

FASmail – Booking a Room or Equipment Resource in Outlook 2011 for Mac

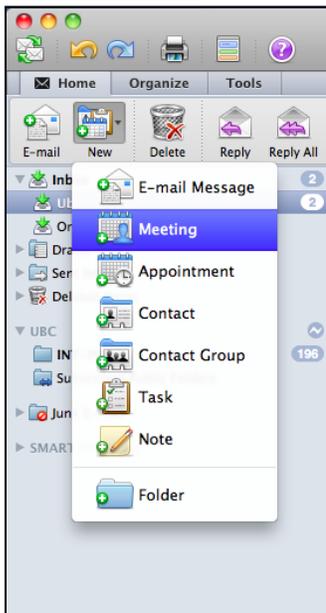
There are two ways in which a resource can be booked in FASmail:

1. Sending a meeting request via the Scheduling Assistant in Outlook
2. Booking directly on the Resource calendar

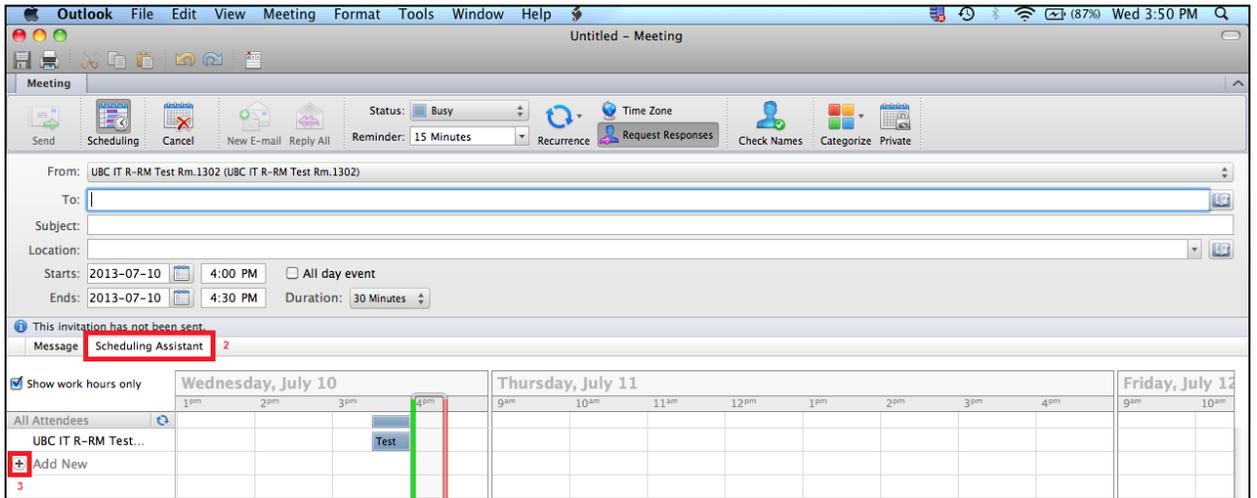
Note: If you do not have the necessary permissions granted to you to book a resource, you will not be able to use Method 1 and/or Method 2 to book the resource. If this is the case, please contact your Authorized FASmail contact in order to gain permissions.

Method One: Sending a Meeting Request via the Scheduling Assistant in Outlook 2011

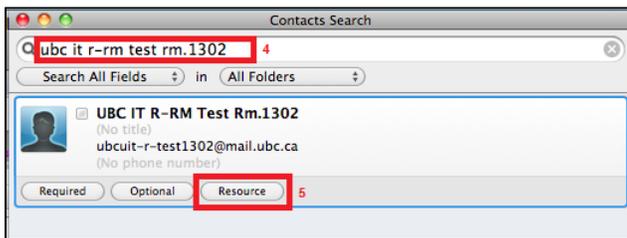
1. Create a new meeting request.



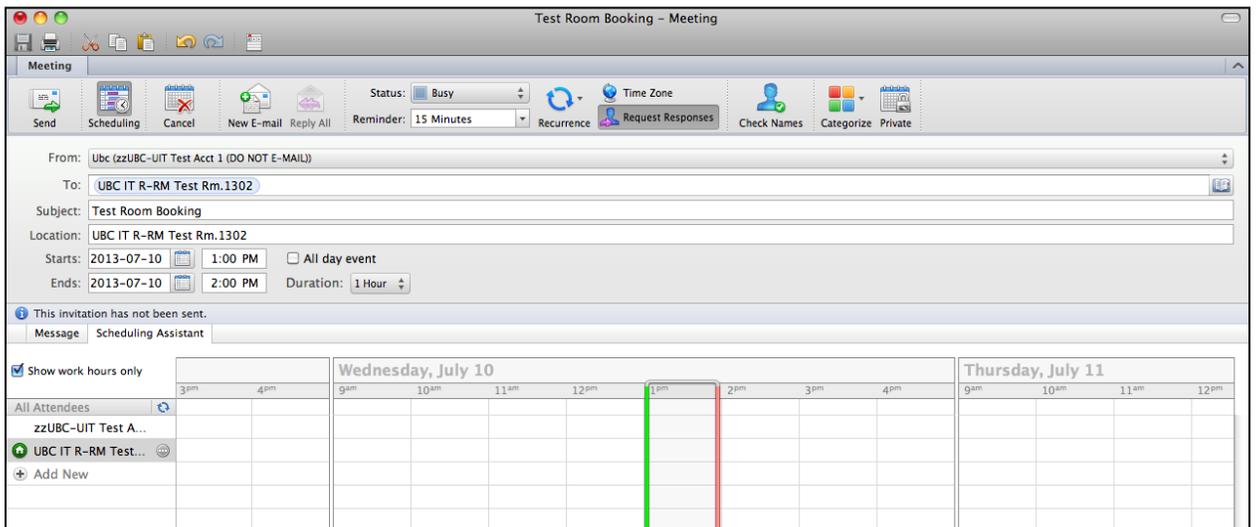
- Go to the Scheduling Assistant feature in the meeting request window
- In the Scheduling Assistant, click on the + symbol besides **Add New**.



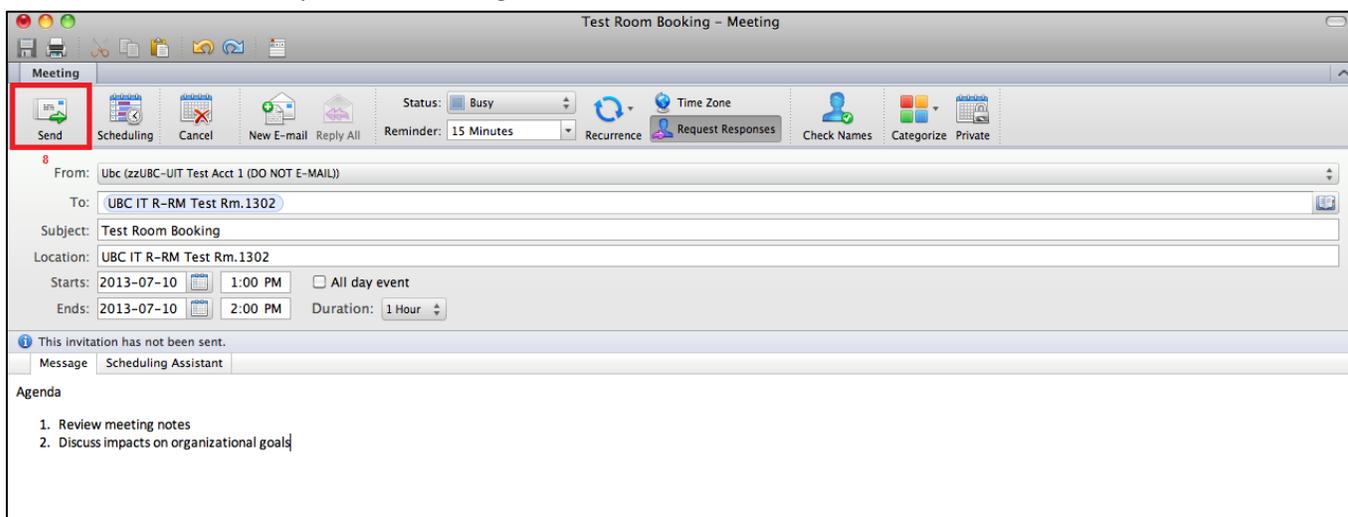
- In the Contacts Search window that appears, search for the name of the resource mailbox. In the example in the screenshot, we will search for **UBC IT R-RM Test Rm.1302**
- When the resource mailbox appears in the results field, click on **Resource**



- In the Scheduling Assistant, identify a timeslot that is available for booking and select the time. A filled bar will indicate that the timeslot is not available for booking, and an empty selection (eg. in screenshot) will indicate that the timeslot is free.



- Complete the rest of the meeting request as necessary (ie. Fill in the meeting Subject, invite other meeting attendees if necessary, add meeting notes, etc...)
- Click on **Send** to complete the booking of the resource.

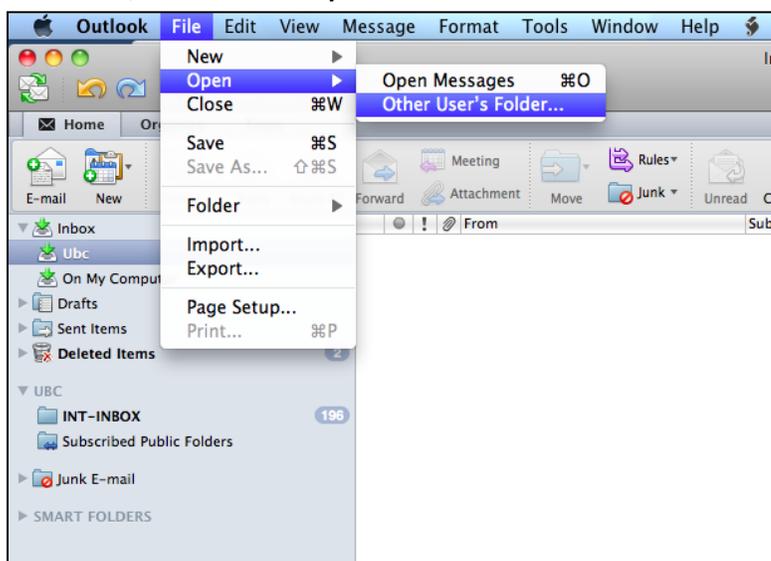


- A confirmation email will be sent to your Inbox indicating whether or not the resource was booked successfully.

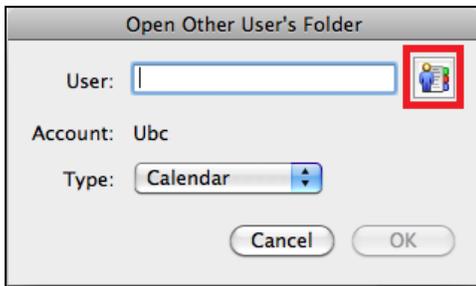
Method Two: Booking Directly on the Resource Calendar

The resource calendar can be opened as a second calendar if you are assigned the necessary permissions to the resource mailbox. Events can then be edited directly on the resource mailbox calendar.

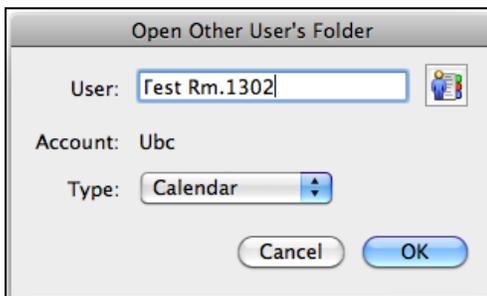
- In Outlook, click on **File > Open > Other User's Folder...**



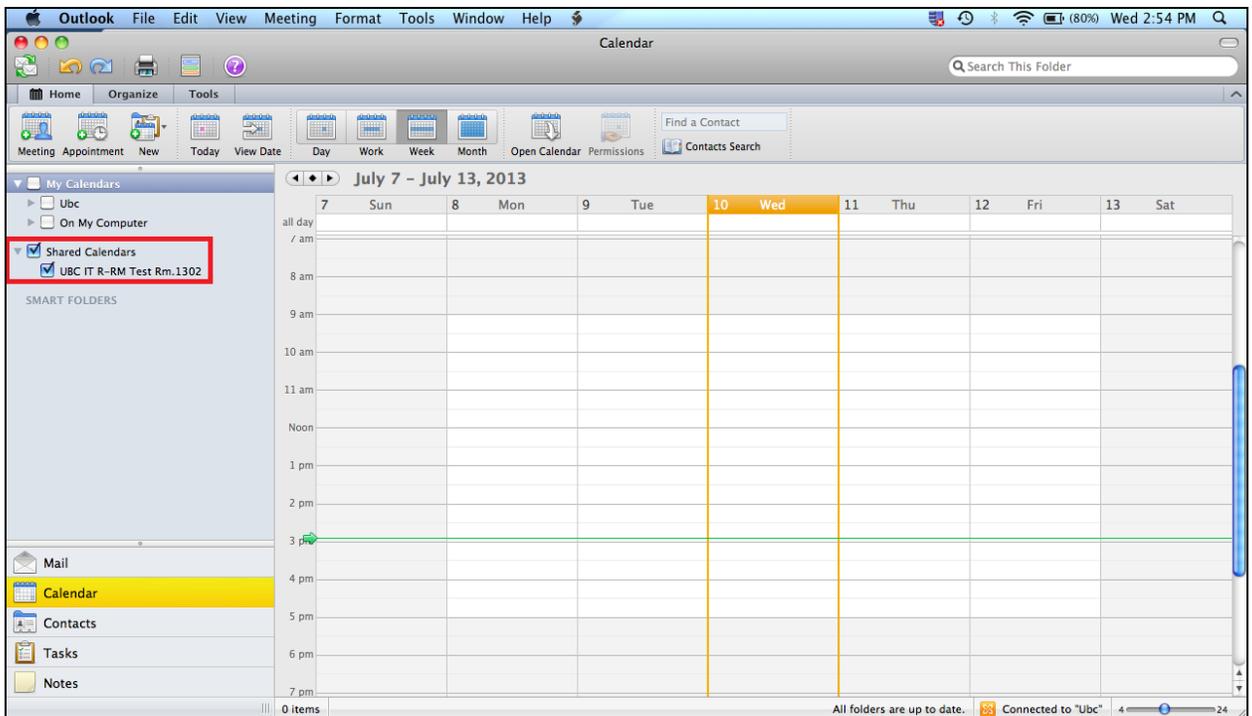
- In the window that appears, click on the symbol beside the **User** field.



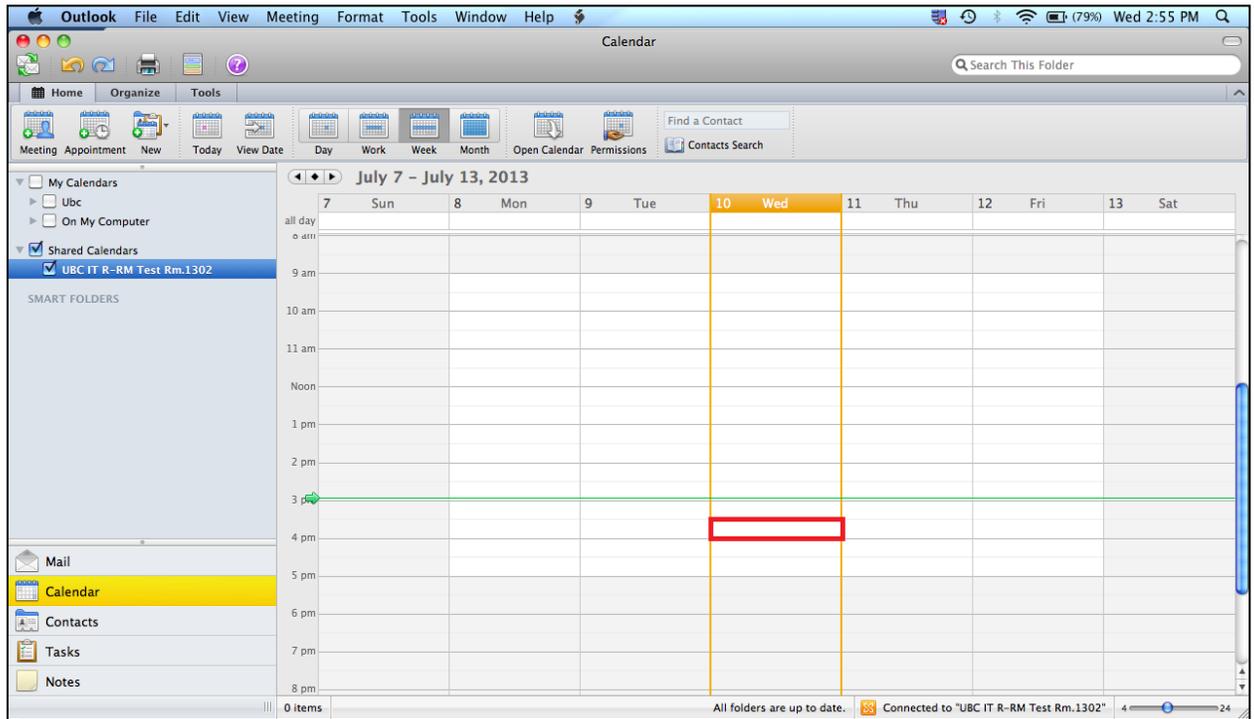
- In the next window that appears, type in the name of the resource that you would like to book. Click on it in the results, and click on **OK**.
- In the next window, you should notice that the **User**: field is now filled in. Click on **OK** to proceed.



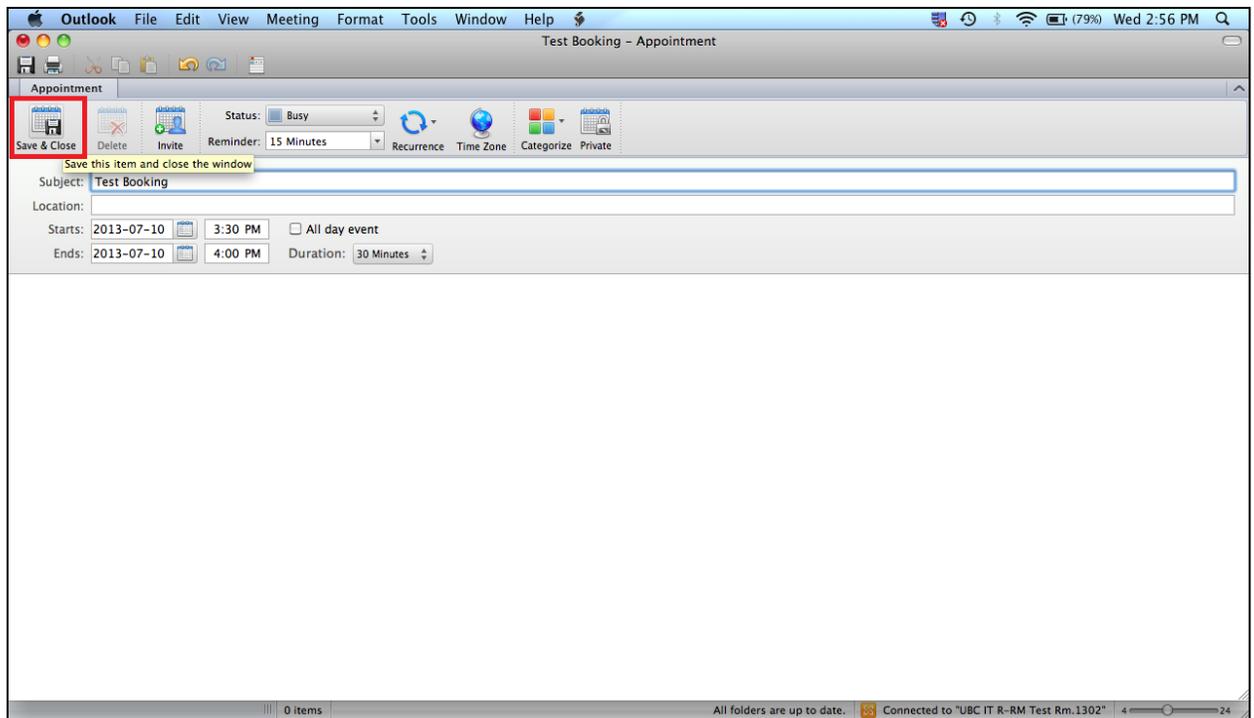
- In Outlook, click on Calendar. Under **Shared Calendars** on the left-hand side, the name of the resource mailbox should appear.



6. On the calendar, find a timeslot that is available for booking, and double-click on the time in the calendar. In the following example, the 3:30-4:00pm timeslot on July 10 will be selected.



7. A new window to create an appointment will appear. Type in the details of the booking, and click on **Save & Close** to proceed.



8. The booking will then appear on the resource calendar.

