

## Where are the SMART VDesk Rooms at St. Lawrence College?

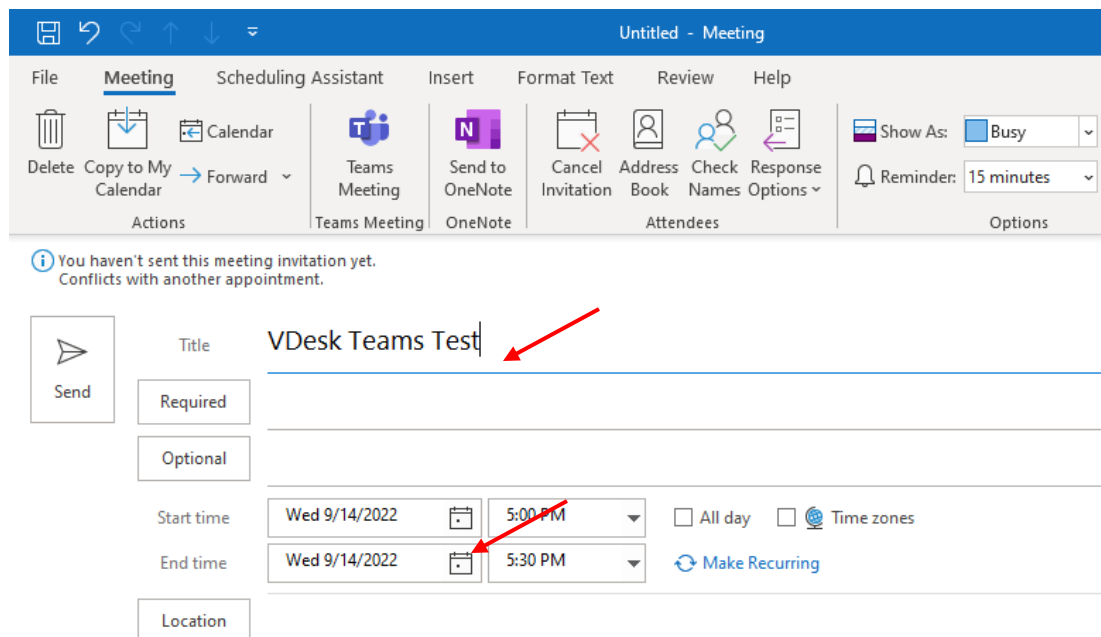
The SMART rooms at SLC are located in the former VDesk rooms on each campus:

Brockville SMART Room (Brockville VDesk)	Room 201	Phone in Room Ext. 3274
Cornwall SMART Room (Cornwall VDesk)	Room 2425	Phone in Room Ext. 2275
Kingston SMART Room (Kingston VDesk)	Room 12190	Phone in Room Ext. 1396

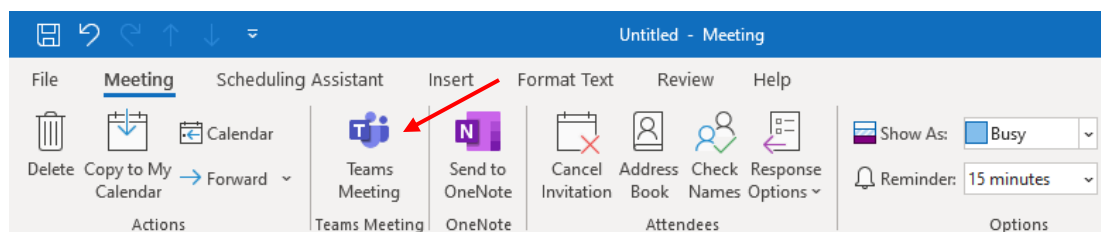
## How do I book the SMART VDesk Rooms?

If you'd like to arrange a meeting in the SMART (VDesk) rooms, open Microsoft Outlook and be sure you are in your own Calendar.

1. Under the 'Home' tab, click on 'New Meeting' > Open a new meeting – adjust the Start/End time of the meeting, and enter a meaningful Meeting Name in the 'Title' field



2. If you would like this meeting to be able to utilize Microsoft Teams, click on the 'Teams Meeting' icon. This will automatically create a Teams Meeting to this meeting.



**You haven't sent this meeting invitation yet.**  
Conflicts with another appointment.

**Title:** VDesk Teams Test

**Required:** |

**Optional:**

**Start time:** Wed 9/14/2022 5:00 PM  All day  Time zones

**End time:** Wed 9/14/2022 5:30 PM [Make Recurring](#)

**Location:** Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 243 305 561 986

Passcode: umyv2S

[Download Teams](#) | [Join on the web](#)

- Under the Scheduling assistant tab, under 'Required Attendee' click on "Add required Attendee". Enter each attendee's email address, and make sure a checkmark is beside their name.
- Under 'Scheduling Assistant' tab, select 'Add Rooms'. Double-click on the appropriate rooms for the each VDesk room. You will notice that as you click on the rooms, they will be automatically populated in the 'Rooms' field at the bottom of the window.  
ie. Brockville VDesk, Cornwall VDesk, Kingston VDesk  
Click on 'OK'

**Scheduling Assistant** | Insert | Format Text | Review | Help

Add Attendees | 
  Add Rooms | 
  Room Finder | 
  Options

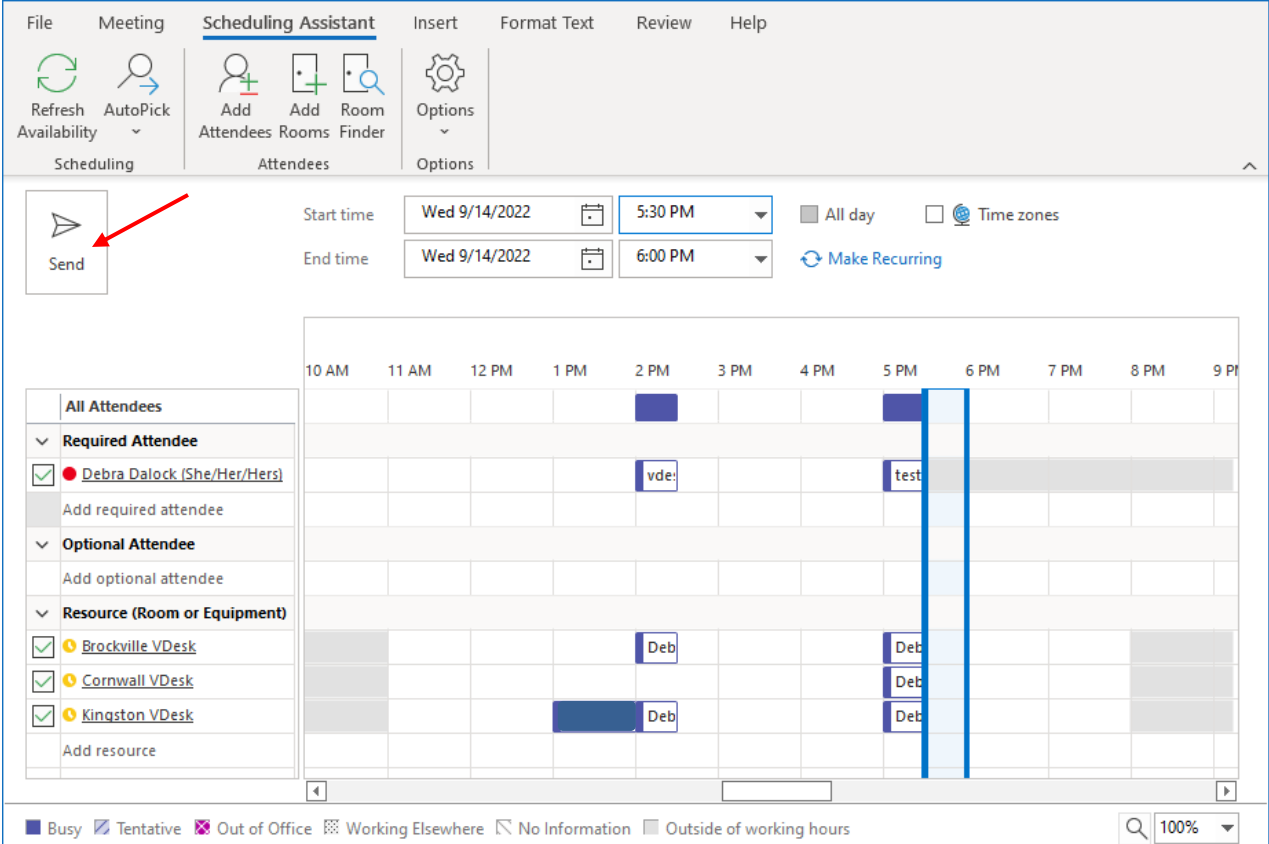
**Select Rooms: All Rooms**

Search:  All columns |  Name only | Address Book: All Rooms - Debra.Dalock@sl.on.ca | [Advanced Find](#)

Name	Locati...	Business Ph...	Capacity	Description	Email Address
<input type="checkbox"/> 12210	12210		8	Room	12210@sl.on.ca
<input type="checkbox"/> 12215			12	Room	12215@sl.on.ca
<input type="checkbox"/> B0214 Studio			15	Room	B0214Studio@SL.On.Ca
<input type="checkbox"/> B105			25	Room	B105@SL.On.Ca
<input type="checkbox"/> Brockville Classroom 109			2	Room	BrockvilleClassroom109@sl.on.ca
<input type="checkbox"/> Brockville Classroom 114			2	Room	BrockvilleClassroom114@sl.on.ca
<input checked="" type="checkbox"/> Brockville VDesk				Room	brockvillevdesk@sl.on.ca
<input type="checkbox"/> Brockville VTel	215	3980		Room	brockvillevtel@sl.on.ca
<input type="checkbox"/> BVtel-216	Brockville			Room	BVtel-216@sl.on.ca
<input type="checkbox"/> Cornwall Classroom M2700			2	Room	CornwallClassroomM2700@sl.on.ca
<input type="checkbox"/> Cornwall Classroom M2710				Room	CornwallClassroomM2710@sl.on.ca
<input type="checkbox"/> Cornwall Classroom M2790			2	Room	CornwallClassroomM2790@sl.on.ca
<input type="checkbox"/> Cornwall VDesk				Room	cornwallvdesk@sl.on.ca
<input type="checkbox"/> Cornwall VTel	M2430	2980		Room	cornwallvtel@sl.on.ca
<input type="checkbox"/> CVtel-2430	Cornwall			Room	CVtel-2430@sl.on.ca
<input type="checkbox"/> Davies Hall			100	Room	Davies_Hall@sl.on.ca

Rooms: **Brockville VDesk; Cornwall VDesk; Kingston VDesk**

- Now you will be able to see the room and Attendee availability for your proposed meeting time.



The screenshot shows the Microsoft Teams Scheduling Assistant interface. The top ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Scheduling Assistant tab is active, showing options for Refresh Availability, AutoPick, Add Attendees, Add Rooms, Room Finder, and Options. The meeting details section shows the start time as Wed 9/14/2022 at 5:30 PM and the end time as Wed 9/14/2022 at 6:00 PM. A red arrow points to the 'Send' button. The main area displays a calendar grid with availability for attendees and resources. The attendees list includes Debra Dalock (Required Attendee) and resources include Brockville VDesk, Cornwall VDesk, and Kingston VDesk. The calendar shows busy times for these resources during the proposed meeting time.

- If you are satisfied with your selections, Click “Send” to schedule the meeting in the systems.
- If there happens to be a conflict, the IT Service Desk will get a notification from the system that there is a conflict that needs to be resolved. We will reach out to you about any scheduling conflicts.
- You’re done.