



**miskanawah**  
empowerment • strength • family

## Room Booking Procedure

### VISIT ROOMS

The four visit rooms along the south side of the building are booked by the Visit Coordinator on a single calendar. These rooms are only to be used for family visits in the Mahmawi-atoskiwin program.

### MEETING ROOMS

Miskanawah has several rooms which can be used for meetings or family visits as appropriate. Meeting rooms are booked through the Microsoft Outlook booking function. Each room has its own calendar which can be viewed by any staff to find available times. There are multiple ways to book rooms using Outlook. This document shows one option.

The following rooms are available for booking:

Room Name in Outlook	Capacity	Description
~Sun Miskanawah Room	5	Board room on main floor. Large board table and audiovisual and conference call equipment.
~Sun Elders Room	4	Couch and two chairs. Conference call equipment.
~Sun Gathering Place	20	Priority is for events. May not be accessible for family visits if space is needed for other activities. Large room on south side or main floor. Tables, chairs and audiovisual equipment.
~Sun Sunshine Room	2	NW corner of the second floor. Medium table, audiovisual and conference call equipment.
~Sun Mahmawi-atoskiwin	4	Middle of the second floor. Has large table, audiovisual and conference call equipment.
~Sun Kitchen	2	Kitchen beside Gathering Space. See Cathy for food handling policy.
~Sun Large Tipi	6	Large Tipi in FRN space. Needs to be booked if you wish to be the only ones in the FRN space

The room capacity listed above is based on COVID guidelines for social distancing. COVID guidelines make exceptions for professional services provided for families. When rooms are booked for families, they may exceed these capacity limits because the family does not need to distance from each other. Other professionals in the meetings should maintain 2m distancing.

Miskanawah has other rooms that may be booked in special circumstances but require permission for booking.

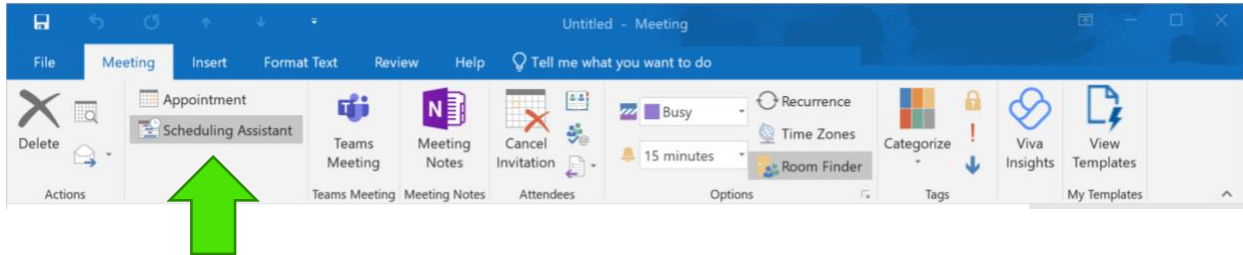
- For Diamond Willow contact the Team Lead, Tamara Himmelspach
- For Healing Lodge contact office admin staff



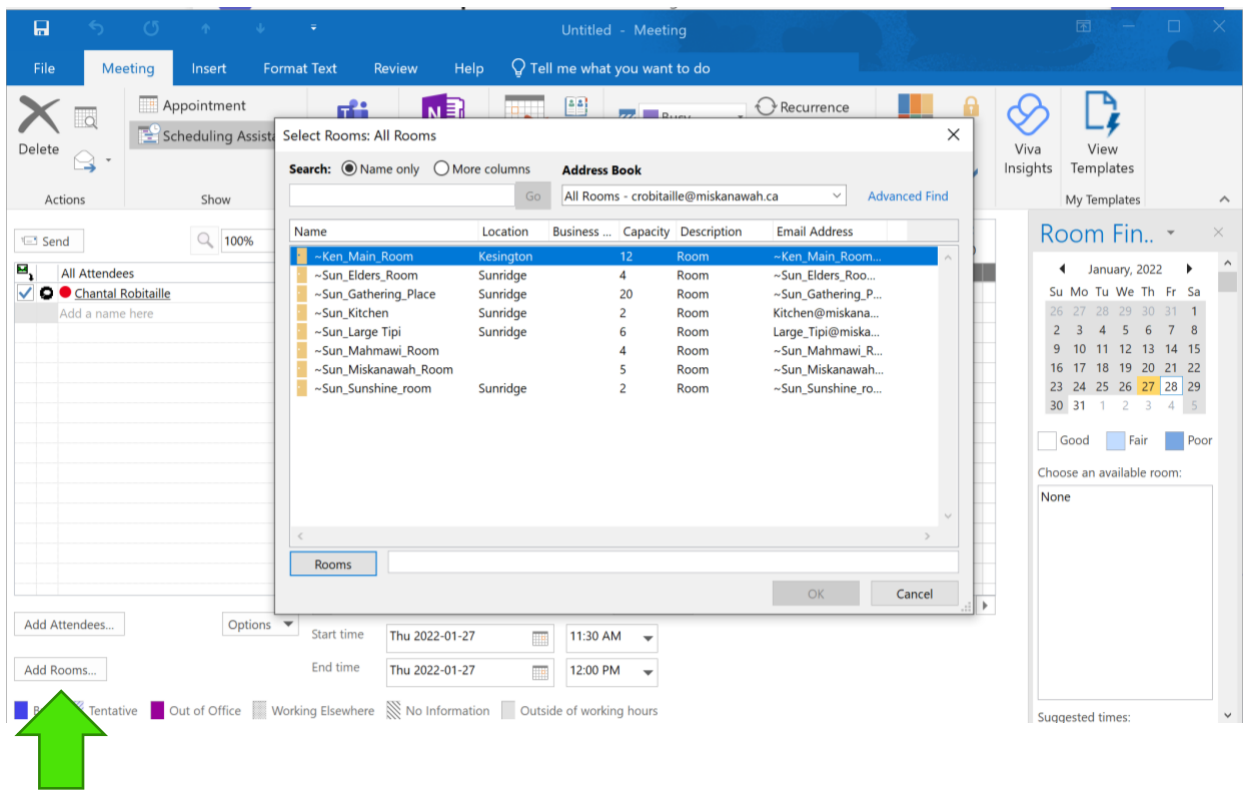
**miskanawah**  
empowerment • strength • family

## HOW TO BOOK A ROOM

To book a room for a meeting, open a meeting invite in outlook. Click on the “Scheduling Assistant” button.



This will change the view of the meeting invite. At the bottom of the invite there is a button to “Add Rooms”. Click here to open the window with the list of rooms.



Double click on the room you would like to book. If you are unsure of what you would like and want to see the availability of multiple rooms, double click on all the rooms you want to see. Click “OK”. You will now see all the rooms you selected appear on the list to the left, below your name.



miskanawah  
empowerment • strength • family

You can now see the times that are available and booked on the room calendars you have selected. (You will only see purple blocks on booked spaces). Use the scroll bar below the schedule to advance through the calendar. Enter the date and time you would like on the bottom or click on the schedule to highlight the time you want to book the room. It will show up as the blue vertical bar. **If you have selected multiple rooms to view, unselect the rooms you are not booking by clicking the blue checkmark beside the room name.** If you do not do this, you will be booking every room on the list with a checkmark beside it.

If you would like to check to see if coworkers are available for a meeting as well, you can add their names to the list. Click on the "Attendees" button. This will open the address book and you can select other Miskanawah staff. You can see I added Kirby. He is unavailable because he is out of office.

Click "Appointment" near the top to return to the default view for meeting invites. You will see that the room you selected appears in the "To" line and "Location" line.

You can enter any other attendees as per usual. In the subject line, enter the purpose of the meeting and the number of people attending the meeting in brackets. Ex: Case Consult with CFSA (5).



**miskanawah**  
empowerment • strength • family

**Kirby Redwood**: Automatic reply: "Thank you for your email. I'm out of the office and will be back at Feb 7th, 2022. During this period I will have limited access to my email. For...

You haven't sent this meeting invitation yet.

To: Kirby Redwood; ~Sun\_Sunshine\_room

Subject: Supervision Meeting (2)

Location: ~Sun\_Sunshine\_room

Start time: Thu 2022-01-27 11:30 AM

End time: Thu 2022-01-27 12:00 PM

Hi Kirby,

Saving a spot in the calendar for our meeting.

Cheers,  
Chantal

In Shared Folder | Calendar | Last modified by crobitaille@miskanawah.ca at 1:17 PM

After you book a room you will receive an email indicating that your meeting was either accepted or declined by the room. If the room is available for the selected time it will be accepted. If the room is already booked your meeting request will be declined.

Wed 2022-01-19 1:11 PM

~Sun\_Miskanawah\_Room

**Accepted:**

When February 17, 2022 1:00 PM-1:30 PM (UTC-07:00) Mountain Time (US & Canada).

Location ~Sun\_Miskanawah\_Room

We couldn't find this meeting in the calendar. It may have been moved or deleted.  
~Sun\_Miskanawah\_Room has accepted this meeting.

**Your request was accepted.**

Sent by Microsoft Exchange Server 2016

For questions or support contact:

**Chantal Robitaille**  
Operations Manager  
crobitaille@miskanawah.ca