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.



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

🗮 Outlook File Edit View Meeting Format Tools Window Help 🐓	- 🛃 🖸) *	奈 🗠 (87%)	Wed 3:50 PM	Q
9 O O Untitled - Meeting					
Meeting					
Send Scheduling Cancel New E-mail Reply All Status: Busy Time Zone Time Zone Send Scheduling Cancel New E-mail Reply All Reminder: 15 Minutes Recurrence Request Responses Categorize Private					
From: UBC IT R-RM Test Rm.1302 (UBC IT R-RM Test Rm.1302)					* *
To:					
Subject:					
Location:					•
Starts: 2013-07-10 🛅 4:00 PM 🗆 All day event					
Ends: 2013-07-10 🛗 4:30 PM Duration: 30 Minutes 💠					
This invitation has not been sent.					
Message Scheduling Assistant 2					
Show work hours only Wednesday, July 10 Thursday, July 11				Friday, lu	lv 12
1pm 2pm 3pm 4pm 9um 10um 11um 12pm 1pm 2pm	3	pm	4 ^{pm}	9 ^{am}	10 ^{am}
All Attendees 🛛 🔁					
UBC IT R-RM Test					
Add New					
3					

- 4. 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**
- 5. When the resource mailbox appears in the results field, click on Resource

😝 🔿 🔿 Contacts	Search						
Qubc it r-rm test rm.1302 4							
Search All Fields \$ in All Folders	\$						
UBC IT R-RM Test Rm.1302 (No title) ubcuit-r-test1302@mail.ubc.ca (No phone number)							
Required Optional Resource 5							

 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.

0 0						Te	est Room Boo	oking – Meeti	ing						\bigcirc
	😹 🗈 🛅	()	-												
Meeting															^
Send	Scheduling C	ancel N	lew E-mail Reply A	Stat All Remino	us: 📕 Busy der: 15 Minute	\$ s * R	or 🙎	Time Zone Request Respon:	ses Check N	James Catego	• E				
From	Ubc (zzUBC-UIT	Test Acct 1 (D	O NOT E-MAIL))												\$
То	0: UBC IT R-RM Test Rm.1302														
Subject	Test Room Bo	oking													
Location	UBC IT R-RM	Test Rm.130	02												
Starts	2013-07-10	1:00	PM 🗌 All	day event											
Ends	2013-07-10	2:00) PM Durati	ion: 1 Hour	\$										
(1) This invi	tation has not bee	en sent.													
Message	Scheduling As	sistant													
Show wor	k hours only	Wednesday, July 10								Thursday, July 11					
		3 ^{pm}	4 ^{pm}	9 ^{am}	10 ^{am}	11 ^{am}	12 ^{pm}	1pm	2pm	3 ^{pm}	4 ^{pm}	9 ^{am}	10 ^{am}	11 ^{am}	12 ^{pm}
All Attende	es 🖸 🕄	L													
	DIT Test A											_			
	K-KM Test 🤟	,										_			_
 Add Ne 	W			_								_			_
				_											_

- 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.

0 0	Test Room Booking – Meeting	\bigcirc
	💥 🗈 💼 📾 📾 📲 alabahan katalah katal	
Meeting		^
Send	Scheduling Cancel New E-mail Reply All Status: Busy Image: Status: Image: Status	
8 From:	Ubc (zzUBC-UIT Test Acct 1 (DO NOT E-MAIL))	*
To:	UBC IT R-RM Test Rm.1302	
Subject:	Test Room Booking	
Location:	UBC IT R-RM Test Rm.1302	
Starts:	2013-07-10 📋 1:00 PM 🗆 All day event	
Ends:	2013-07-10 📋 2:00 PM Duration: 1 Hour 🛊	
1 This invit	ation has not been sent.	
Message	Scheduling Assistant	
Agenda		
1. Revie 2. Discu	w meeting notes ss impacts on organizational goals	

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...

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

Open Other User's Folder								
User:								
Account:	Ubc							
Type:	Calendar 🛟							
	Cancel OK							

- 3. 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**.
- 4. In the next window, you should notice that the **User**: field is now filled in. Click on **OK** to proceed.

	Open Other User's Folder
User:	Fest Rm.1302
Account:	Ubc
Type:	Calendar 🛟
	Cancel OK

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

🗯 Outlook File Edit View M	Meeting Format Tools	Window Help 🐓		9 🕴 🛜 🔳 (80%) Wed 2:54 PM 🔍
00		Calendar		\bigcirc
📚 🖾 📹 🔚 🕡			Q	Search This Folder
Home Organize Tools				^
		Find a	Contact	
Meeting Appointment New Today View Da	ate Day Work Week	Month Open Calendar Permissions	ntacts Search	
a a a a a a a a a a a a a a a a a a a	· · · · · · · · · · · · · · · · · · · ·	v 13. 2013		
My Calendars Ubc	7 Sun	8 Mon 9 Tue	10 Wed 11 Thu	12 Fri 13 Sat
On My Computer	all day			
🔻 🗹 Shared Calendars	/ am			
UBC IT R-RM Test Rm.1302	8 am			
SMART FOLDERS	9 am			
	10 am			
				1
	11 am			
	Noon			
	1 pm			
	2 pm			
	3 1			
Mail				
Calendar	4 pm			
Contacts	5 pm			
Tasks	6 pm			
Notes	7 pm			
	0 items	· ·	All folders are up to date	S Connected to "Ubc" 4 24

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.

1	<u> </u>							,						
🗮 Outlook File Edit View M	leeting	Format To	ols Wind	low Hel	р 🐓					U.S.	5 9 *	(79%)	Wed 2:5	5 PM Q,
00					Ca	lendar								\bigcirc
🔁 🖾 🖾 📇 🕜											Q Search	This Folder		
Home Organize Tools														^
	000			1 6		Fin	d a Contact							
Meeting Appointment New Today View Da	te Dav	Work W	eek Mont	h Open C	😒 🔀 alendar Permi	ssions	Contacts Sea	irch						
		1 July 7 -	July 12	2012										
Wy Calendars		july 7 -	July 15,	2013	0	-	10			ment	10		10 0	
On My Computer	all day	Sun	8	Mon	9	lue	10	Wed	11	Thu	12	Fri	13 Sa	at
	o am						_							~
Shared Calendars														
B OBCTT K-KM TEST KIILISUZ	9 am													
SMART FOLDERS	10 am													
														_
	11 am -													
	Noon													
	1 pm								_					
	2 pm													
	з р													
0	4 pm													
Mail	5 nm													
Calendar	5 pm													L
Contacts	6 pm													
lasks	7 pm													
Notes	8 pm													
	0 items						All fold	iers are up to d	ate. 🔀	Connected	to "UBC IT R-	RM Test Rm.1302	. 4 - (24

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

🔹 Outlook File Edit View Meeting Format Tools Window Help 🐓	🔩 🕙 🕴 奈 🖭 (79%) Wed 2:56 PM 🔍
● O O Test Booking - Appointment	\bigcirc
Appointment	<u>^</u>
Save & Close Delete Invite Status: Busy + Core Categorize Private	
Save this item and close the window	
Junjet, Test booking	
Starts: 2013-07-10 Starts 2019 All day event	
Ends: 2013-07-10 4:00 PM Duration: 30 Minutes 🗘	
All folders are up to date.	nected to "UBC IT R-RM Test Rm.1302" 4 4

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

🗯 Outlook File Edit View M	leeting	Format Tools	Window Help	9			i 9 🕴	? (79%)	Wed 2:56	PM Q
00				Calendar						\bigcirc
📚 🖄 🖾 🚍 🔞							Q Search	This Folder		
Home Organize Tools										^
Meeting Appointment New Today View Da	te D	Day Work Week	Month Open Calend	ar Permissions	Contact tacts Search					
My Calendars	•	🕨 July 7 – Jul	y 13, 2013							
▶ □ Ubc		7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12	Fri	13 Sat	
On My Computer	all day									
🔻 🗹 Shared Calendars	0 um									C C
UBC IT R-RM Test Rm.1302	9 am									
SMART FOLDERS	10 am									
	11 am									
	Noon									
	1 pm									
	2 pm									
	3 p📫									
0	4 pm				Test Booking 🎄					
Mail	5 pm									
Calendar										L
Contacts	6 pm									
Tasks	7 pm									
Notes	8 pm									×
III	1 item				All folders are up to date	e. <u> </u> Connect	ed to "UBC IT R	-RM Test Rm.130	2" 4	24