How to Book a PC Suite Using Outlook 2011

OWA is required to set up an initial view of a resource calendar in Outlook 2011.

Do this if you want to see what slots are free using your Outlook client.

Alternatively review the public page of the Suite to see what times are free.

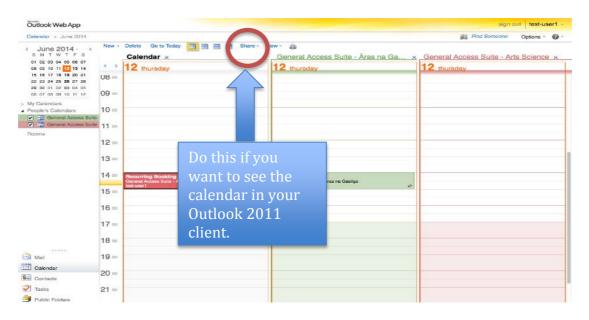
Log onto https://mail.nuigalway.ie

Go to your Calendar in OWA Click on:

• Share

• Add Calendar

Choose your calendar name and view it.



STEP1 - Attach to calendar.

Log out of OWA

Home Organize Too									
						Q Search T	his Folder		
defetieller diefetielle die and	ols								
Meeting Appointment New Tod	day View Date	Day Work	And I Have been a second second	Month Open Cale		Find a Contact			
Calendar	•••	29 June - 5	July 201	4					
 ✓ No Category ✓ Family ✓ Friends 	all day	Sun 30	Mon	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat	
 ✓ Holiday ✓ Manager ✓ Networking 	8	Tick	et Up	Ticket Up	Ticket Up	Ticket Up	Ticket Up		
 ✓ Personal ✓ Team ✓ Travel ✓ Vacation 	9		SA.	S¢	SA	GA SA	S#		
 Test Web Calendar Test Web Calendar (1) 	10	Omagur				Doubl	e click		
SMART FOLDERS	¹¹ h	Once yo ave chos				on this	s same		
	Noon	free slot the PC S					<u>YOUR</u> VN		
° Mail	- 13	Calend					ndar		
Calendar	14								
Contacts	14								
Tasks									
Notes	15								

STEP2 - Review the PC Suite Calendar

Open Outlook 2011 and double click on a time slot you wish to book for the PC Suite.

Double click on **YOUR OWN Calendar** for the time you wish to book.

000	CT000-Computer Systems – Appointment	0
🗄 😹 🖧 🗅 🛍 🖄 🔂 🔛		
Appointment		^
Save & Close Delete Invite Reminder:		
Subject CT000-Computer Systems		
Starts: 28/08/2014 🚞 10:00 Ends: 28/08/2014 🚞 10:30	All day event Duration: 30 Minutes	
Type of Booking:	Class	
Course Code:	CT000	
Tutor:	Joe Bloggs	
Department	155	
Contact No:	4567	
Tutor Email Address:	joe.bloggs@nuigalway.ie	
Admin Name:	AN Admin	
	anadmin@nuigalway.ie	
Admin Email:		
Admin Email: Admin Contact Number:	8900	
	8900	

STEP3 - Download and Fill in the <u>Mac Template</u>

Information Solutions and Services

Download the template and fill in the details. **Copy/Paste** into the body of the booking

000	CT000-Computer Systems - Appointment	\subset
🖩 😹 🕹 🛅 🛅 🖾 😤		
Appointment		1.
Save & Close Delete	nvite: How you book the PC Suite	
Subject CT000-Computer Systems	Subject & Course Code	•
Starts: 28/08/2014 10:00	All day event	1000
Ends: 28/08/2014 🚞 10:30	Duration: 30 Minutes \$	
Type of Booking:	Class	
Course Code:	СТ000	
Tutor:	Joe Bloggs	
Department	155	
Contact No:	4567	
Tutor Email Address:	joe.bloggs@nuigalway.ie	
Admin Name:	AN Admin	
Admin Email:	anadmin@nuigalway.ie	
Admin Contact Number:	8900	
No of Students:	100	
Module Code:		

STEP4 - Add details of booking

Put in the appropriate details of the booking (**Course Code-Subject**/CT000-Computer Systems)

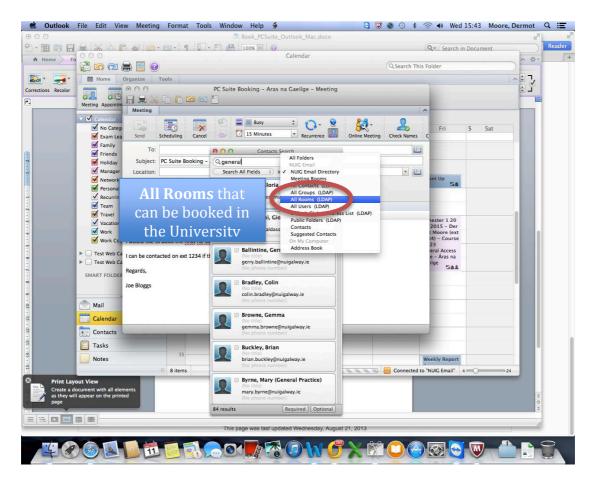
NOTE: The booking is made with the name of the person who booked it.

If the booking is being made on behalf of someone else, be sure to **indicate the tutor/lecturers details** in the body of the text so students can identify the correct booking.

Click on Invite

Meeting						
		•	Busy	÷ 12. 8	<mark>8</mark> 3	2
Send	Scheduling Cancel	🔬 🚺 15	Minutes		Online Meeting	Check Names
To		o 1		1 1 C .1		
To:			ick Invite.	look for the	address boo	k 📃 🗉
To: Subject:	A PC Suite Booking - A		ick Invite.	look for the	address boo	k C
100			ick Invite.	look for the	address boo	k (E
Subject: Location:	PC Suite Booking – A	ras na Gaeilge	ick Invite. ⊃ All day even		address boo	

STEP5 - In the **To** Field, click on the address book to the right of the screen.



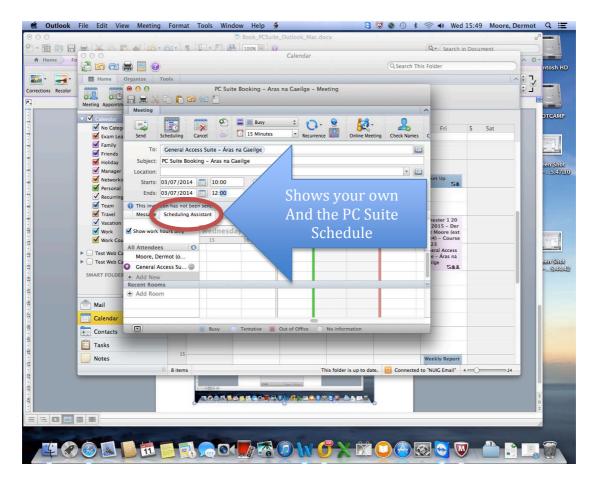
STEP6 - All Rooms

Search All Rooms/Meeting Rooms

		Calendar			Q+ Search in	Document
📑 😤 🙆 🤕 🚔 📃 🕑				Q Search T	his Folder	
🕶 🛗 Home Organize To	ols					^
olor 🛄 🚟 🏹 🗂			0000	Find a Contact		A .
			ndar Permissions	Contacts Search		
▼ 🗹 Calendar	(+ +) 29	June - 5 July 2014				
No Category	29 Sun	30 Mon 1 Tue	2 Wed	3 Thu	4 Fri	5 Sat
Exam Leave	all day	50 1000 1 100	E Hou	5 110		Juc
Family	1.0					
Friends		Contacts Search				
Holiday		Q general				
Manager		Search All F	DAP) ÷)	Ticket Up	Ticket Up	
Networking	9	General Access Suite - Arts So		Sat	SA SA	
Recurring Suite Booking		(No title) suite-arts-science@uds.nuigalway				
Team		(No phone number)				
Travel	10 0					
✓ Vacation	10	General Access Suite - Áras n	G		Semester 1 20	
Work		suite-arasnagaeilge@uds.nuigalwa	/.ie		14/2015 - Der mot Moore (ext	-
Work Course	11	(No phone number)			1234) - Course	
	11				HI123 General Access	
Test Web Calendar					Suite - Áras na	
Final Test Web Calendar (1)					Gaeilge S&&	
SMART FOLDERS	Noon					
	13	A List of all				
Mail	13					
		General Acces				
Calendar	14					
Contacts	14	PC Suites will				
1000						
Tasks		appear here				
Notes	15	appear nere			Weekly Report	
10	8 items			Connecter	d to "NUIG Email"	24
_				_		
Description ()	2	results New E-mail New Me	ting			

STEP7 - Type in **General Access** which will populate with all of the PC Suites.

Choose the Suite you wish to book by clicking on it and choose to **Add to Meeting**



STEP8 - Scheduling Assistant

Review the details to ensure they are correct. The **Scheduling Assistant** will show your own schedule and that of the resource. Busy slots will be in Blue.

÷	2.		
-	Recurrence	Time Zone	Categorize
_	Once o	only	
_	Every 7	Thursday	_
_	Day 3	of Every M	onth
event	Every F	ebruary 3	
30 Min	Every [Day	
_	Custor	n	

STEP10 - If you wish to make a booking for more than 1 occasion i.e. A Semester Long booking

Click on **Recurrence** and then **Custom**



STEP11 - Choose the period with which the recurrence should occur.

Repeats: Weekly 🗘 How often	Weeklv
Every: 1 week(s) On: S M T W T F S When	Everv Mondav
Start date: 25/08/2014 How End date: After + 12 occurrences	
Start time: 13:00	For the next 12 weeks
End time: 13:30 Duration: 30 Minutes 💌	
Cancel OK	

STEP12 - Choose the Recurrence settings that are appropriate to your needs.

In the example above, 12 occurrences mean that the booking will happen once a week for 12 weeks.

Click OK.

● O O 🔁 🔊 (2) 🚔 🗐 (2)				Calendar		Q Search T	his Folder	
	ools							
		w Date	Work Week	Month Open Cal	endar Permissions	Find a Contact		
🗸 🗹 Calendar	••	 29 Jun 	e – 5 July 201	4				
 No Category Exam Leave Family Friends Holiday 	all day 8		30 Mon	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat
Manager Metworking Personal Recurring Suite Booking Recurring Suite Booking	9		Ticket Up SA	Ticket Up SA	Ticket Up S&	Ticket Up S&	Ticket Up SA	
Travel	10			Test	The	PC Suite Booki ng - Aras p. G	Semester 1 20 14/2015 - Der	
₩ork ₩ Work Course	11		_		The source	aeilge GA PC Suite - Ar as na Gailge	mot Moore (ext 1234) - Course HI123 General Access	
Test Web Calendar Test Web Calendar (1) SMART FOLDERS	Noon			app	oking ears in 1r own		Suite - Áras na Gaeilge	
• Mail	13		-		lendar			-
Calendar	14							
Tasks Notes	15						Weekly Report	
	9 item:	s		Sync	pending for this fold	ler. <u> </u> Connected	Restances of the second second	24

STEP13 - Categorize

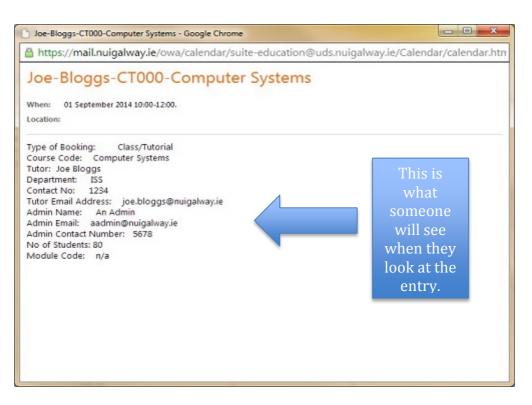
The booking will appear in your calendar.

You may wish to **categorize** the booking so as to distinguish between your own bookings and that of the resource.

See the FAQs for more information.

Calendar') Ealendar (De	neral access taite - Education Low	e' - Ground Roor - 0101) 1-	aged 2014 - September 201	1	Only rates	dar information from 22/	21,0213 - 21,05,0013 (an be displayed
August 2014+)	Ga to Tadey 🔯 🗃 🗃	Seboorite 👙				Tive zonk MTC	Oubin, Odeburgh, Libben, Landan 👳
August 2014 * *	< → 31 surday	01 monday	02 tuesday	03 wednesday	04 thursday	05 Inday	06 saturday
05 64 65 65 87 66 69 19 11 12 13 14 15 94	w						
0 8 0 0 2 7 3 2 8 8 7 8 8 8	07 00						
31 EL 02 00 M 00 M	080				How		
	09.00			t	ypically a	a	
	10*	Joe Blogge CT000- Computer Systems			booking		
	11.00				looks in a public		
	12.00	the second second			Calendar		

STEP14 - Public view of Booking



STEP15- Double click on the booking and you will see your details. List of PC Suites

Suite
<u>Áras na Gaeilge - 1st Floor - Room 206</u>
Arts Faculty - 1st Floor - 229/229A
<u>Arts Millennium - 1st Floor – 201</u>
Arts & Sciences - 1st Floor - Room 229/229A
<u>Block E - Ground Floor - E102 (Formerly Civil Eng)</u>
<u>Cairnes - 1st Floor - 112</u>
<u>Clinical Science - 1st Floor</u>
Education Lower - Ground Floor - D101
Engineering Lab 2016 - 2nd Floor
Engineering Lab 2017 - 2nd Floor
Engineering Lab G0046 - Ground Floor
Env. Science - Arts & Science - 209
<u>Finnegan - Áras Uí Chathail - 101</u>
Friary - St Anthony's - Ground - 105
<u>IT Lab - IT Ground Floor - 106</u>
<u>Menlo - St Anthony's - Ground 102</u>
MIME - Clinical Science Terrapin - Ground
Software Eng - Arts & Sci - 1st F- 228A