

## 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:	Continuous 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:	<a href="mailto:anadmin@nuigalway.ie">anadmin@nuigalway.ie</a>
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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**STEP 3** – Double click on the time you wish to book in YOUR OWN calendar.

The screenshot shows the Outlook 2013 'Appointment' window. The ribbon is set to 'APPOINTMENT'. The 'Invite Attendees' button is highlighted in blue. The subject field contains 'Accessing NUIG - HI1234 - Dr AN Other'. The start time is '09:00' and the end time is '10:00', both highlighted in red. Below the appointment fields is a table with booking details, also highlighted in red.

Type of Booking:	Class/Tutorial
Course Code:	HI1234
Tutor:	A N Other
Department:	Access
Contact No:	5678
Tutor Email Address:	<a href="mailto:another@nuigalway.ie">another@nuigalway.ie</a>
Admin Name:	Test Admin
Admin Email:	<a href="mailto:tadmin@nuigalway.ie">tadmin@nuigalway.ie</a>
Admin Contact Number:	0011
No of Students:	50
Module Code:	HI1234

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**

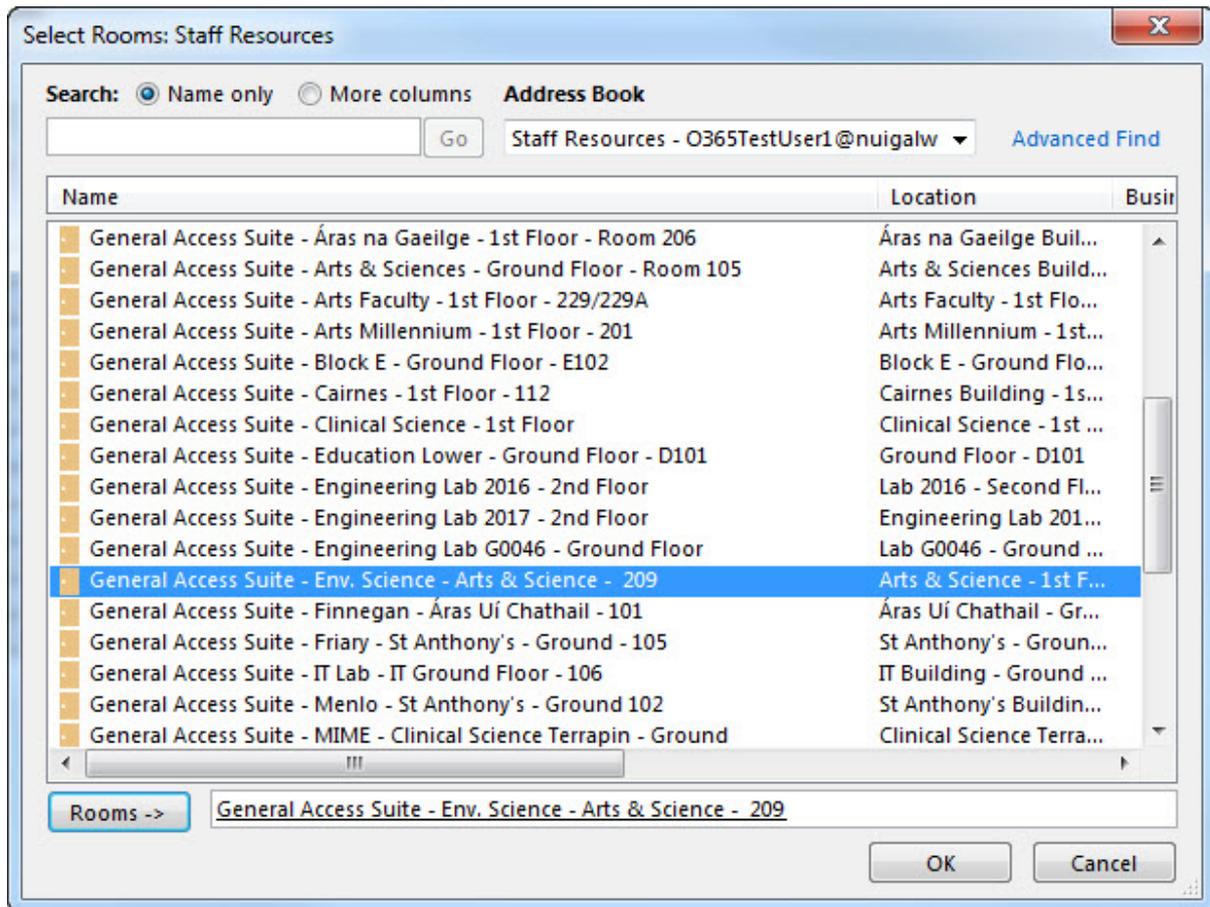
The screenshot shows the Outlook 2013 interface for creating a meeting invitation. The 'Room Finder' pane is open on the right, displaying a calendar for November 2015. The 'Show a room list:' dropdown is set to 'All General Access PC Suites'. Below this, a list of available rooms is shown, with 'General Access Suite - Env. S' selected. The 'Suggested times:' section shows several time slots, with '09:00 - 10:00' highlighted in red, indicating 12 available rooms. The main meeting invitation form on the left includes fields for 'To...', 'Subject', 'Location', 'Start time', and 'End time'. A table of booking details is also visible.

Type of Booking:	Class/Tutorial
Course Code:	HI1234
Tutor:	A N Other
Department:	Access
Contact No:	5678
Tutor Email Address:	<a href="mailto:another@nuigalway.ie">another@nuigalway.ie</a>
Admin Name:	Test Admin
Admin Email:	<a href="mailto:tadmin@nuigalway.ie">tadmin@nuigalway.ie</a>
Admin Contact Number:	0011
No of Students:	50
Module Code:	HI1234

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**

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

 You haven't sent this meeting invitation yet.

**Send** (highlighted in a red box)

To...

Subject

Location

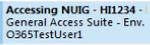
Start time    All day event

End time

<b>Type of Booking:</b>	Class/Tutorial
<b>Course Code:</b>	HI1234
<b>Tutor:</b>	A N Other
<b>Department:</b>	Access
<b>Contact No:</b>	5678
<b>Tutor Email Address:</b>	<a href="mailto:another@nuigalway.ie">another@nuigalway.ie</a>
<b>Admin Name:</b>	Test Admin
<b>Admin Email:</b>	<a href="mailto:tadmin@nuigalway.ie">tadmin@nuigalway.ie</a>
<b>Admin Contact Number:</b>	0011
<b>No of Students:</b>	50
<b>Module Code:</b>	HI1234

In Shared Folder  Calendar

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

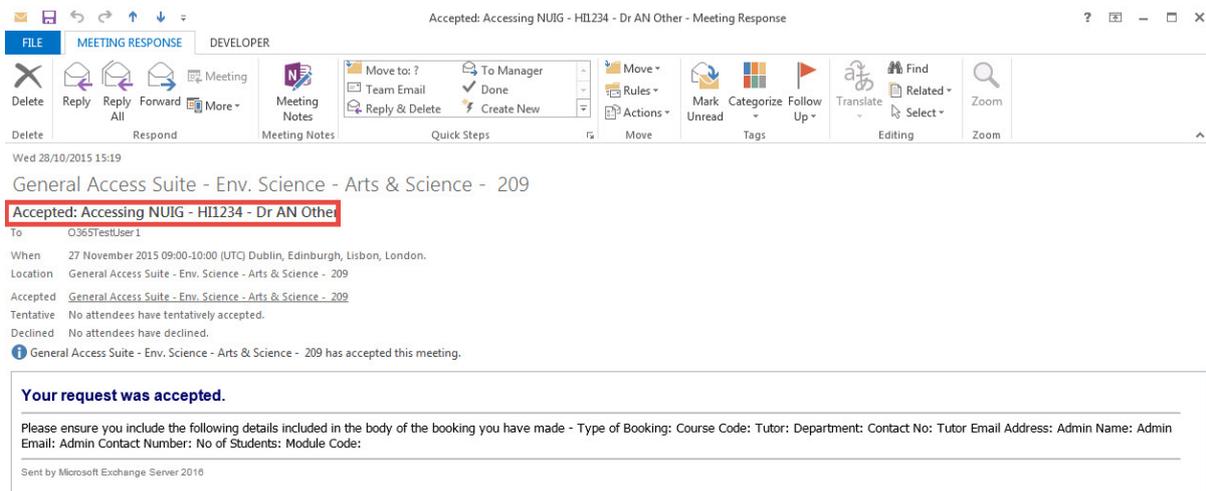
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	23	24	25	26	27	28	29
08							
09							
10							
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## How to Book a PC Suite on Office 365 using Outlook 2013

**STEP 7** – You will receive an acceptance email for your booking.

Your booking may be declined if you are trying to book too far in advance (over 12 months) 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](#)



The screenshot shows the Outlook 2013 interface. The title bar reads "Accepted: Accessing NUIG - HI1234 - Dr AN Other - Meeting Response". The ribbon is set to "MEETING RESPONSE" with the "DEVELOPER" tab visible. The ribbon includes options like "Delete", "Reply", "Forward", "More", "Meeting Notes", "Quick Steps", "Move", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", and "Zoom". The email content is as follows:

Wed 28/10/2015 15:19

General Access Suite - Env. Science - Arts & Science - 209

**Accepted: Accessing NUIG - HI1234 - Dr AN Other**

To: O365TestUser1

When: 27 November 2015 09:00-10:00 (UTC) Dublin, Edinburgh, Lisbon, London.

Location: General Access Suite - Env. Science - Arts & Science - 209

Accepted: [General Access Suite - Env. Science - Arts & Science - 209](#)

Tentative: No attendees have tentatively accepted.

Declined: No attendees have declined.

General Access Suite - Env. Science - Arts & Science - 209 has accepted this meeting.

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**Your request was accepted.**

Please ensure you include the following details included in the body of the booking you have made - Type of Booking: Course Code: Tutor: Department: Contact No: Tutor Email Address: Admin Name: Admin Email: Admin Contact Number: No of Students: Module Code:

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Sent by Microsoft Exchange Server 2010