# Book a PC Suite Using Outlook 2013 on Office 365

#### Introduction

This procedure outlines how to book a PC Suite using the Outlook 2013 mail client.

<u>Please check the published timetables here</u> in order to identify what time slots are free to book.

#### NOTE ALL BOOKINGS ARE MADE IN YOUR OWN CALENDAR NOT THE PC SUITE CALENDAR.

**STEP 1**– Download the <u>Windows Template</u> and fill in the appropriate details regarding the booking

When completed, highlight the details of the booking and click COPY

E JIU JI	booking
Type of Booking:	Continiuous Assessment Exam
Course Code:	CT000
Tutor/Department:	Computer Systems
School:	Administration and Services
Contact No:	091 4966666
Tutor Email Address:	another@nuigalway.ie
Admin Name:	ANAdmin
Admin Email:	anadmin@nuigalway.ie
Admin Contact Number:	091 49555555
No of Students:	35
Module Code:	MD010

**STEP 2** – Open Outlook and go to your calendar.



You will find the calendar icon on the bottom left of your Outlook client.

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FILE APPOINTMENT INSERT FORMAT TE	CT REVIEW DEVELOPER		
Save & Delete Groward - Actions Show	Meeting Notes Invite Attendees Show As: Busy Image: Comparison of the private of		~
Subject Accessing NUIG - HI1234 - Dr AN Other			
Location			Ţ
Start time Fri 27/11/2015 09:00	✓ All day event		
End time Fri 27/11/2015 10:00	*		
Type of Booking:	Class/Tutorial		
Course Code:	HI1234		
Tutor:	A N Other		
Department:	Access		
Contact No:	5678		
Tutor Email Address:	another@nuigalway.ie		
Admin Name:	Test Admin		
Admin Email:	tadmin@nuigalway.ie		
Admin Contact Number:	0011		
No of Students:	50		
Module Code:	HI1234		
	🖹 (Ctrl) -		

#### **STEP 3** – Double click on the time you wish to book in YOUR OWN calendar.

Fill in the following fields that are highlighted (in **RED**)

**Subject** – Generally the topic/module code and lecturer

Start/Finish Time - The time period you wish to book the PC Suite for

Body of Booking – PASTE in the details from the Windows Template that you filled in from STEP 1

When ready, then click on **Invite Attendees** (in **BLUE**)



58	50	↑ ↓ ∓	Accessing NUIG - H11234 - Dr AN Other - Meeting	? 📧 — 🗆				
ILE	MEETING	INSERT FORMAT TEXT	REVIEW DEVELOPER	1 2 1 2 1				
ete 😋	Calendar Forward 👻	Appointment Scheduling M Assistant	Cancel Address Check Response Linvitation Book Names Obtions* Address Linvitation Book Names Obtions* Address Check Response Private Reminder: 15 minutes Recurrence Time Room Zones Finder Linvitation Book Names Obtions*	ce Zoom Apps for Office				
Act	ions	Show Meet	ng Notes Attendees Options 🔂 Tags	Zoom Add-ins				
You ha	ven't sent th	is meeting invitation yet.		Room Finder				
	То			Room mach				
-	Subject	Accessing NUIG - HI1234 - Dr AN C	her	November 2015				
end	Location	_	T Doom	Mo Tu We Th Fr Sa S 26 27 28 29 30 31				
	Location	5 : 27 #4 /2015		2 3 4 5 6 7 8 9 10 11 12 13 14 15				
	Start time	FR 27/11/2015	09:00	16 17 18 19 20 21 22				
	End time	Fri 27/11/2015	10:00 -	<b>30</b> 1 2 3 4 5 6				
Type c	of Booking		Class/Tutorial	Good Fair Pc				
Course	e Code:		HI1234	Show a room list:				
Tutor:			A N Other	All General Access PC Suites				
Depar	tment:		Access	Choose an available room:				
Conta	ct No:		5678	None				
Tutor I	Email Addr	ess:	another@nuigalway.ie	General Access Suite - Arts 8				
Admin	Name:		Test Admin	General Access Suite - Arts F				
Admin	Email:		tadmin@nuigalway.ie	General Access Suite - Block				
No of	Studente:	umper:	50	General Access Suite - Cairne				
Modul	le Code:		HI1234	General Access Suite - Educa				
mouu	ie coue.		11254	General Access Suite - Env. S				
				< <u> </u>				
				Suggested times:				
				08:00 - 09:00 18 available rooms				
				08:30 - 09:30 12 available rooms				
				09:00 - 10:00 12 available rooms				
				09:30 - 10:30 9 available rooms				
				10:00 - 11:00 9 available rooms				
				10:30 - 11:30 9 available rooms				
bared F	older 🔤	Calendar		11:00 - 12:00				

There are two ways to book:

A. If you are unsure what PC Suite is free, choose Room Finder (in **RED**)

**Show A Room List** = All General Access PC Suites

**Choose an Available Room** = Will list what PC Suites are Free at the time you want. If you click on a particular PC Suite, it will populate the TO field and click **Send** if you are happy **Suggested Times** = Will show how many PC Suites are Free at the time you want. If you have flexible times, click on another time and it will list what other rooms are free

B. If you know the PC Suite you wish to book, click on Rooms (in **BLUE**)

	Go Staff Resources - O365TestUser1	@nuigalw - Advanced	Find			
Na	ame	Location	Busi			
	General Access Suite - Áras na Gaeilge - 1st Floor - Room 206	Áras na Gaeilge Buil				
	General Access Suite - Arts & Sciences - Ground Floor - Room 105	Arts & Sciences Build				
3	General Access Suite - Arts Faculty - 1st Floor - 229/229A	Arts Faculty - 1st Flo				
	General Access Suite - Arts Millennium - 1st Floor - 201	Arts Millennium - 1st				
	General Access Suite - Block E - Ground Floor - E102	Block E - Ground Flo				
	General Access Suite - Cairnes - 1st Floor - 112	Cairnes Building - 1s				
	General Access Suite - Clinical Science - 1st Floor	Clinical Science - 1st				
	General Access Suite - Education Lower - Ground Floor - D101	Ground Floor - D101				
	General Access Suite - Engineering Lab 2016 - 2nd Floor	Lab 2016 - Second Fl				
	General Access Suite - Engineering Lab 2017 - 2nd Floor	Engineering Lab 201				
	General Access Suite - Engineering Lab G0046 - Ground Floor	Lab G0046 - Ground				
	General Access Suite - Env. Science - Arts & Science - 209	Arts & Science - 1st F				
	General Access Suite - Finnegan - Áras Uí Chathail - 101	Áras Uí Chathail - Gr				
	General Access Suite - Friary - St Anthony's - Ground - 105	St Anthony's - Groun				
	General Access Suite - IT Lab - IT Ground Floor - 106	IT Building - Ground				
	General Access Suite - Menlo - St Anthony's - Ground 102	St Anthony's Buildin				
	General Access Suite - MIME - Clinical Science Terrapin - Ground	Clinical Science Terra	*			
•	III		•			
D	General Access Suite - Env. Science - Arts & Science - 209					

Choose the PC Suite you wish to book by clicking on it.

This will populate the **ROOMs** field.

Click OK

### STEP 5 – When you are happy with your booking details, click SEND

	То	General Access Suite - Env. Science -	Arts & Science - 209							
-	10									
end	Subject	Accessing NOIG - HI1254 - Dr AN Oth	ner							
	Location	General Access Suite - Env. Science -	Arts & Science - 209 🔹	Rooms						
	Start time	Fri 27/11/2015	09:00 - All day event							
	End time	Fri 27/11/2015	10:00 -							
Tyne	of Booking	•	Class/Tutorial							
Cour	se Code:	•	HI1234							
Tuto	r:		A N Other							
Depa	artment:		Access							
Cont	act No:		5678							
Tuto	r Email Addı	ress:	another@nuigalway.ie							
Adm	in Name:		Test Admin							
Adm	in Email:		tadmin@nuigalway.ie							
Admin Contact Number:			0011							
Noo	f Students:		50							
Module Code:			HI1234							

## **STEP 6** – The booking will be visible in your OWN calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	23	24	25	26	27	28	29
08							
			You	ır booking is	·		
09			nov	v in your own	Accessing NUIG - HI General Access Suite O365TestUser1	(1234 - ) e - Env.	
10				calendar	Al an		
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**STEP 7** – You will receive an acceptance email for your booking.

Your booking may be declined if you are trying to book to far in advance (over 12 month) or if you are trying to book the PC Suite for 24 consecutive hours.

Your booking will be published to the PC Suites public timetable which can be found here

ELE MEETING RESPONSE DEVELOPER							?	Ŧ	-		×			
X Delete	Reply Reply Forward In More *	Meeting Notes	Move to: ? Team Email	G To Manager ✓ Done ⅔ Create New	4 >  •	Move *	Mark Categorize Follow Unread • Up •	Translate ↓ Select →	Q Zoom					
Delete	Respond	Meeting Notes	Qui	ck Steps	G	Move	Tags	Editing	Zoom					^
Wed 28/	10/2015 15:19													
Gene	eral Access Suite - Env.	Science -	Arts & Scien	ce - 209										
Accept To When Location	Accepted: Accessing NUIG - H11234 - Dr AN Other     To   0365TestUser1     When   27 November 2015 09:00-10:00 (UTC) Dublin, Edinburgh, Lisbon, London.     Including   General Access Suite, Env. Science - 409.													
Accepted Tentative Declined	Accepted <u>General Access Suite - Env. Science - Arts &amp; Science - 209</u> Tentative No attendees have tentatively accepted.													
🔒 Gene	ral Access Suite - Env. Science - Arts &	Science - 209 ha	s accepted this meetin	g.										
Your Please Email: Sent by	request was accepted. ensure you include the following de Admin Contact Number: No of Stud Microsoft Exchange Server 2018	tails included ir ents: Module C	n the body of the boo ode:	king you have mac	le - Typ	e of Booking:	Course Code: Tutor: Depa	rtment: Contact No: Tuto	or Email /	Address: Admir	Nam	e: Adr	nin	