both rooms and equipment are classified in the Outlook calendar as “Rooms” or “Place”. So when you choose rooms, equipment also comes up. You can book up to 60 days ahead, then all booking requests are declined by the program automatically.

Student Union House Solna

Room/Equipment	Name in the room list in Outlook	Need to be approved by the premises manager
Styrelserummet	Styrelserummet_Boardroom_Solna	No
Utskottsvåningen	Utskottsvåningen_Committeefloor_Solna	No
Pianorummet utskottsvåning	Pianorummet_utskottsvåning/pianoroom Committeefloor_Solna	No
Receptionen	Receptionen_Reception_Solna	Yes
Personalrummet	Personalrum_staffroom_Solna	Yes
FuM-rummet	FuM-rummet_UnionCouncilroom_Solna	Yes
Högtalare 1	Högtalare1_Speaker1_Solna	Yes
Högtalare 2	Högtalare2_Speaker2_Solna	Yes
Kamera	Kamera_Camera_Solna	Yes
Projektor	Projektor_Projector_Solna	Yes
Izettle 1	Izettle1_Solna	Yes (by the treasurer)
Izettle 2	Izettle2_Solna	Yes (by the treasurer)

“Kårridoren” Flemingsberg

Room/Equipment	Name in the room list in Outlook	Need to be approved by the premises manager
Konferensrummet	Konferensrummet_Conferens room_Flemingsberg	No
Lilla mötesrummet	Lillamotesrummet_Smallmeetingroom_Flemingsberg	No

For more information about and pictures of the rooms and equipment, go to www.medicinskaforeningen.se/en/booking-rooms

What do I need to be able to book?

You need an Outlook email from Medicinska Föreningen and you need to be a member. The president of each committee/section/society has an MF-email and has the possibility to book a room or equipment. You can also get a personal MF-email. You apply for this by filling out the form "[Ansökan om tillgång till nätverk och dator](#)", which you can find in the reception and on MF's [webpage](#).

For more information on how to become a member, go to www.medicinskaforeningen.se/en/become-a-member

A further prerequisite for being able to rent Medicinska föreningens rooms is that one cleans after themselves, does not move out any furniture and the like and also that no more people can stay in the rooms than what is stated in them.

How do I know when it's available?

Each room/equipment has its own calendar and by importing the ones you use most you can see the availability of each room or equipment.

Via the Outlook calendar on the web

1. Go to your Outlook calendar.
2. Choose "Import calendar".
3. Choose "From catalogue".
4. Then write the name of the room/equipment you are interested in booking. You can see the full names above and also at the Medicinska Föreningen's website. It is also possible to start entering the name and then it may appear automatically as a choice.
5. Double-click at the calendar that you would like to import.

Via the Outlook app on the computer

1. Choose "Open Calendar" on the menu under "Start".
2. Choose "From room list".
3. Select your preferable room or equipment.

Attn: You cannot use Windows own calendar for this.

How do I book?

You need to be logged in to your MF email in order to book and then you can book directly in the Outlook app or via Outlook calendar on the web. When you have sent a booking request, you will automatically receive an email stating if your booking has been accepted or rejected. This only applies to the rooms and equipment that does not need the approval of the premises manager. When you book those rooms or equipment, the message will only come when the premises manager has approved or rejected your booking. In case of rejection is due to the fact that it meets with other bookings or opening hours, for example the reception.

Book via the Outlook app on the computer

Alternative 1

1. Choose “New meeting”.
2. In the space bar on the right side, you can choose “Room...”. Then all the rooms and equipment will come up and you can choose the preferable room or equipment. You need to double-click on the room/equipment you wish to book. The rooms/equipments name need to show itself by the button that says “Room->”. Press OK.
3. Then fill out the time you wish to book for.
4. Write what the booking intends.
5. Select send.
6. Now there should be an automatic reply with either acceptance, rejection or information that the premises manager will answer your booking request.

Alternative 2

1. Double-click on the date that you want to book in your calendar.
2. Choose date and time.
3. Write what the booking intends.
4. Select “Scheduling Assistant”.
5. Choose “Add room” at the bottom to the left.
7. Double-click on the room or equipment that you want to book. The rooms/equipments name need to show itself by the button that says “Room->”. Press OK.
6. Select send.
7. Now there should be an automatic reply with either acceptance, rejection or information that the premises manager will answer your booking request.

Book via Outlook calendar on the web

1. Select “New Appointment” or double-click on the date you like to book in your calendar.
2. Write what the booking intends and the time you wish to book for.
3. Thereafter choose “Search for a room or location”.
4. Choose “+ Browse more rooms”, then you can see all the room and all equipment that Medicinska Föreningen has available. You can also choose to see only what is available.
5. Choose what you want to book and thereafter select send. Notice that you cannot send anything unless you have chosen something.
6. Now there should be an automatic reply with either acceptance, rejection or information that the premises manager will answer your booking request.

To cancel, right click on your booking in your calendar – choose “Cancel” and send.

How do I get access to my booked room/equipment?

To be able to enter the Student Union House and its rooms, you will be needing card access. To get this you need to be a member. You can find these forms at the reception in Solna and in Flemingsberg but also at www.medicinskaforeningen.se/dokument. Fill them out and do not forget to read the regulations that are attached nearby.

In Solna:

The premises manager will get you card access, most likely within a week. You will receive an email about paying your member fee though if you aren't a member.

In Flemingsberg:

Leave the form in the administrations box or take a photo of the form and send it to karx@medicinskaforeningen.se

Access to the rooms and equipment:

There are often staff present in the Student Union House in Solna, which makes it easier to get access to the rooms that are locked or the equipment that are locked in. But it is good to know what you need to get in to or get a hold of, if there's nobody there.

You only need card access to enter:

- The reception in Solna
- The committee floor in Solna
- The piano room in the committee floor in Solna

You may need to contact the premises manager or someone with keys (for example during evenings or weekends) to enter:

- The treasurers' office to get to the projector and cameras in Solna
- The Presidents room to get to the Speaker 1 and 2 in Solna
- The Union Council room in Solna (Fum-room)
- The board room in Solna
- The staff room in Solna

Send an email to the premises manager after you have gotten your booking confirmation, then you can discuss how to get a hold of the equipment or room you have booked.

Contact:

If you have any questions do not hesitate to contact the premises manager Sara Laouini at lokaler@medicinskaforeningen.se

If you cannot get access to a room or an equipment that you have booked in

Solna:

Daytime – call premises manager at 073-9803071.