FASmail: Booking a Room or Equipment Resource in Outlook 2010

There are two ways in which a resource can be booked in FASmail:

- 1) Sending a meeting request via the Scheduling Assistant in Outlook or Outlook Web App
- 2) Booking directly on the Resource calendar (available to identified Resource Admins only)

Method One: Sending a Meeting Request via the Scheduling Assistant in Outlook

1. Create a new meeting request.



2. Go to the Scheduling Assistant function in the meeting request

🔳 🔒 🤊 U 🔺 🦻	- -	Untitled	- Meeting	
File Meeting	Insert Format Text	Review		
Delete Calendar Delete Calendar Calendar Consort Consort Calendar Consort Calendar Calen	Appointment Scheduling Show	Cancel Invitation	Busy	Recurre
Send Q	100% - 12:00 1:0	0 2:00	3:00 4:00	Wednesda 8:00
All Attendees	dd a name			
Add Attendees O	Start time: End time:	Tue 2/7/2012 Tue 2/7/2012	 ✓ 2:00 PM ✓ 3:00 PM 	•
📕 Busy 📈 Tentative	• 📕 Out of Office 🛛 N	lo Information	Outside of work	ting hours

HEASteh Jahaw (Citel - 5)											
	904 🕈	- -			U	ntitled	- Mee	ting			
File	Meeting	Insert	Format Text	t	Review						
X	Calendar	-22222			22222		9 00	Busy	Ŧ	🕂 Recurre	nce
Delete	N OneNote	Appointme	nt Schedulin Assistant	ig t	Cancel Invitation	×∕ 4⊒-	¥	L5 minutes	Ŧ	🔮 Time Zo 🌠 Room F	nes inder
	Actions	S	how		Attend	ees		0	ptions		5
	and	100%								Wednesda	Roon
	, a	100%	12:00 1	:00	2:0	0	3:00	4:00)	8:00	
⊠₁	All Attendees										Su
	CA, UBC IT										29
	Click here to ac	ld a name									5
											12
											19
							-				4
		:	4								
Add	Attendees 0	ptions 🔹	Start time:	Τι	ue 2/7/201	2	-	2:00 PM	•]	Cho
Ad	d Rooms		End time:	Т	ue 2/7/201	2	-	3:00 PM	•		Nor

3. In the Scheduling Assistant, click on Add Attendees.

4. Select the resource name in the Global Address List. Click on the **Resources** button. Click **OK**.

🔟 🚽 🔊 ೮ 수 🕆 ।∓	Untitled - Meeting	
File Meeting Insert For	mat Text Review	۵ 🕜
Calendar	Busy CRecurrence	Zoom
Select Attendees and Resou	irces: Global Address List	
Search: Name only	More columns Address Book	Zoom
Send ubcit r-rm testing 1	Go Global Address List - itca2@mail.ubc.ca - Adva	anced Find
Name	Title Business Pho	ne Lo r Sa
✓ CA ✓ UBC IT R-RM Testing F/ ✓ Ø UBG Ø UBC IT Security Analysis © IT Si Security Analysis © UBC IT Shipping and Re © UBC IT Si Backup Support © UBC IT SI Backup Support © UBC IT SI Backup Support © UBC IT SI Support © UBC IT SI Support © UBC IT SI Support © UBC IT SUpport © UBC IT Support, Rise © UBC IT Systems Request ✓ Connect Optional -> Optional -> UBC IT SI ✓ Accept 3 ? Tentatt ✓ × Declined (0) Not responded (2)	ASmail 2. In a tor (UBC IT) 2-3652 it (UBC IT) 2-3652 ceiving ort s Prod Support sts III R-RM Testing FASmail 4 OK for da past. IC IT UBC IT R-RM Testing FA	A A A A A A A A A A A A A A
		-

🛄 🛃 🤊 U 🔺 🧇	₹		Untitled	- Meeting			
File Meeting	Insert	Format Text	Review				
Calendar Celete Calendar Constant → Constant → Calendar Calendar Calendar Calendar Calendar	Appointmer St	Scheduling Assistant	Cancel Invitation	✓ Busy ↓ 15 minutes Op	Cecurrer Cecurrer Securrer Securrer Securrer Securrer Time Zor Com Fi		
⊑ <u>S</u> end Q	100% -	, February 08, 2 9:00 10:0	2012 00 11:00	12:00 1:00	2:00		
All Attendees CA, UBC IT UBC IT R-RM Tere	sting FASmail						
Click here to ac	ld a name						
		•					
A <u>d</u> d Attendees O	ptions 🔹	Sta <u>r</u> t time:	Wed 2/8/2012	- 12:00 PM	•		
Add Roo <u>m</u> s		End time:	Wed 2/8/2012	▼ 1:00 PM	•		
Busy 🖉 Tentative 📕 Out of Office 🛛 No Information 📄 Outside of working hours							

5. In the Scheduling Assistant, identify a timeslot that is available for booking.

- 6. When a free timeslot has been selected, click on **Send** to complete the booking of the resource.
- 7. A confirmation email will be sent to your Inbox indicating whether or not the resource was booked successfully.

NOTE: If using Outlook 2007, instead of a confirmation email, a pop-up window will immediately appear indicating whether or not the resource was booked successfully.

Method Two: Booking Directly on the Resource Calendar (available to Resource Administrators only)

(RESOURCE ADMINISTRATORS ONLY): The resource calendar can be opened as a second calendar. Events can be edited directly on the calendar.

1. In Outlook, click on Calendar.

<mark>0 ¦⊒</mark> ") ∓	Inbox - itca2@mail.ubc.ca - Microsoft Outlook	- D ×
File Home Send / Receive Folde	View	♡ (?
Favorites	Search Inbox (Ctrl+E)	× .
Sent Items	Arrange By: Date Newest on top	
Deleted Items	There are no items to show in this view.	Nout
◢ itca2@mail.ubc.ca		COm.
🔁 Inbox		ng
🔯 Drafts		po
Sent Items		
Deleted items		ents
Junk E-Mail		
RSS Feeds		Y
Search Folders		10
		day
		0 1a
		sks
- 🗵 📹 🐷 📽 📰 🛃	v	
Items: 0 😝 Remind Calendar (Ctrl+2)	🛞 Online with Microsoft Exchange	□ □ 100% ○ · · · · · · · · · · · · · · · · · ·

2. In the Calendar, click on Open Calendar, and select "From Address Book...".

0 🗄 🔊 📼	Calendar - itca2@mail.ubc.ca - Microsoft Outlook					
File Home Send / Receive Folder	View					
🎬 🌉 🖷 🥇 📑					i	
New New New Today Next 7 Appointment Meeting Items • Days	Day Work W Week	Veek Month Schedule View	Open Calendar Calendar Calendar	E-mail Share alendar Calendar	Publish Calendar Online * Permissions	
New Go To 🕞	Arra	ange 🖓	📸 From <u>A</u> ddress Boo	k Sh	lare	
19 20 21 22 23 24 25			From <u>R</u> oom List			
26 27 28 29 1 2 3 4 5 6 7 8 9 10	8 am		From Internet			
			Create New <u>B</u> lank	Calendar		
My Calendars	9 00		Dpen Shared Cale	ndar		
Calendar		l				
Rooms	10.00					

3. Select the Resource mailbox from the Global Address List. Click on the Calendar button, and click on OK.

0 🗄 🔊 🗸	Calendar - itca2@mail.ubc.ca - Microsoft Outlook	_ 0 ×
File Home Send / Receive	Folder View	♥ ?
✓ February 2012 Su Mo Tu We Th Fr Sa 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 12 14 15 16 17 15	February 08, 2012 8 Wednesday	ar (Ctrl+E)
12 13 14 13 10 17 18 19 20 21 22 23 24 25 26 27 28 29 1 2 3 4 5 6 7 8 9 10	Select Name: Global Address List	•
My Calendars	Ubc it r-rm testing fasmali 1 Go Global Address List - itca2@mail.ubc.ca Advanced Find	
Rooms	Name Title Business Phone Lc UBCLT R-RM Testing FASmall 2 2 2 UBCLT SecUrity Analysit (UBC IT) 2-3652 2 UBC IT Shoping and Receiving 2-3652 2 UBC IT Shoping and Receiving 2-3652 2 UBC IT Shoping and Receiving 2-3652 2 UBC IT SI Badup Support 2-3652 2 UBC IT SI Shoping and Receiving 2-3652 2 UBC IT SI Schoport 2 2 UBC IT SI Schoport 2 2 UBC IT SUpport 2 2 UBC IT Test Malbox 2 2 UBC IT Test Callent * * Calender -> UBC IT R-RM Testing FASmall 4 3 OK Cancel	r Time v
	s s e	

4. The resource calendar will appear as a second calendar within your Outlook client. You can then add, remove, and edit events on it as required.