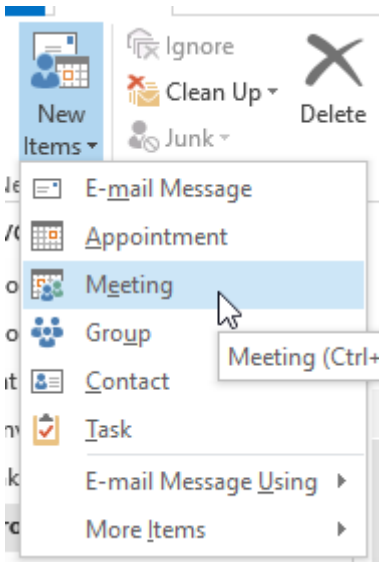


Email - Schedule Shared Resource

How to Schedule A Shared Resource in Outlook

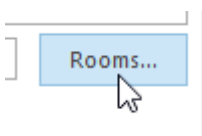
Start Meeting or Appointment

In Outlook, you can start a new meeting or new appointment with the intention of reserving a resource such as a conference room.



Rooms...

If you are adding a room with a "Meeting", you can simply click the "Rooms" button to get a list of room resources.



Scheduling Assistant

If you are in an "Appointment" or "Meeting" you can use the scheduling assistant to also add the rooms.

Add Attendees... Options Start time Tue 12/17/2019 1:30
 Add Rooms End time Tue 12/17/2019 2:00

Busy Tentative Out of Office Working Elsewhere No Information

Choose the rooms you want and click the "Rooms ->" button to add.

Room: Fusionfarm Yeti
 Room: Gazette 106 Audio
 Room: Gazette 110 Prospecting
 Room: Gazette 112 Conference
 Room: Gazette 203 Small News
 Room: Gazette 210 Large News
 Room: Gazette 211 Huddle
 Room: Gazette Podcast
 Room: Mount Pleasant
 Room: Washington

The Gazette
 Mount Pleasant, Iowa
 Washington, Iowa

Rooms -> Room: Gazette 106 Audio

Add Attendees...

It is also possible from the scheduling assistant to search for and add a "Resources ->", such as a vehicle, to the invitation.

Select Attendees and Resources: Offline Global Address List

Search:

☒ Name only
☐ More columns

Address Book

vehil

Go

Offline Global Address List - paul@folienc

Advanced Find

Name	Title	Business Phone	Location	Department	E-mail Address
Vehicle - Folienc Rav4					rav4@folienc.co
Vehicle 13 - Toyota Rav 4 - White					Vehicle13@thega
Vehicle 14 - IC Prius - Black					Vehicle14@thega
Vehicle 16 - CR Prius - Black					Vehicle16@thega
Vehicle 17 - Toyota Corolla					Vehicle17@thega
Vicki Ney	Supervisor Sales Support	(319) 368-8670	Supervisor Sales Sup...	News Paper - Ga...	Vicki.Ney@thega
Vicki Tillis	Reporter	641-209-4163		Fairfield News	Vicki.Tillis@south
Vicky Snell	PT Night Packager			Newspaper Pack...	vicky.snell@color
Victoria Fish	Graphic Designer III	(319) 368-8618	Marketing & Creativ...	News Paper - Cr...	victoria.fish@the
Victoria Morrow	Packager - Night			CWP - Newspap...	Victoria.Morrow@
Videography					Videography@th
VPN Users					vpnusers@folien
Walter Wilson	Press Operator II	(319) 265-6926		CWP - Pressroom	walter.wilson@co
WASH_Accounting					accounting@was
WASH_Everyone					everyone@wash
WASH_FAX					fax_notify@wash
WASH_Legals					legals@WASHJR
Washington Coordinators					coordinators@W
washjrnl adv					adv@washjrnl.co
Waterloo Bundle Size					WOOBundleSizel
Waterloo CWP Group					WOOColorWebM
Waterloo Layout Insert					WOOLayoutInser
Waterloo Mail					wcf_mail@colorv
Web Apps Developers					webapps@fusior

Required ->

Optional ->

Resources ->

OK

Cancel

Verify Open

The scheduling assistant will also show you meetings on the calendar that you or others have scheduled to avoid conflicts. Meetings marked as "Private" will not publicly show the details but will show as blocked off from scheduling.



Rejections

Most resources that are setup for scheduling will reject the meeting and send notice if there is a conflict. Please pay special attention to any failures to reserve a resource. The meeting will still be accepted on YOUR personal calendar but rejected on the resource calendar. This can cause some awkward situations where a room is double booked and both attendees know they reserved the room. The first person to reserve the room gets the reservation.

Revision #1

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