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**

![Calendar screenshot showing New Meeting option]

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

![Calendar screenshot showing From bar with delegate selected]
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

15. Enter the required information:
   a. Enter a Subject under Subject
   b. Location under location
   c. Select Start Time’s Date and Time
   d. Select End Time’s Date and Time
   e. Enter a description of the event.

16. Click on Send to book the room and schedule the meeting
17. A confirmation email from the RESOURCE will be received indicating a successful booking