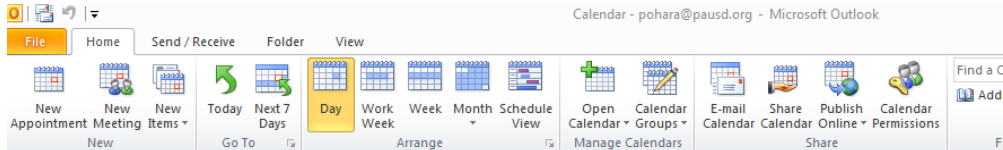


Using Outlook to Reserve Resources (Windows)

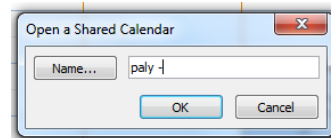
Part 1—Adding Resource Calendars

So that we can see existing reservations, we have to add the resource's calendar to our list of shared calendars. To get started, start Outlook and open your calendar. Then...

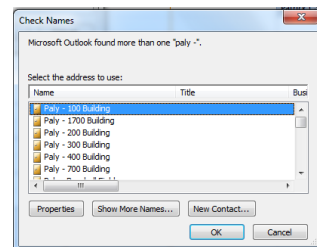
1. From the Home tab, choose “Open Calendar,” and then “Open shared calendar.”



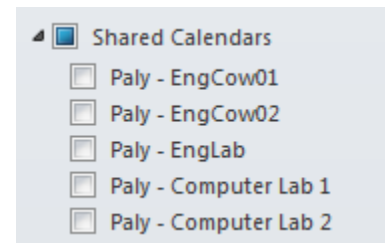
2. A dialog box will appear. In the “User” field, type “Paly -”, then click OK, and you will see a list of the resources that are in the system.



3. Select the desired resource and click OK.



4. The resource now appears in the “Shared Calendars” section of the left panel in Outlook



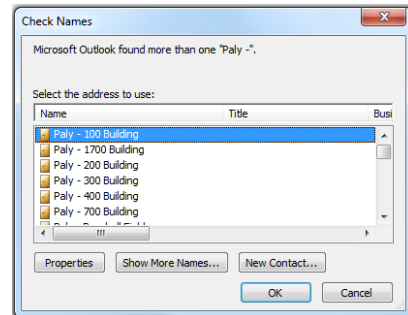
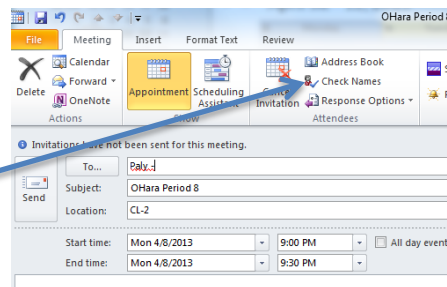
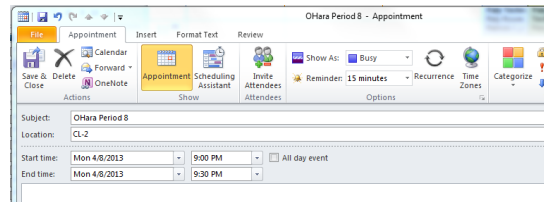
5. Repeat these steps for each resource you expect to use in the future.

Using Outlook to Reserve Resources

Part 2—Reserving a Resource

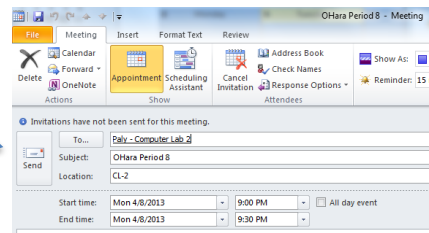
The general idea for this procedure is to create a meeting and then invite the room to the meeting.

1. In **Your** 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 Attendees.” The Appointment dialog box will turn into a Meeting dialog box.
4. On the “To:” line enter “Paly -,” and then click “Check Names.” A list of available resources will appear.



5. Choose the resource you wish to reserve and click OK.

6. Click “Send” to book the request.



The resource has now been reserved. You will receive an email confirming 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.
