UPCOMING CHANGE TO
Room Bookings

What's Changing? Currently, when a recurring meeting request is sent to a room and one or more instances conflict with an existing booking, the entire series is declined.

To better facilitate the booking of recurring meetings, **on March 11, 2026, we are enabling a feature on all bookable rooms to allow for recurring meetings to be booked that do _not_ conflict and to deny those instances that do conflict**, instead of declining the entire series.

Note: this will only apply to rooms that have automatic processing of appointments.

March 2026

For example, when trying to book a room for a recurring meeting of 8 instances....

Current: The entire series is declined because of 2 instances with conflicts.
1,2,3,4,5,6,7,8 = Declined

New: The series is accepted, except for the 2 instances with conflicts.
1,2,4,5,7,8 = Accepted | 3,6 = Declined

This change will allow for recurring meetings to be booked if the **percentage of conflicts is less than 30%, and the number of maximum conflicts does not go over 3.** When these conditions are met, the conflicting instances will still be declined, but the rest of the series will be booked.

See the below scenarios to better understand the process:

Scenario 1: A recurring meeting request, which repeats 20 times (20 instances), is sent to the room. 10 instances for that recurring meeting occur at the same time as other meetings already scheduled in the calendar.

Result: The entire series is declined.
In this case, the 50% conflict ratio exceeds the conflicts allowed (i.e. 30%).

Scenario 2: A recurring meeting request, which repeats 20 times (20 instances), is sent to the room. 2 instances for that recurring meeting occur at the same time as other meetings already scheduled in the calendar.

Result: The series is accepted, but the 2 conflicting instances are declined. If there were 4 conflicting instances, the entire series would have been declined.

Best Practice from Microsoft: For best results, Microsoft recommends adding the room as a "Required Attendee" in the meeting request instead of using "Location".

Questions? Please contact the Help Desk:
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