

Using Outlook to Reserve Resources (Mac) (Revised 5/3/13)

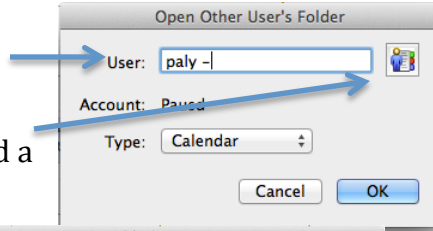
Part 1—Adding Resource Calendars

Before we can see if a resource is available, we have to add the resource's calendar to our list of shared calendars. Here's how...

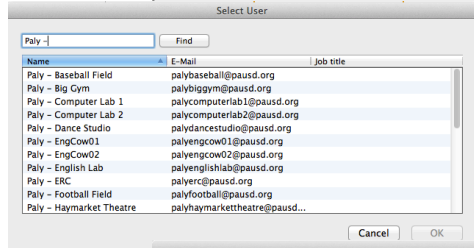
1. Open your Outlook calendar. From the Home tab, choose "Open Calendar."



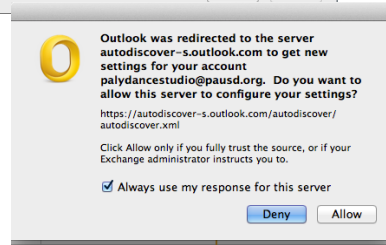
- 2.
3. A dialog box will appear. In the "User" field, type "Paly - " (That's Paly followed by a hyphen), then click the icon to the right, and a box will pop up. Click "Find." You will see a list of the resources that are in the system.



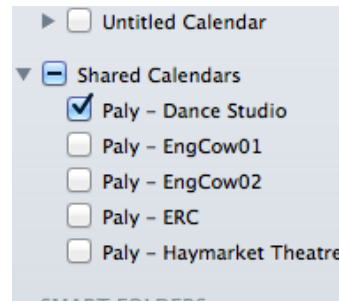
4. Select the desired resource and click OK.



5. If you get this warning message, click "Allow."



6. The resource now appears in the "Shared Calendars" section of the left panel in Outlook. You can now use the shared calendar to see if your desired time slot is available.



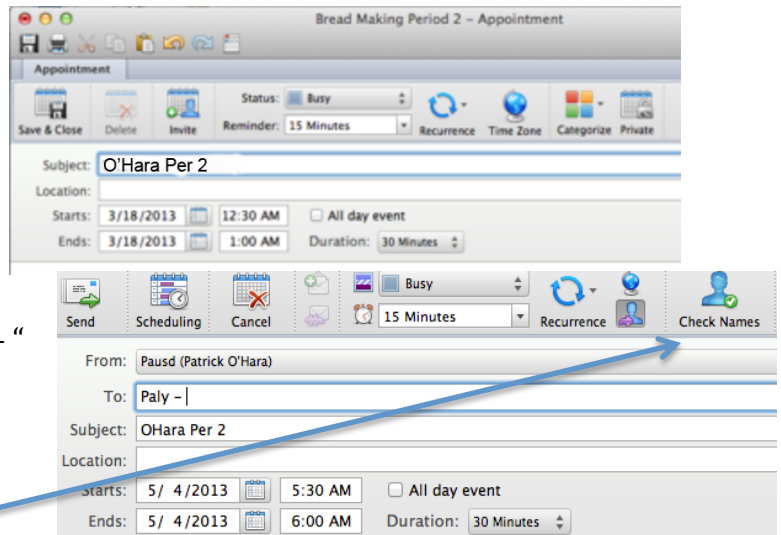
7. Repeat these steps for each resource you expect to use in the future.

Using Outlook to Request Resources

Part 2—Requesting a Resource

This is where we actually request a resource. The general idea for this procedure is to create a meeting and invite the room to the meeting.

1. In YOUR OWN Outlook calendar locate the day on which you wish to reserve a resource. Double-click in any part of that day.
2. An appointment dialog box will appear. Enter your name and a subject that describes the activity. Set the Start and End times.
3. Click Invite.
4. On the “To:” line enter “Paly - “ (That’s Paly followed by a hyphen).
5. Click “Check Names”
6. Choose the resource you wish to reserve and click “Send.”



The resource has now been reserved. You will receive an email confirming the reservation. If you don't get the email, you don't have the reservation.

Some resources require approval. Reservations for these resources will remain tentative until the approver has approved the reservation. You will receive an email when the reservation has been approved.