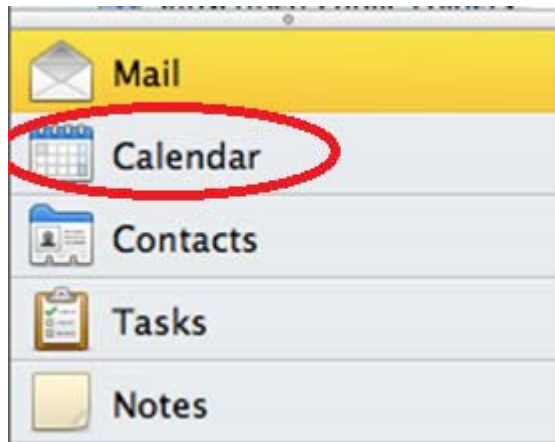


User Guide: Calendar – Schedule a Meeting (With Resources) in Outlook 2011

You must have delegate access granted to you by the account owner before you can schedule appointments as a delegate. This document assumes you have added the delegator's account to your outlook calendar.

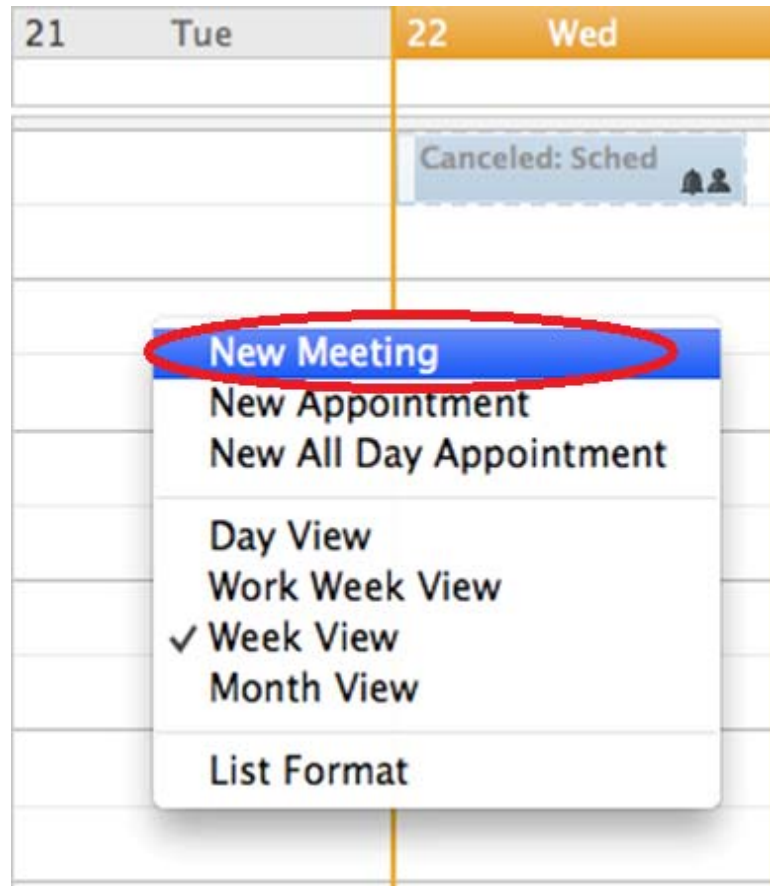
1. Open **Outlook**
2. Go to **Calendar**



3. Ensure there is checkmark next to the delegator's name in **Shared Calendars**.



4. Right click on the **Calendar**.
5. Click on **New Meeting**



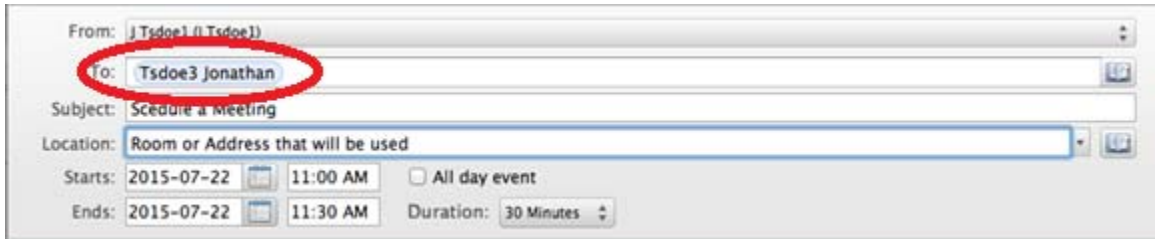
6. Select the delegate on the **From** bar



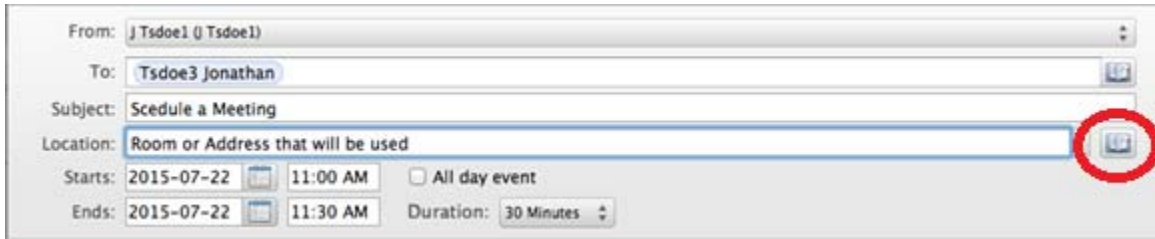
7. Enter the attendee's information
 - a. For McMaster staff & faculty select the name through the **Global Address List**
 - b. For external attendees enter the attendee's email address in the **To...** bar
 - c. Click on **Check Names**



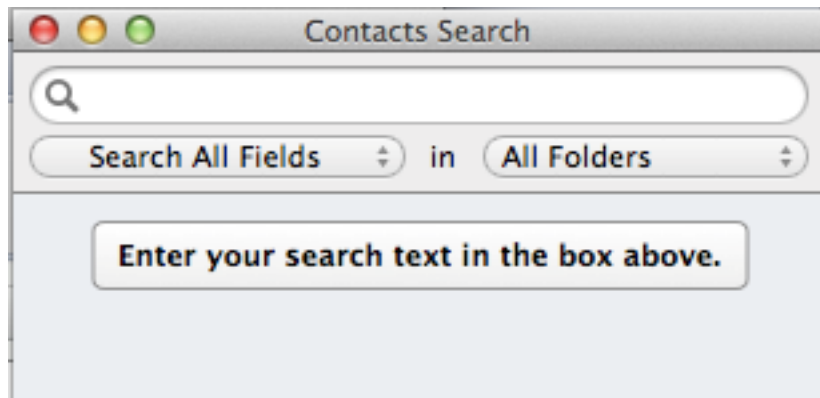
8. The name, will be in its own **blue box**



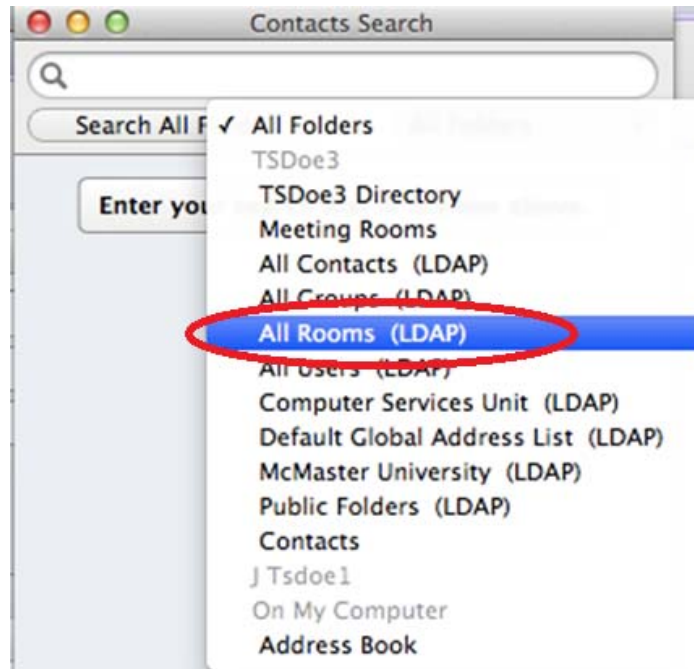
9. For room bookings click on the **address book**



10. The **Contact Search** box will come up

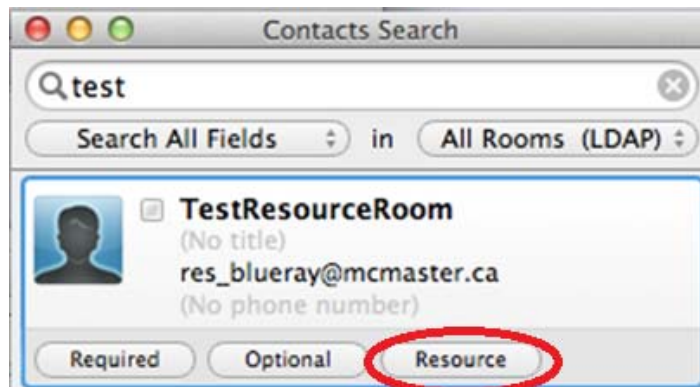


11. Under the drop down **All Folders**, select the option **All Rooms (LDAP)**



12. Find the Resource through the search bar by typing in a descriptor.

13. Click on the **Resource** button to select the room



14. The resource have to show up in both the **To** field as well as the **Location** field

From: J Tsdoe1 (J Tsdoe1)

To: Tsdoe3 Jonathan TestResourceRoom

Subject: Scedule a Meeting

Location: TestResourceRoom

Starts: 2015-07-22 11:00 AM All day

Ends: 2015-07-22 11:30 AM Duration:

15. Enter the required information:

- Enter a **Subject** under Subject
- Location** under location
- Select **Start Time**'s Date and Time
- Select **End Time**'s Date and Time
- Enter a **description** of the event.

Appointment

Save & Close Delete Invite Status: Busy Reminder: 15 Minutes Recurrence Time Zone Categorize Private

Subject: Schedule a Meeting

Location: Room or Address that will be used

Starts: 2015-07-22 12:00 PM All day event

Ends: 2015-07-22 12:30 PM Duration: 30 Minutes

Descriptor of the Event

16. Click on **Send** to book the room and schedule the meeting

Send Scheduling Cancel Status: Busy Reminder: 15 Minutes Recurrence Check Names Categorize Private

From: J Tsdoe1 (J Tsdoe1)

To: tsdoe3

17. A confirmation email from the RESOURCE will be received indicating a successful booking



The image shows a screenshot of an email interface. At the top, there is a header bar with a back arrow icon, a speech bubble icon, and the text "Accepted: Schedule a Meeting". Below this, the sender is identified as "TestResourceRoom". The email content includes: "To: Tsdoe3 Jonathan;", "When: Wednesday, July, 20 11:00 AM - 11:30 AM.", and "Location: TestResourceRoom". There are two status bars: the first shows "Received for J Tsdoe1." with an information icon, and the second shows "TestResourceRoom has accepted." with a calendar icon and a green checkmark. Below the email content, the text "Your request was accepted." is displayed in a larger, bold font. At the bottom, a footer line reads "Sent by Microsoft Exchange Server 2010".

Accepted: Schedule a Meeting

TestResourceRoom

To: Tsdoe3 Jonathan;

When: Wednesday, July, 20 11:00 AM - 11:30 AM.

Location: TestResourceRoom

Received for J Tsdoe1.

TestResourceRoom has accepted.

Your request was accepted.

Sent by Microsoft Exchange Server 2010