

## 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.

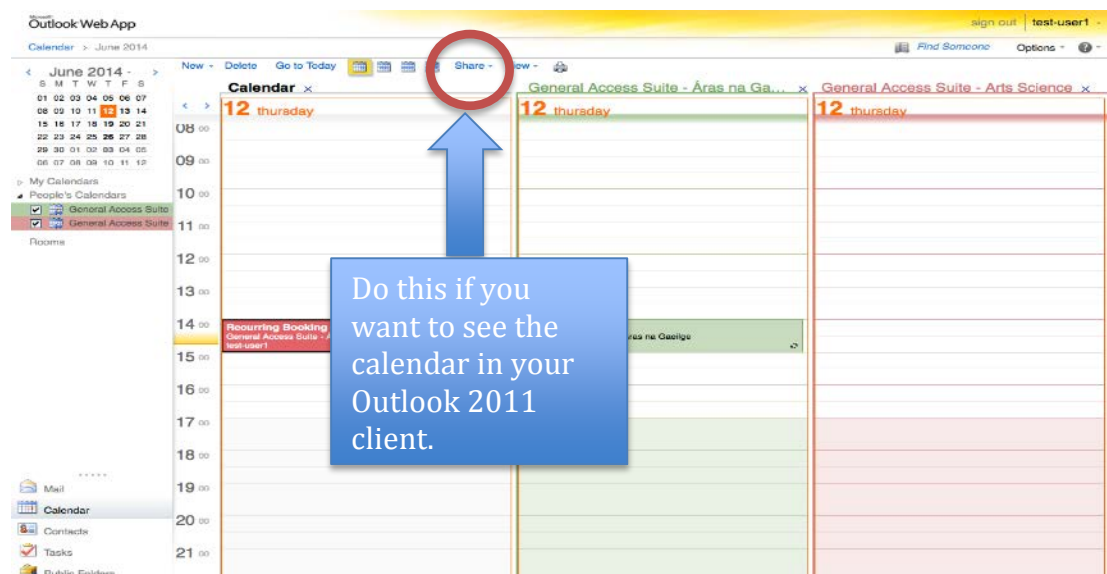
Log onto <https://mail.nuigalway.ie>

Go to your Calendar in OWA

Click on:

- **Share**
- **Add Calendar**

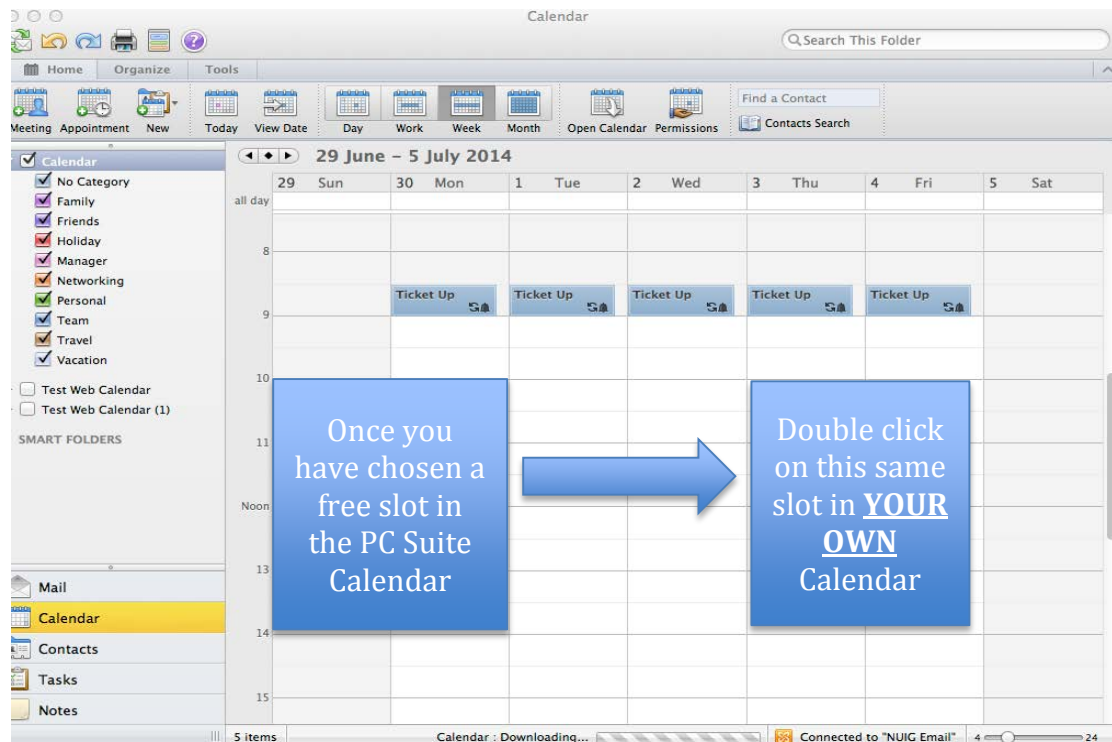
Choose your calendar name and view it.



**STEP1** - Attach to calendar.

Log out of OWA

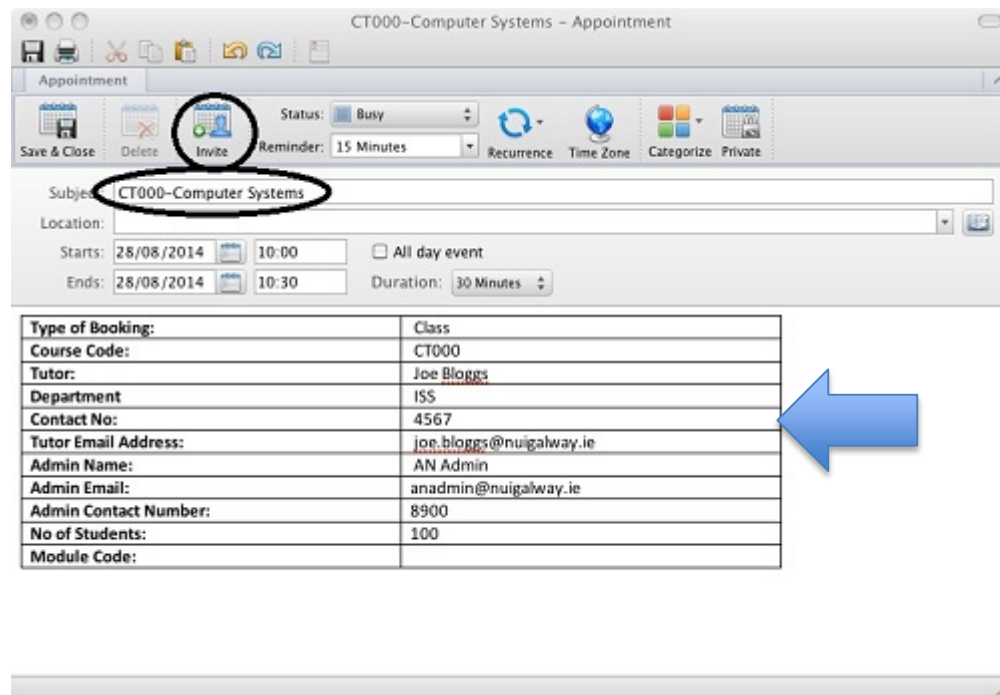
## Book a PC Suite using Outlook 2011



### STEP2 - Review the PC Suite Calendar

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

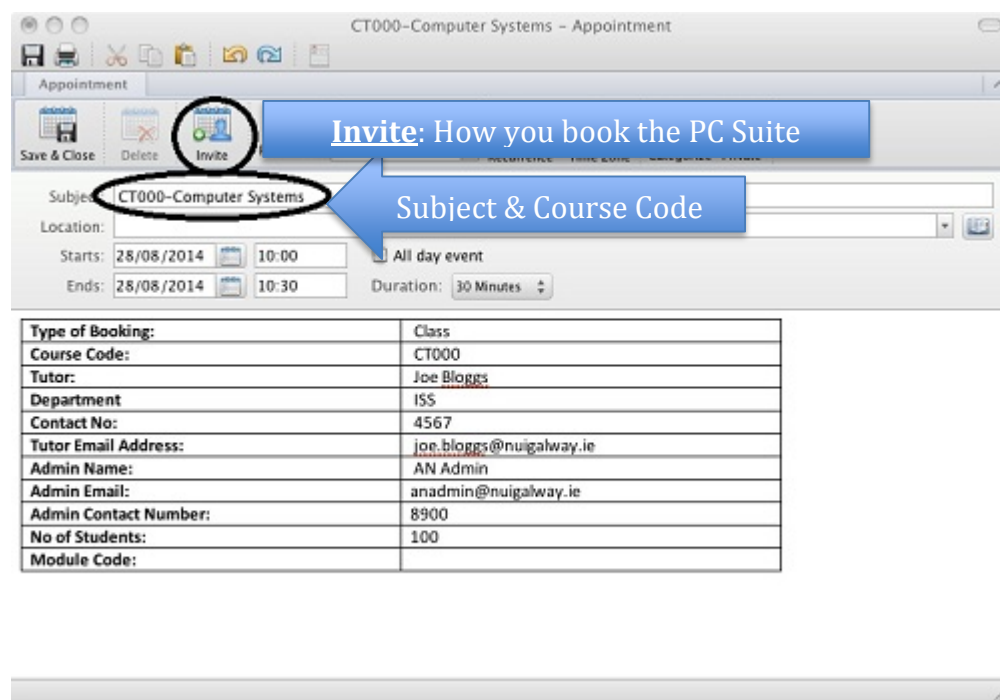
Double click on **YOUR OWN Calendar** for the time you wish to book.



### STEP3 - Download and Fill in the [Mac Template](#)

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



The screenshot shows the Outlook 2011 Appointment window for 'CT000-Computer Systems'. The 'Subject' field is circled in black and labeled 'Subject & Course Code' with a blue arrow. The 'Invite' button is circled in black and labeled 'Invite: How you book the PC Suite' with a blue arrow. Below the appointment form is a table with booking details.

Type of Booking:	Class
Course Code:	CT000
Tutor:	Joe Bloggs
Department	ISS
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

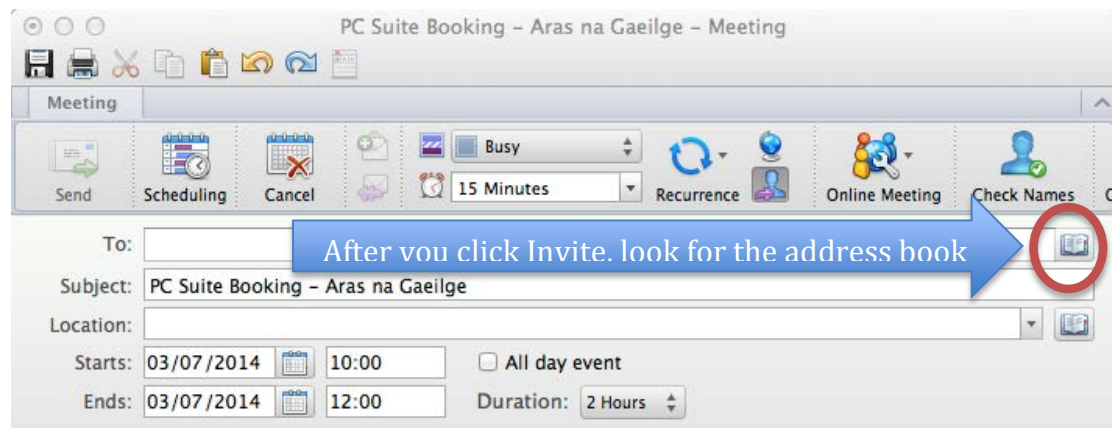
Put in the appropriate details of the booking (**Course Code-Subject/CT000-Computer Systems**)

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

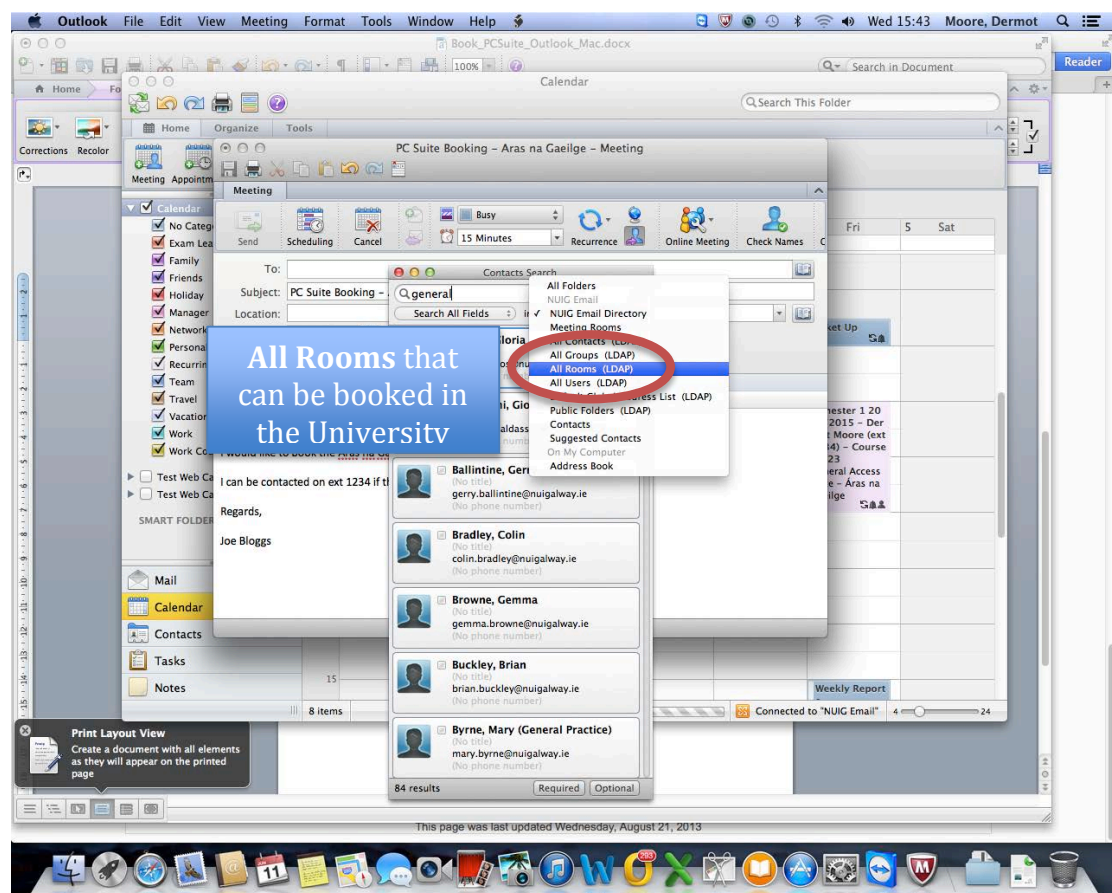
If the booking is being made on behalf of someone else, be sure to **indicate the tutor/lecturers details** in the body of the text so students can identify the correct booking.

Click on **Invite**

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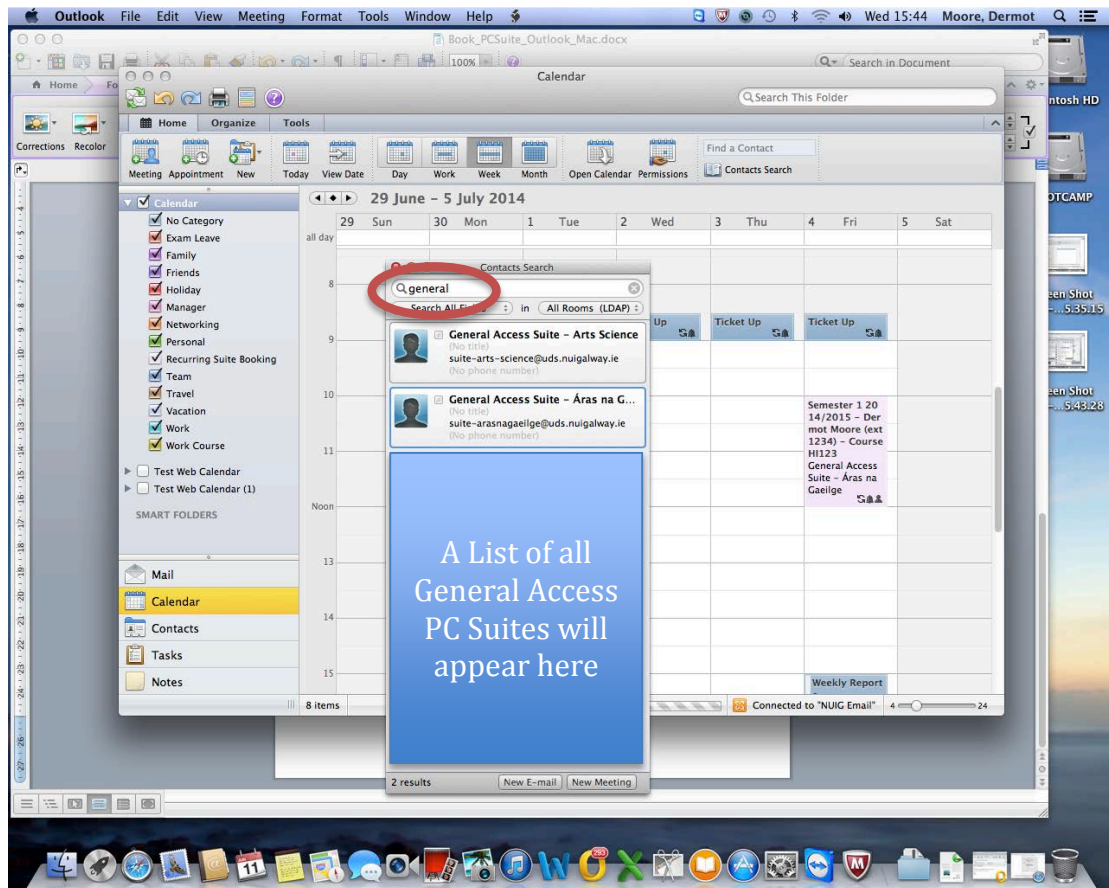
**STEP5 -** In the **To** Field, click on the address book to the right of the screen.



**STEP6 -** All Rooms

Search **All Rooms/Meeting Rooms**

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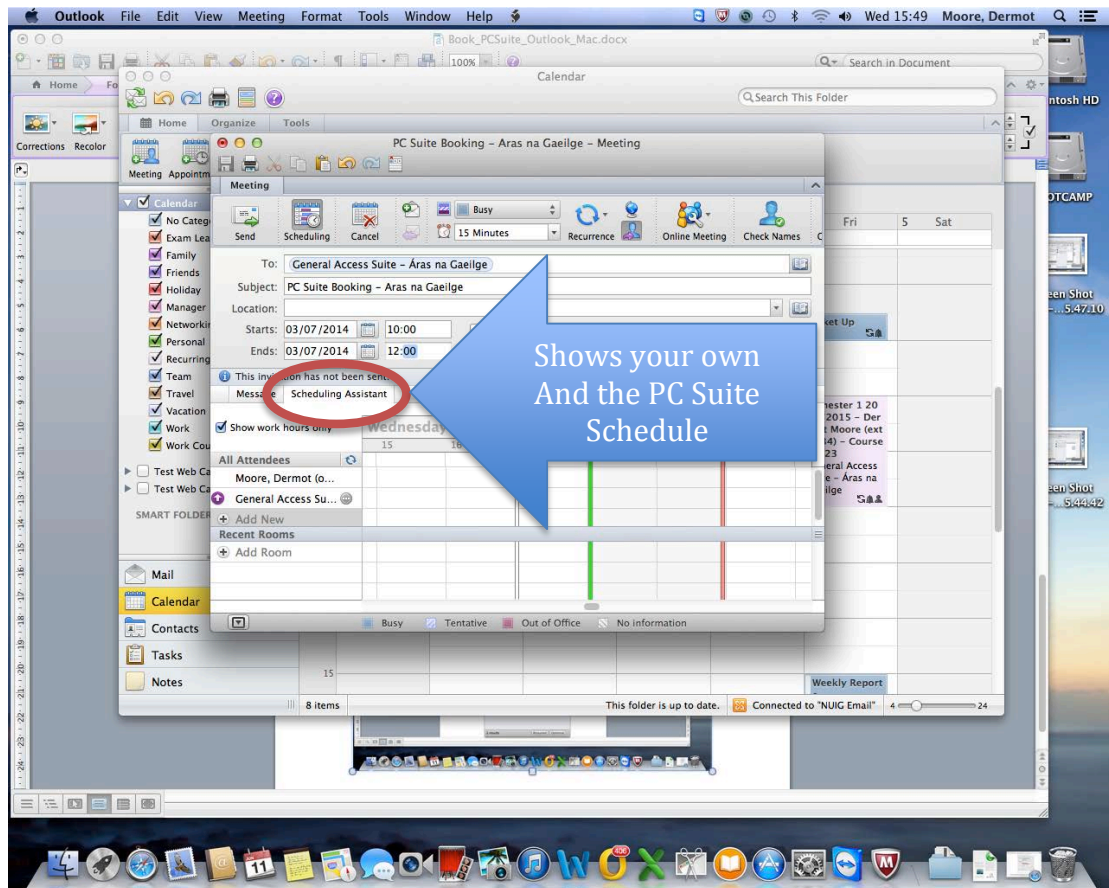


**STEP7** - Type in **General Access** which will populate with all of the PC Suites.

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

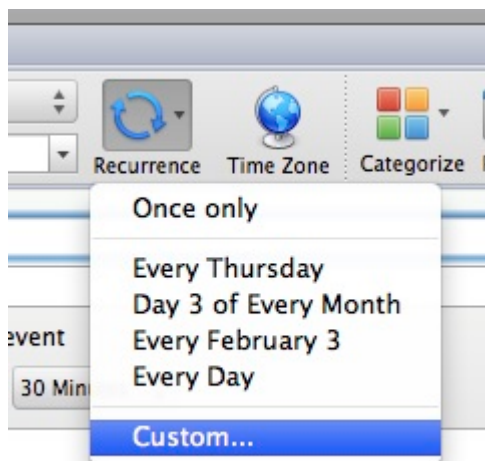


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### STEP8 - Scheduling Assistant

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.



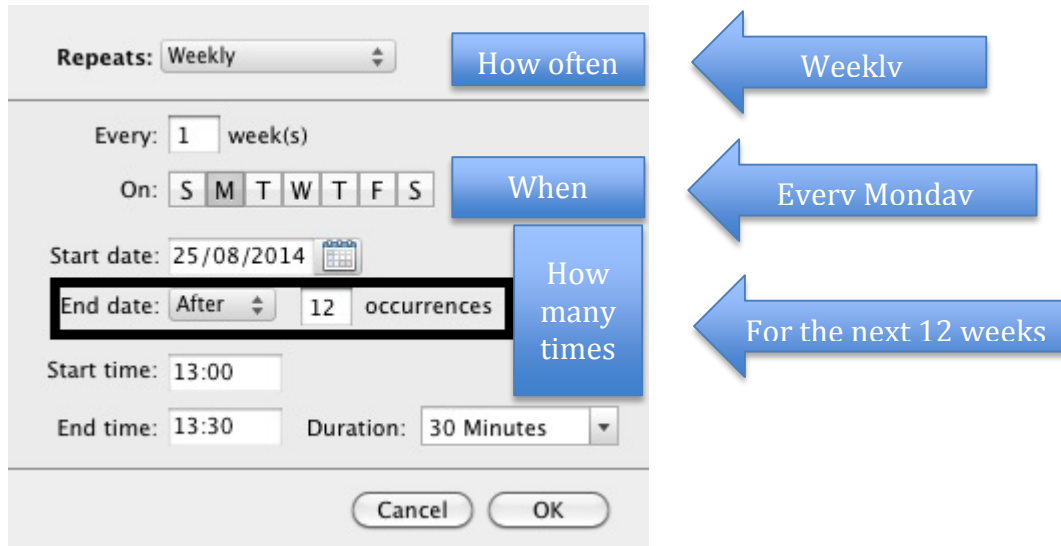
**STEP10** - If you wish to make a booking for more than 1 occasion i.e. A Semester Long booking

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

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

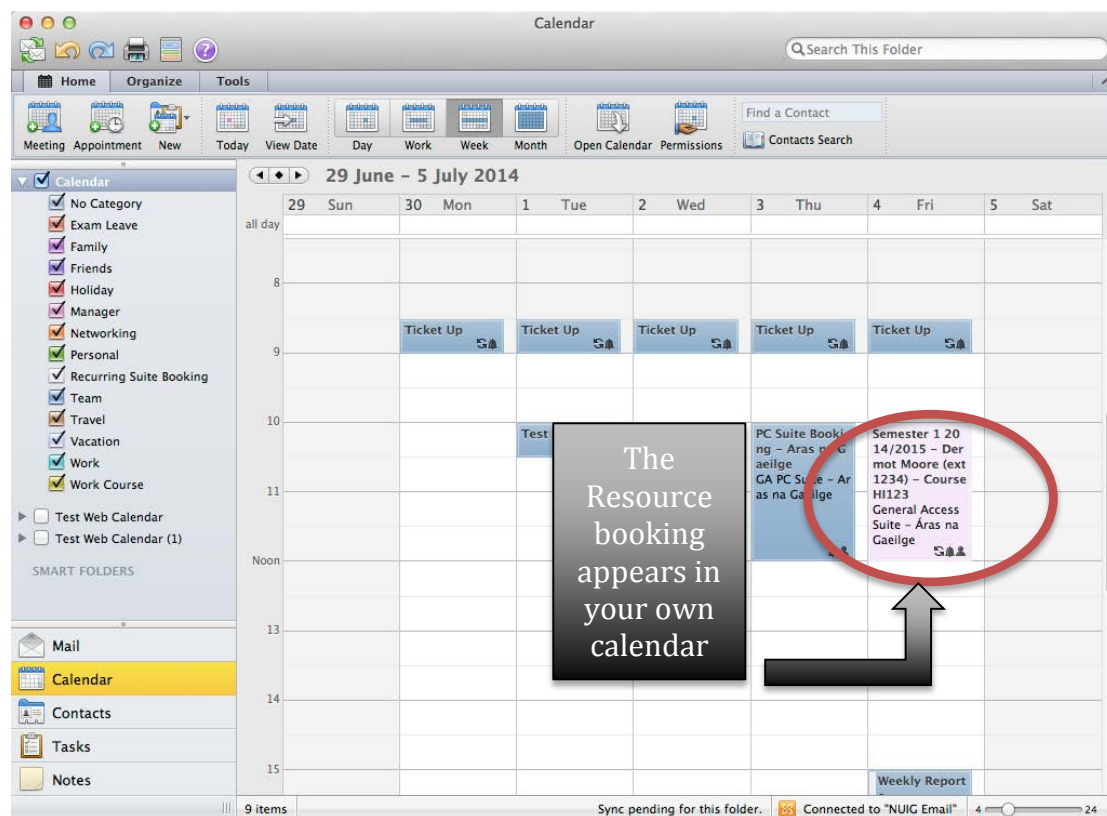


**STEP12** - Choose the Recurrence settings that are appropriate to your needs.

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

Click **OK**.

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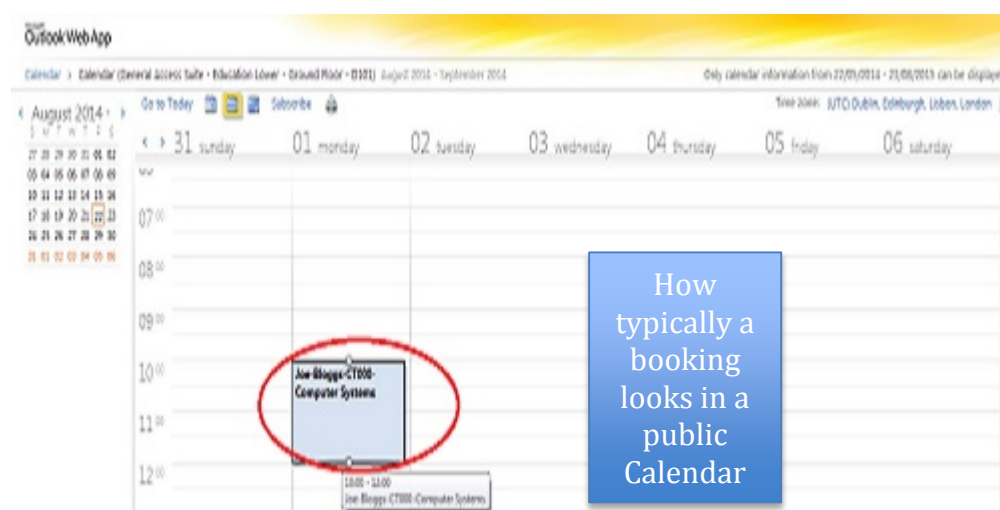


### STEP13 - Categorize

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.

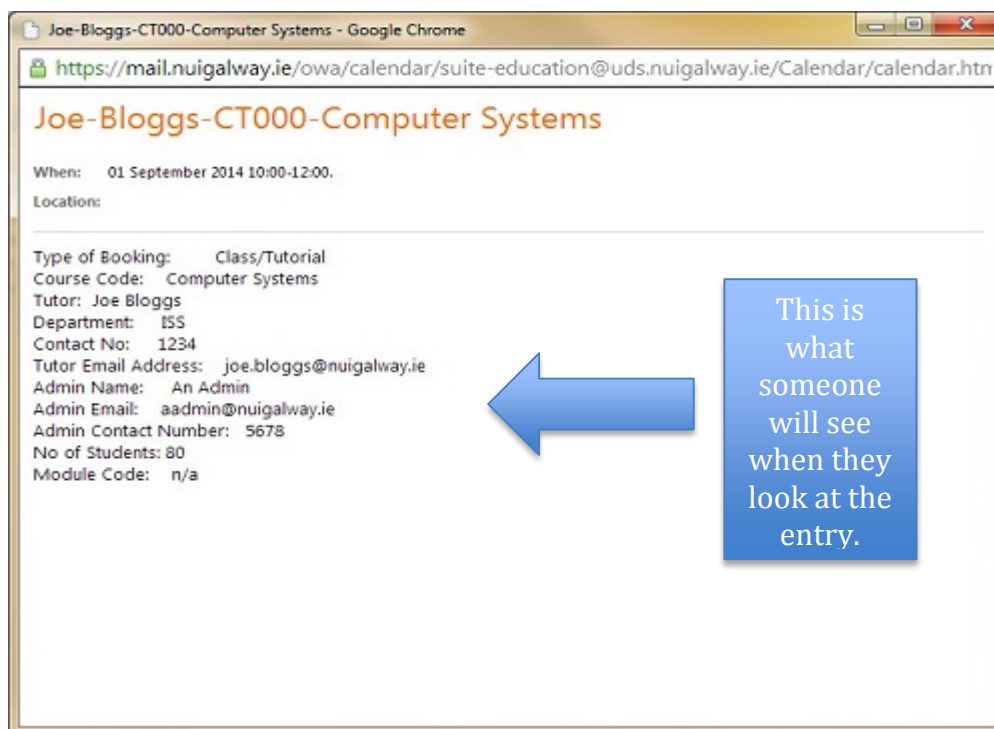
See the FAQs for more information.



### STEP14 - Public view of Booking



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**STEP15-** Double click on the booking and you will see your details.

List of PC Suites

Click on the links below to get to your PC Suite

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