# Canllaw ar gyfer Gweinyddwyr ar Reoli Archebion Ystafell Gyfarfod gan Ddefnyddio'r Calendr Outlook



Mae'r canllaw hwn yn rhoi gwybodaeth am reoli archebion ystafell gyfarfod gan ddefnyddio'r calendr yn MS Outlook 2010. Dyluniwyd y canllaw hwn i'w ddefnyddio gyda'r app ben-desg Outlook yn hytrach na'r fersiwn ar y wê.

### Cael Mynediad i Galendrau yr ystafelloedd gyfarfod

Yn gyntaf, mae'n ddefnyddiol cael mynediad cyflym at galendrau yr ystafelloedd cyfarfod y byddwch yn rheoli archebion ar gyfer, er mwyn gwirio argaeledd, ac ati. Dilynwch y camau isod i ychwanegu calendr at eich rhestr calendr:

- 1. O'ch mewnflwch Outlook, cliciwch 'calendar' (wedi ei leoli ar y dewislen yn y gornel gwaelod ar ochr dde y ffenestr Outlook).
- 2. Yn y golofn ar y chwith wrth ymyl eich calendr, dylech weld rhestr o galendrau dan y penawdau 'Fy Calendrau', 'Calendrau wedi'u rhannu' ac 'Ystafelloedd'. Cliciwch ar y saethau bach wrth ymyl y penawdau hyn i ehangu'r ddewislen i ddangos yr holl calendrau. O dan y pennawd 'Ystafelloedd' dylech weld enwau'r ystafelloedd cyfarfod yn eich swyddfa ranbarthol. Os na allwch weld enwau'r ystafelloedd cyfarfod byddwch yn rheoli archebion ar gyfer, dilynwch y camau isod i'w hychwanegu:

🖂 Mail	
Calendar	
Sea Contacts	
💞 Tasks	
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<ul> <li>My Calendars</li> <li>Other Calendars</li> <li>Shared Calendars</li> <li>Rooms</li> </ul>	27 Mar - 2 Apr
<ul> <li>VC Suite - Harlech</li> <li>Large Teaching Room - Harlech</li> </ul>	3
<ul> <li>Small Teaching Room - Harlech</li> <li>HE Room - Harlech</li> <li>∏ Suite B</li> <li>✔ Room10</li> </ul>	- 9 Apr

- 3. Yn y tab gartref, cliciwch 'Agor Calendr'.
- 4. Cliciwch 'o rhestr ystafelloedd' ('from room list').
- 5. Cliciwch ddwywaith ar yr ystafell y hoffech chi llogi a cliciwch 'OK'.

Byddwch yn awr yn gweld y calendr ystafell wrth ymyl eich calendr eich hun, ac mi fydd hefyd wedi'i restru yn y ddewislen ar y chwith.

I guddio'r calendr ystafell, dad-diciwch y blwch ticio wrth ymyl ei enw yn y ddewislen ar y chwith.





## Ymateb i Geisiadau i Logi Ytafelloedd Gyfarfod

Pan fydd archeb ystafell gyfarfod yn cael ei wneud drwy'r calendr Outlook, byddwch chi fel y gweinyddwr yn derbyn e-bost yn gofyn i chi i adolygu ac ymateb i'r cais archebu (enghraifft isod).

FW: Vic	leoconference	
Sarah K	Jones	
<ol> <li>Receive Tentati</li> </ol>	ed for Room10. vely accepted by Room10 on 09/12/2016 09:41.	
Required:		
When: Location:	09 December 2016 14:00-14:30 Room10	
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13 00		
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14 <sup>00</sup>	Sarah K. Jones ; Room10; Sarah K. Jones	1
15 00		1
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I dderbyn, betrus derbyn neu wrthod archeb ystafell, dewiswch un o'r opsiynau ar ben yr e-bost. Mae gwymplen o fewn pob un yn rhoi tri opsiwn:

### Golygu'r Ymateb Cyn Anfon

Mae'r opsiwn hwn yn eich galluogi i ysgrifennu neges gyda'ch ymateb. Argymhellir hyn os ydych yn gwrthod archeb, er mwyn i chi egluro pam y mae'n cael ei wrthod.

### • Anfon yr Ymateb Nawr

Mae'r opsiwn hwn yn anfon yr ymateb heb roi cyfle i chi ysgrifennu neges. Mae hyn yn ddefnyddiol os nad ydych angen ysgrifennu neges ac yn syml eisiau derbyn archeb.

### • Peidio Anfon Ymateb

Bydd yr opsiwn hwn yn betrus dderbyn yr archeb heb anfon e-bost at y person sy'n archebu'r ystafell.

Mae'r opsiwn **'Cynnig amser newydd'** yn eich galluogi i gynnig amseroedd newydd ar gyfer archebu'r ystafell os nad yw'r ystafell ar gael ar yr amserau y gofynnwyd amdani.

	t the Response before Sending
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Do	Not Send a Response
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When: Location:	09 December 2016 14:00-14:30 Room10
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Sarah K	. Jones	Decline and Propose New Time	
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13 <sup>00</sup>			
14 <sup>00</sup>	Sarah K. Jones ; Room10; Sarah K. Jor	les	

# A Guide for Administrators on Managing Meeting Room Bookings using the Outlook Calendar Tool



This guide provides information on managing meeting room bookings using the calendar tool in MS Outlook 2010. The guide is designed for use with the Outlook desktop app rather than the web based version.

### **Accessing Meeting Room Calendars**

Firstly it's useful to have quick access to the calendars for the meeting rooms you will be managing bookings for, in order to check availability, etc. Follow the steps below to add the calendar to your calendar list:

- 1. From your Outlook inbox, click 'calendar' (located on the menu in the bottom right corner of the Outlook window).
- 2. In the left hand column beside your calendar, you should see a list of calendars under the headings 'My Calendars', 'Shared Calendars' and 'Rooms'. Click the small arrows next to these headings to expand the menu to show all the calendars. Under the 'Rooms' heading you should see the names of the meeting rooms at your regional office. If you cannot see the names of the meeting rooms you will be managing bookings for, follow the steps below to add them:

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27 Mar - 2 Apr
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- 3. In the 'home' tab, click 'Open Calendar'.
- 4. Click 'from room list'.
- 5. Double click the relevant room and click 'ok'.

You will now see the room calendar beside your own calendar, and it will also be listed in the menu on the left.

To hide the room calendar, untick the tick box next to its name in the menu on the left.





## **Responding to Meeting Room Booking Requests**

When a meeting room booking is made using the Outlook calendar, you as the administrator will receive an email asking you to review and respond to the booking request (example below).

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1 4 00	Sarah K. Jones - Room10: Sarah K. Jones	ł
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15 00		

To accept, tentatively accept or decline a room booking, select one of the options at the top of the email. A dropdown menu within each gives three options:

#### Edit the Response Before Sending

This option enables you to write a message with your response. This is recommended if you're declining a booking, so that you can explain why it is being declined.

#### • Send the Response Now

This option sends the response without giving you the opportunity to write a message. This is useful if you have no message to write and simply want to accept a booking.

### • Do Not Send a Response

This option will tentatively accept the booking without sending an email to the person booking the room.

The **'Propose new time'** option allows you to propose new times for the room booking if the room is not available at the requested times.

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Sen	d the Response Now
Do	Not Send a Response
Tentati	ively accepted by Room10 on 09/12/2016 09:41.
Required: When: .ocation:	09 December 2016 14:00-14:30 Room10
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FW: Videoconference Sarah K. Jones		Tentative and Propose New Time	
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