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.

Please check the published timetables here 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 Windows Template and fill in the appropriate details regarding the booking

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

Fill in all appropriate details for the 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.

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**)
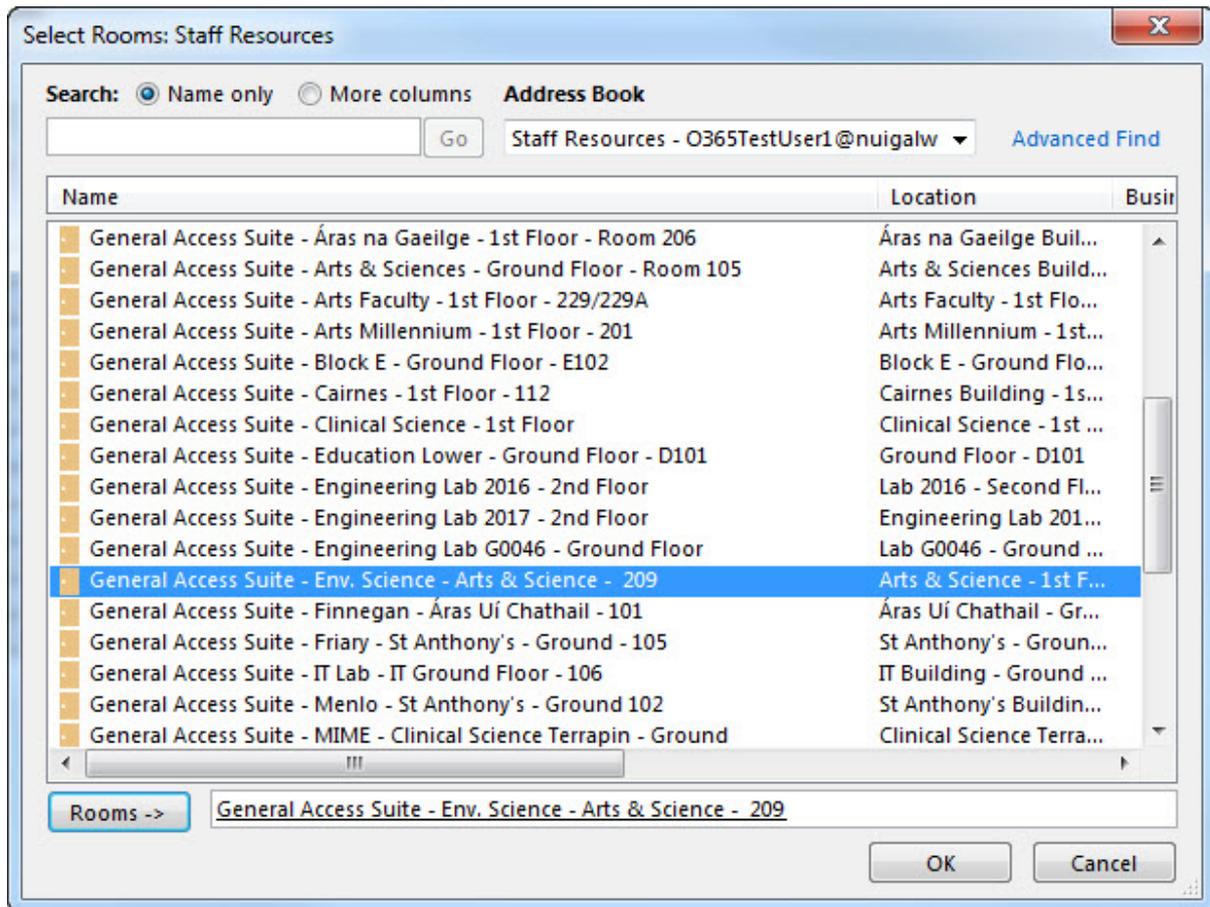
STEP 4 – Choose the PC Suite you wish to book

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**)

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

ⓘ You haven't sent this meeting invitation yet.

	To...	General Access Suite - Env. Science - Arts & Science - 209
Send	Subject	Accessing NUIG - HI1234 - Dr AN Other
	Location	General Access Suite - Env. Science - Arts & Science - 209
	Start time	Fri 27/11/2015	09:00	☐ All day event
	End time	Fri 27/11/2015	10:00

Rooms...

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

In Shared Folder 📇 Calendar

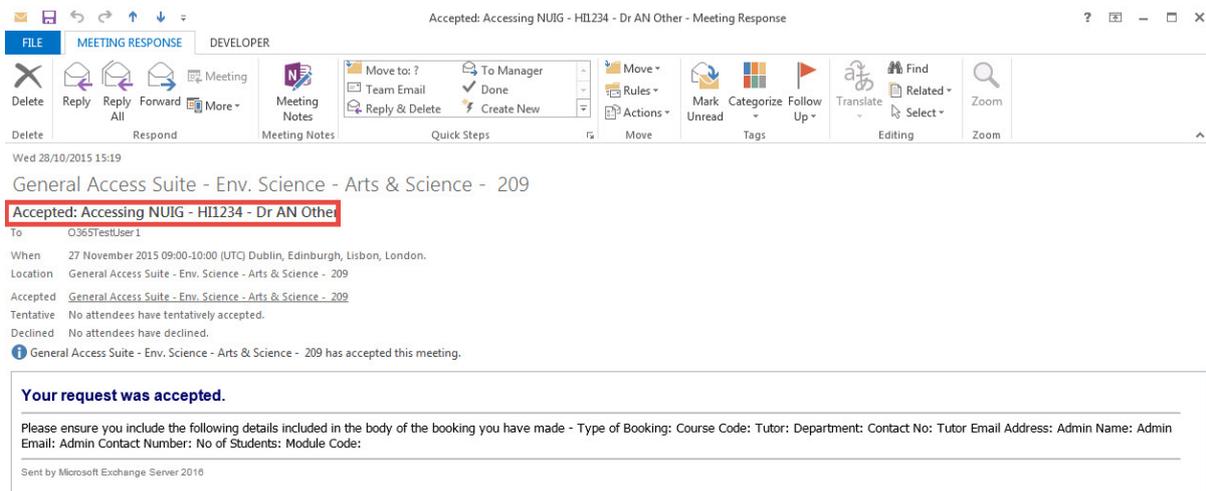**STEP 6 –** The booking will be visible in your OWN calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	23	24	25	26	27	28	29
08							
09				Your booking is now in your own calendar ➜	Accessing NUIG - HI1234 - General Access Suite - Env. O365TestUser1		
10							
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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