

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

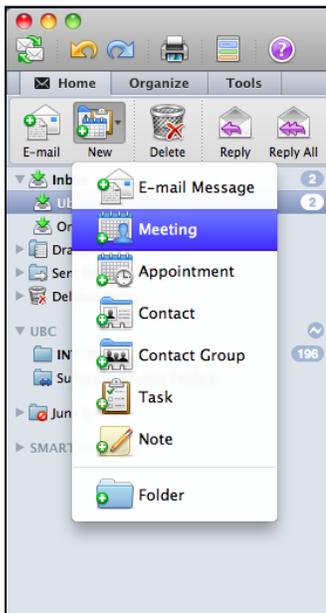
There are two ways in which a resource can be booked in FASmail:

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

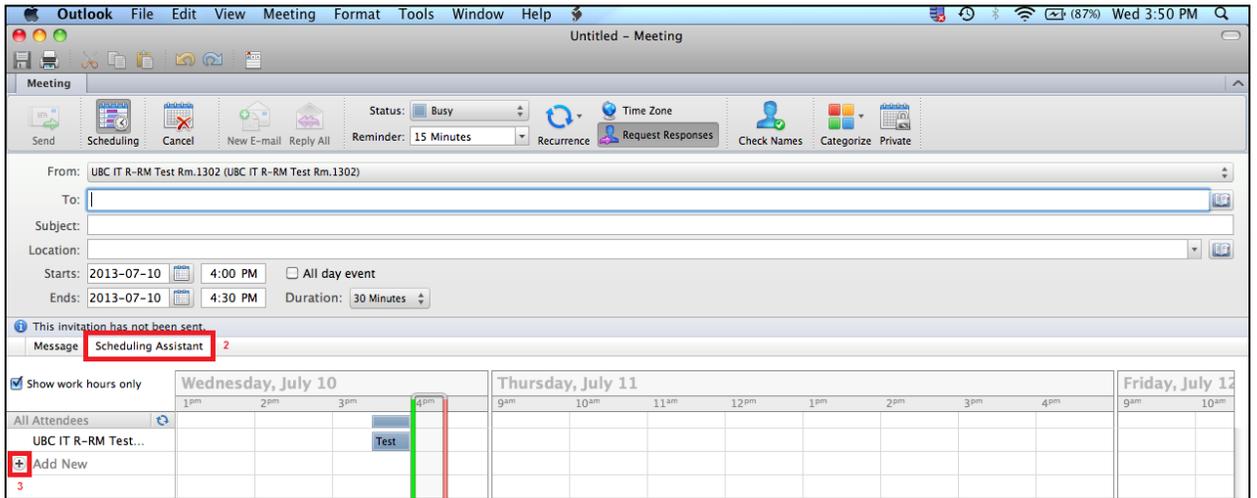
Note: If you do not have the necessary permissions granted to you to book a resource, you will not be able to use Method 1 and/or Method 2 to book the resource. If this is the case, please contact your Authorized FASmail contact in order to gain permissions.

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

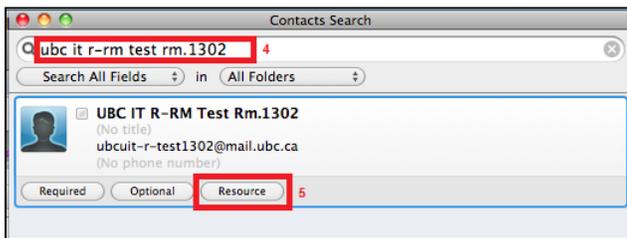
1. Create a new meeting request.



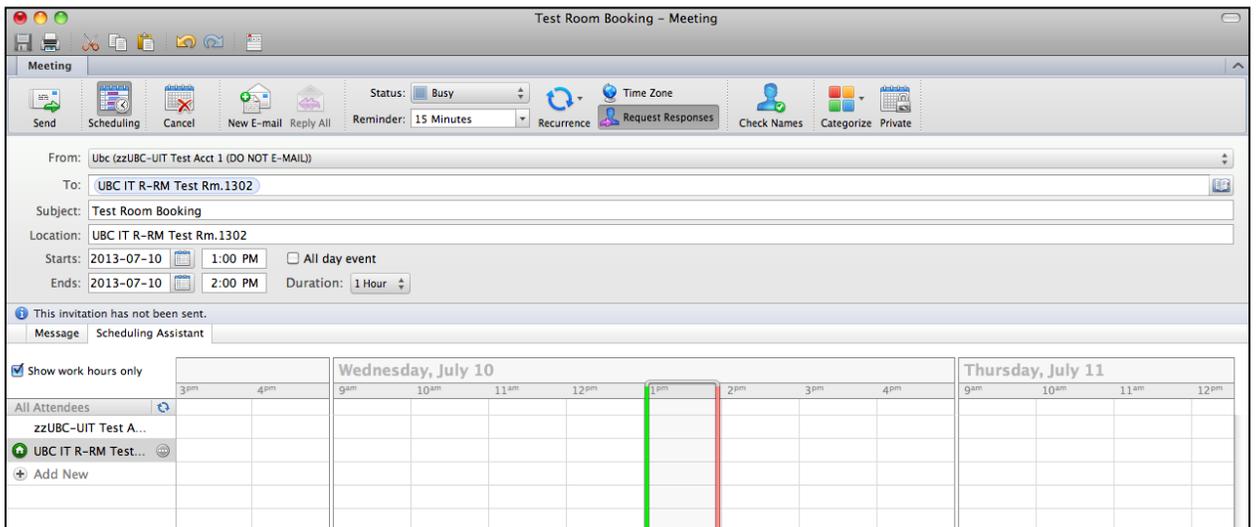
- Go to the Scheduling Assistant feature in the meeting request window
- In the Scheduling Assistant, click on the + symbol besides **Add New**.



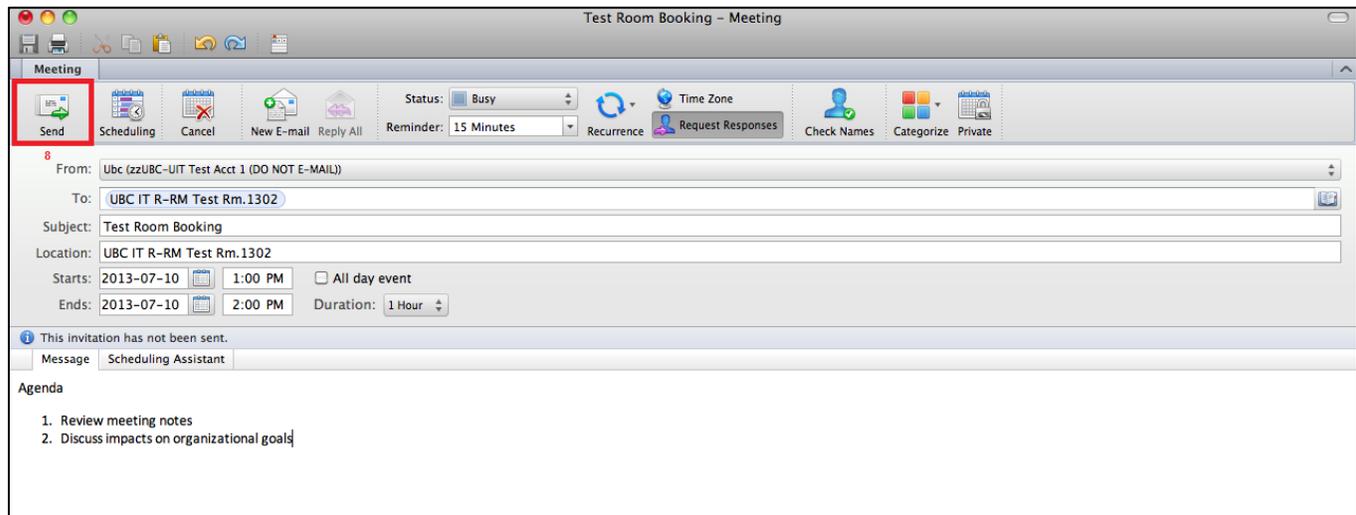
- In the Contacts Search window that appears, search for the name of the resource mailbox. In the example in the screenshot, we will search for **UBC IT R-RM Test Rm.1302**
- When the resource mailbox appears in the results field, click on **Resource**



- 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.



7. 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...)
8. Click on **Send** to complete the booking of the resource.

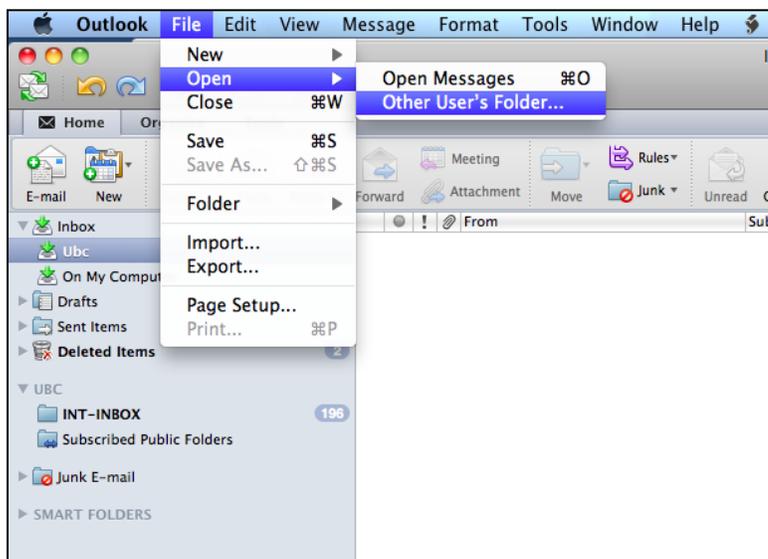


9. A confirmation email will be sent to your Inbox indicating whether or not the resource was booked successfully.

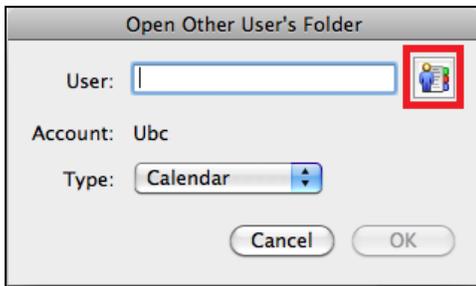
Method Two: Booking Directly on the Resource Calendar

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.

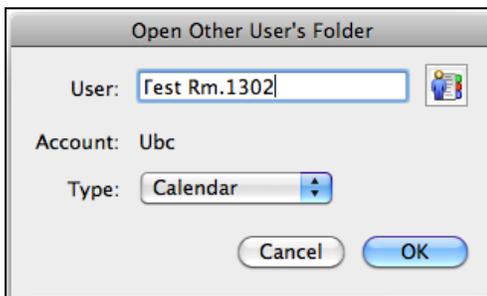
1. In Outlook, click on **File > Open > Other User's Folder...**



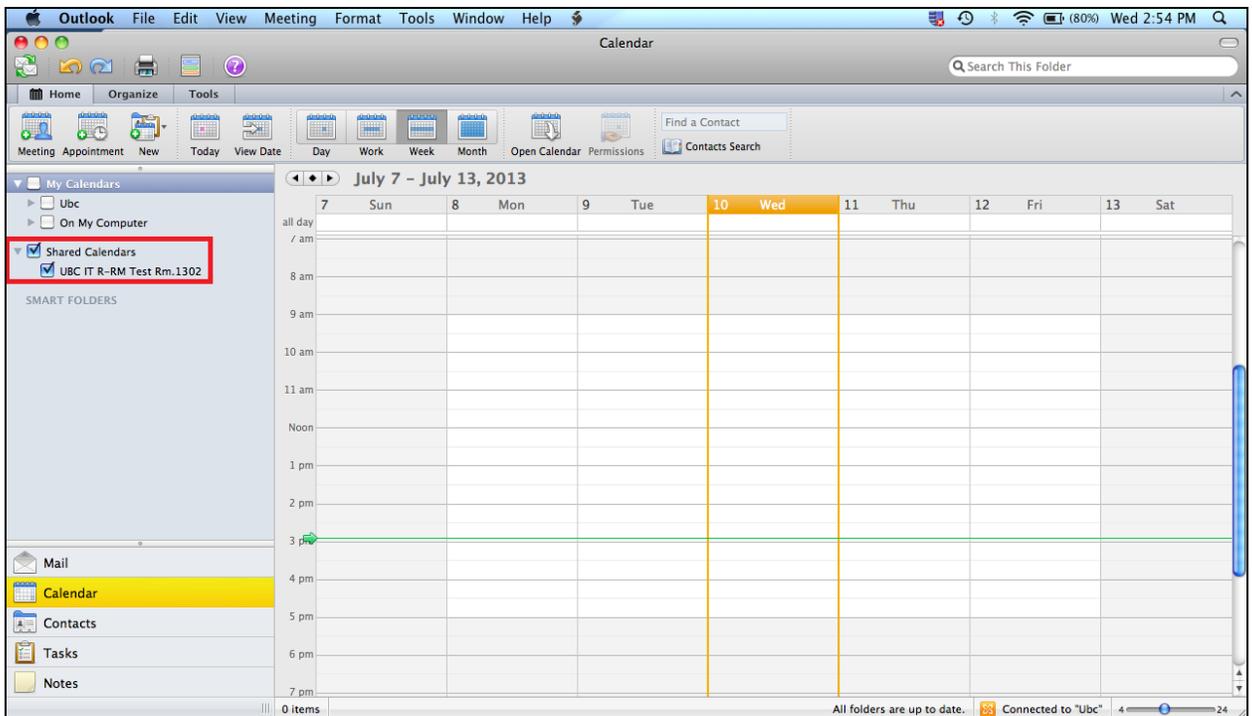
- In the window that appears, click on the symbol beside the **User** field.



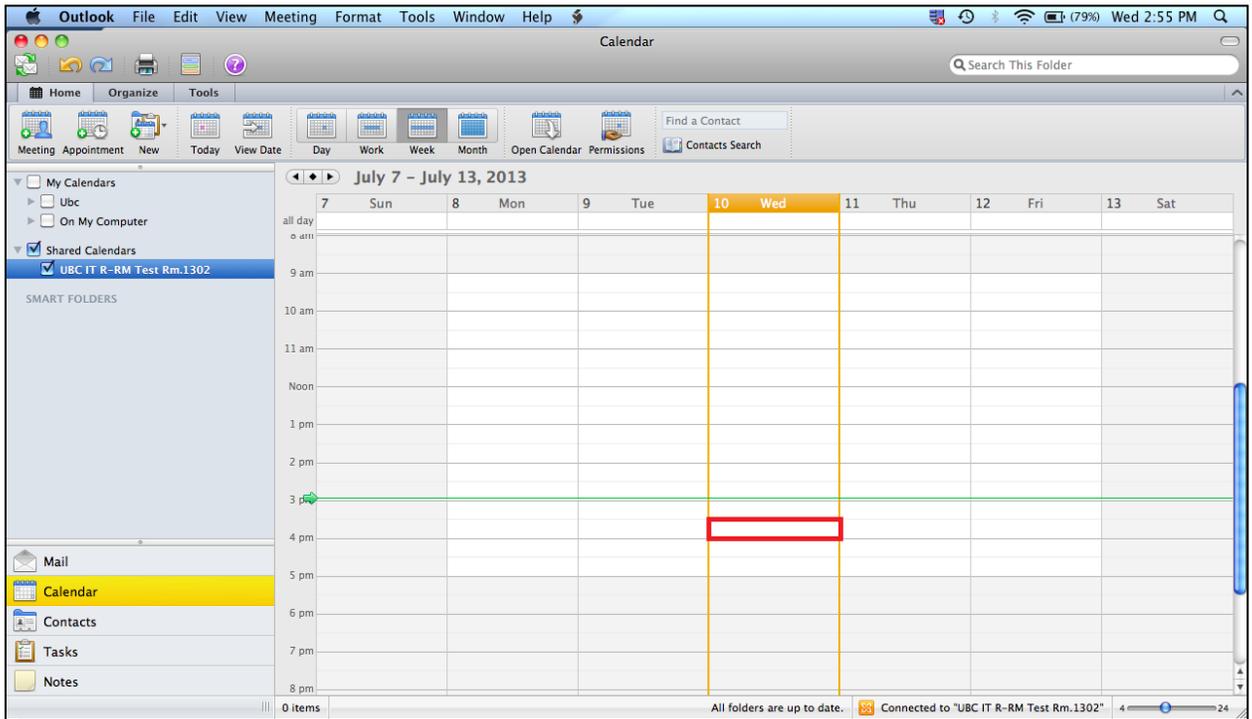
- In the next window that appears, type in the name of the resource that you would like to book. Click on it in the results, and click on **OK**.
- In the next window, you should notice that the **User:** field is now filled in. Click on **OK** to proceed.



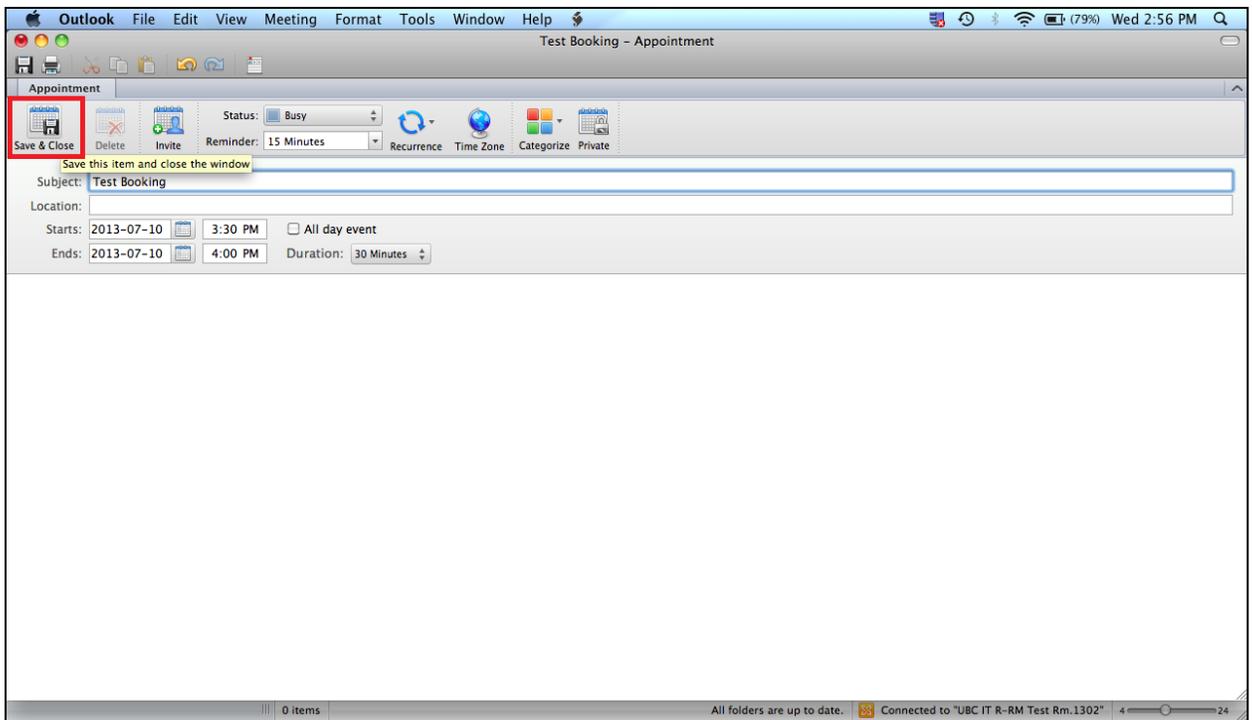
- In Outlook, click on Calendar. Under **Shared Calendars** on the left-hand side, the name of the resource mailbox should appear.



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.

