

Uconn SON

Outlook Resource Availability and Reservations

Resource Permissions

One of the features of the University Exchange Email Server is the ability to use resource accounts. These resources can include rooms, laptops, projectors, etc. – in general nearly everything that can be used by more than one employee during work days.

Each faculty member has the ability to see the on-line resources available for SON through the Exchange server. You can book rooms, laptops, and projectors. You can change your own bookings but cannot edit or delete another's bookings.

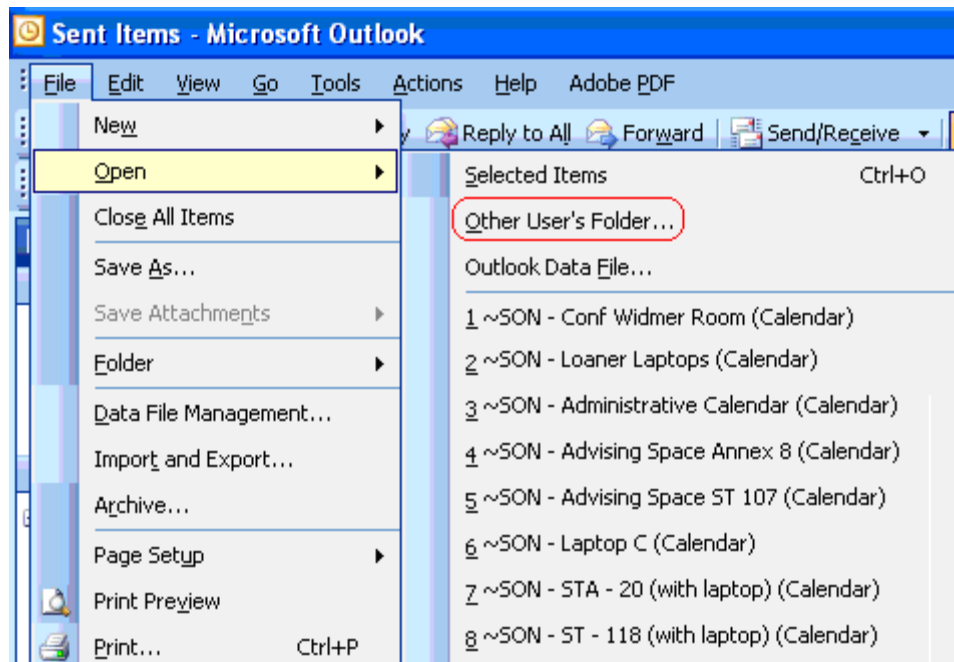
Room Designations

The rooms are labeled with their general designation and capacity seating. Advising rooms are small rooms with a PC. Conference rooms will have a dry erase board, but no PC. Keep this in mind when booking rooms. If you need a laptop and projector for a conference room, you can book them the same way you will book the room.

Conference calling can be done from rooms 218 (Widmer Room), 314, 312, 303, and 114 but prior arrangements must be made to ensure that a speakerphone will be available and to have any long distance calls made.

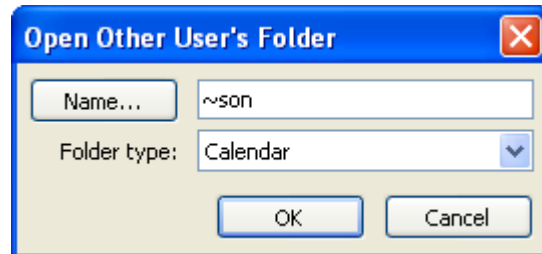
View Room Availability-Outlook Desktop Client

1. In the **Outlook Desktop Client**, navigate to **File>Open>Other User's Folder**.

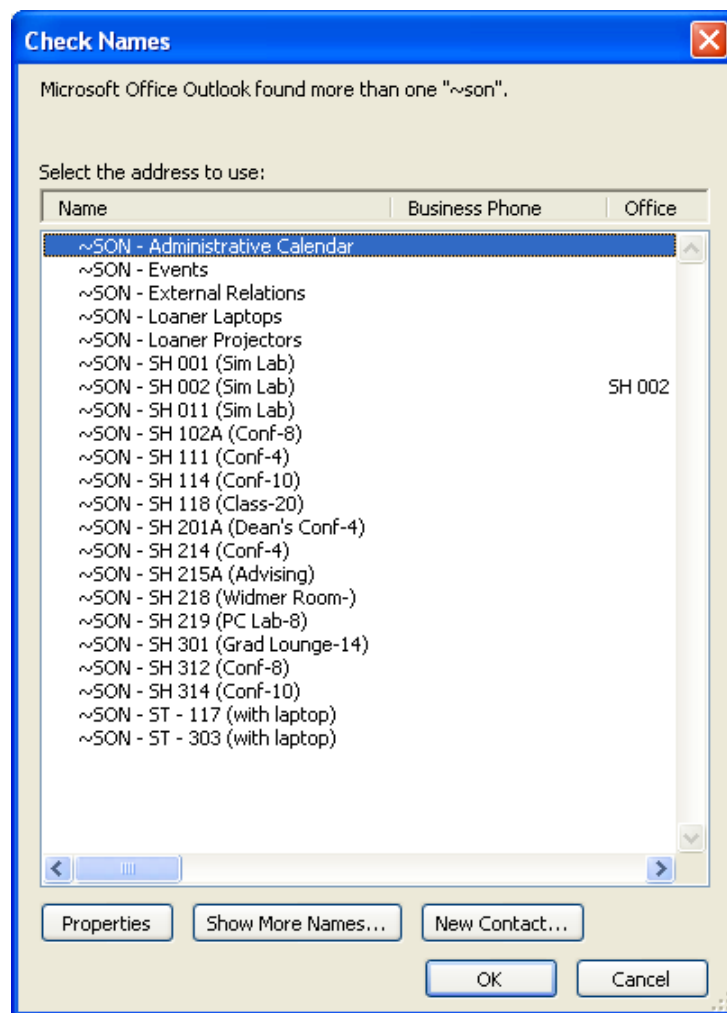


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- To select resource from the address book, click **Name** or type the resource name in the **Name** box. All SON resources will begin with ~SON in the Global Address Book. Click **Ok** to view the list of SON resources.

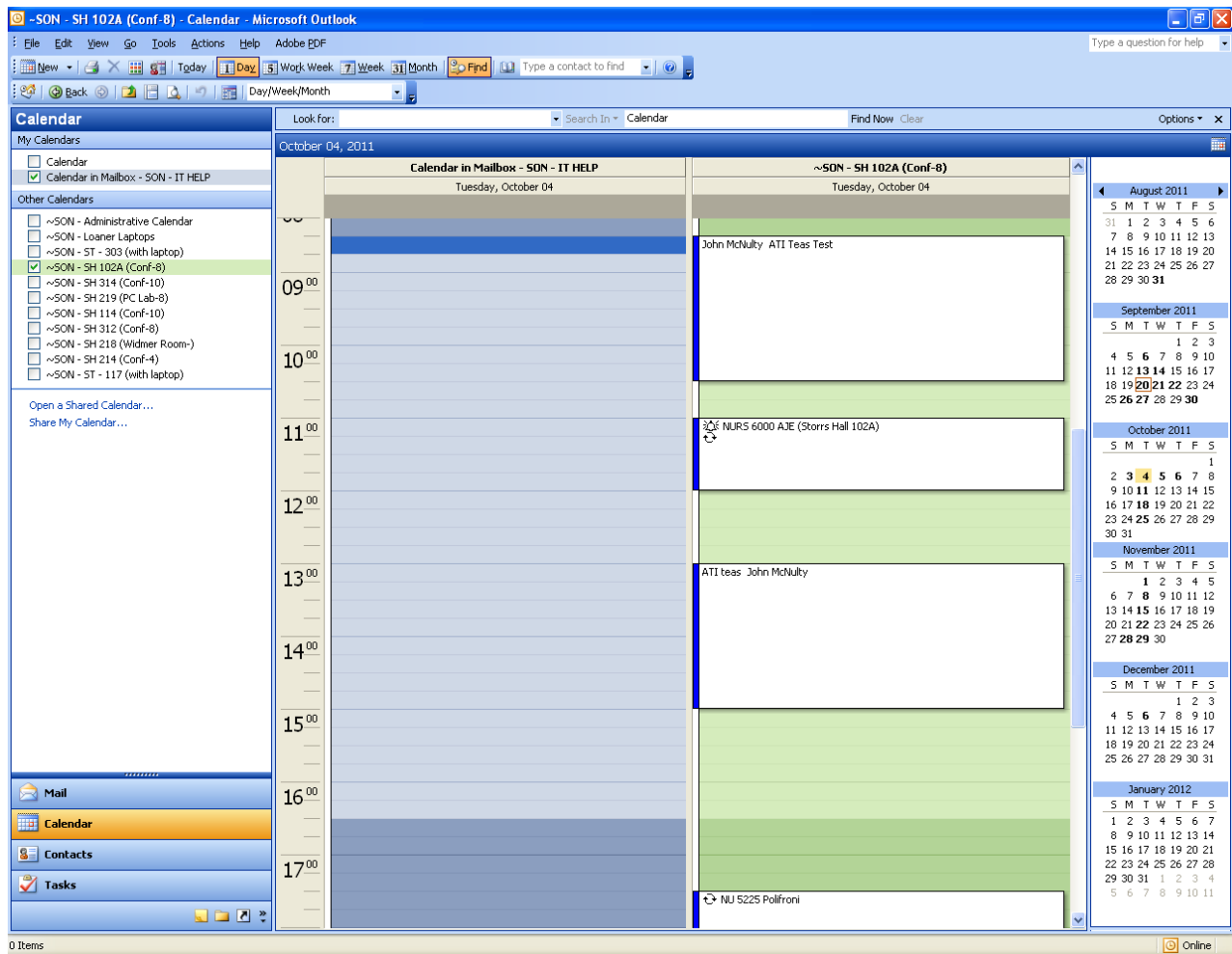


- You can scroll up and down to select the desired resource. Once it is highlighted, click **Ok**.



- The new calendar will appear to the side of any calendar already in the calendar view area.

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5. Select the desired date and time from the calendar to view the particular resource's availability.
 - When you open another calendar using these instructions, the calendar will be added to the **Other Calendars** lists in your Outlook desktop client.
 - To remove a name from the **Other Calendars** list, right-click the name, and then click **Remove from Other Calendars**.
 - You can view up to 30 calendars side-by-side in **Calendar**.

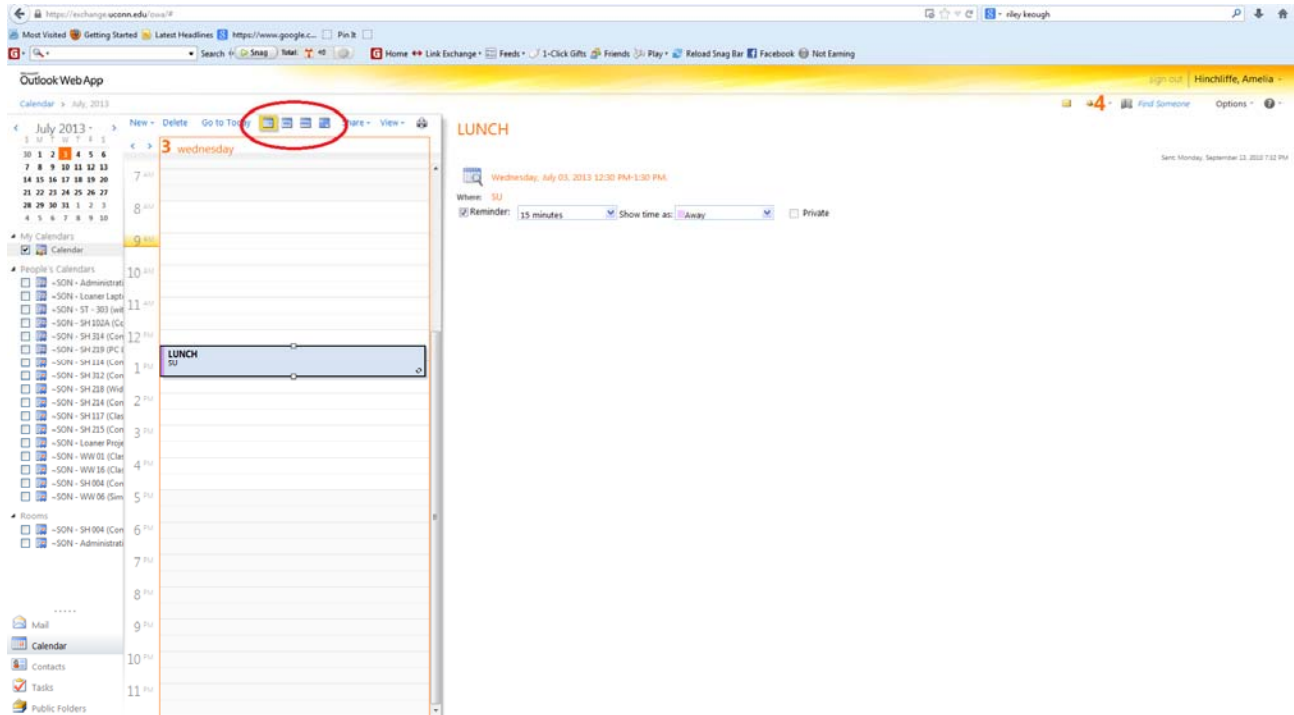
View Room Availability-Outlook Web Client

UConn's Outlook Web Client now supports multiple calendar views. If you do not have a specific computer assigned to you and are using a web browser to access email, or are using a web client from a location other than an assigned computer, you can use these instructions. Please note: although you can use any browser to check email, the calendar viewing is only available in Internet Explorer 6 or later. You can use either OWA Light or OWA for access.

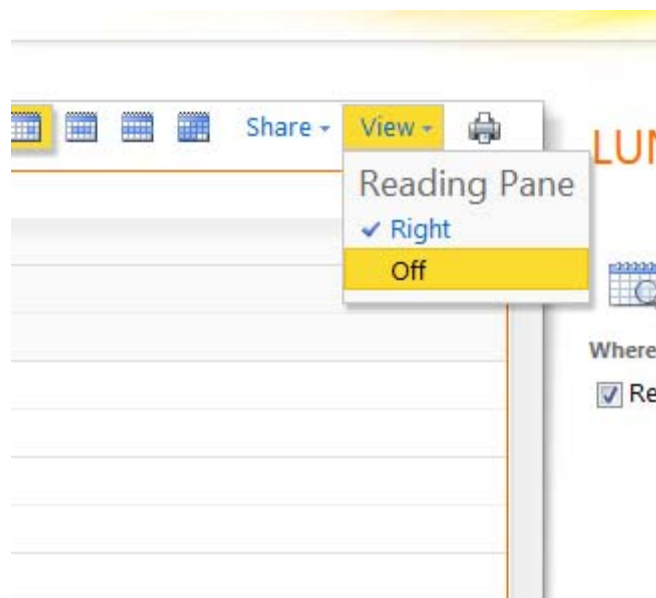
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1. Once logged in, you will see a basic view of the calendar. To look at different days/dates, choose the **Work Week**, **Week**, or **Month** view. These are the icons at the top of the calendar. When you hover over the icon, the text will appear telling you what option it is. (See below.)

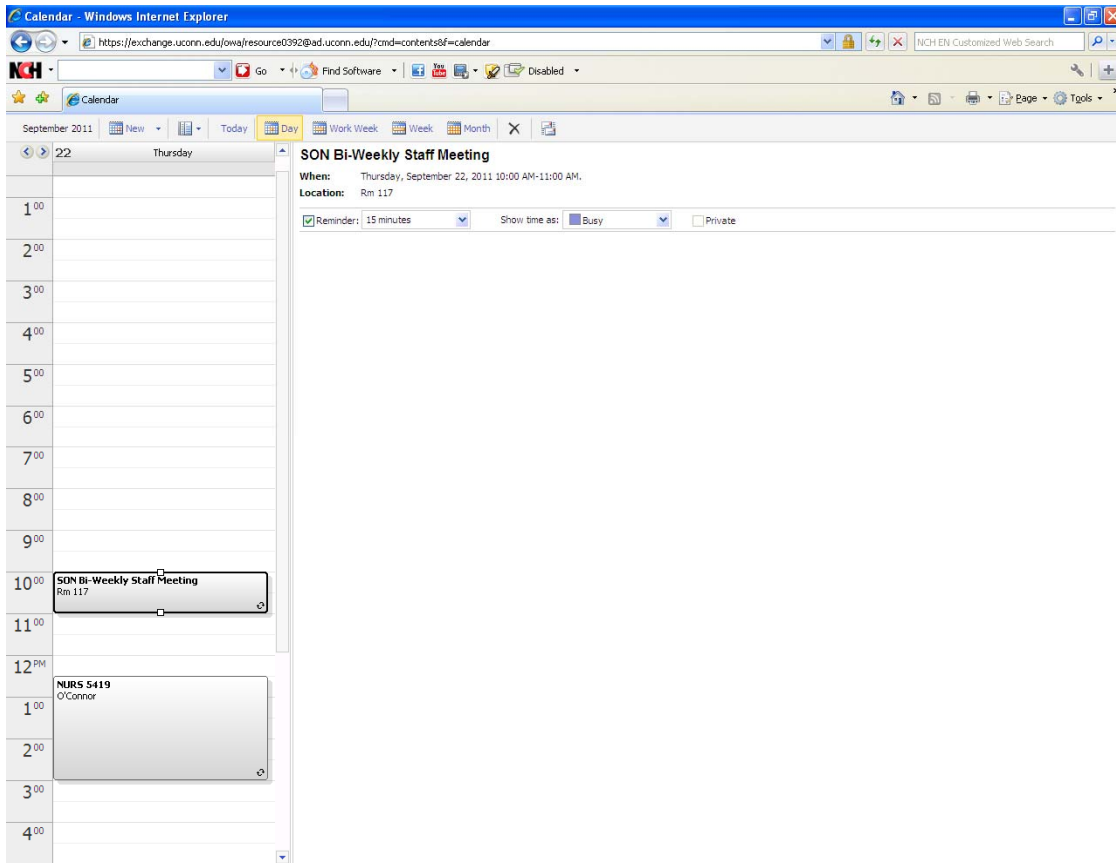


2. To view the contents of a booked appointment, you can choose the **Show/Hide Reading Pane** option.

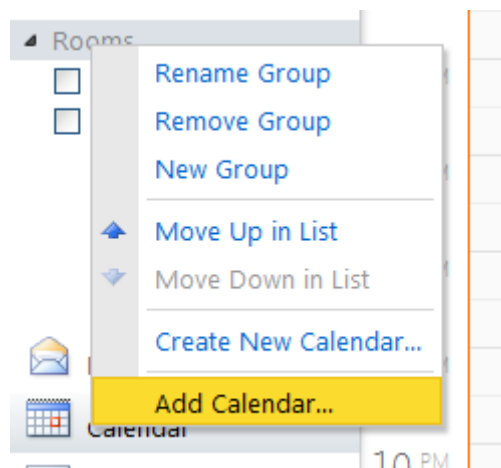


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- When the **Reading Pane** is displayed, the details of a booking will be displayed. This could be the meeting agenda, etc.



- You can add frequently used rooms to your calendar list by right clicking on the Rooms list in the lower left corner of your Calendar view. A dialog box will appear. Select **Add Calendar**.



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This will open a box where you can look up the calendar you want to add.

Add Calendar

You can add a calendar from your organization or from the Internet.

Calendar from your organization

Calendar from the Internet

Calendar URL:

OK Cancel

5. Click on **Name** or type **~son** into the dialog box then press enter or click on the magnifying glass icon. In the pop-up that appears, you can select the room/resource you want to add.

Address Book - Mozilla Firefox

https://exchange.uconn.edu/owa/?ae=Dialog&t=AddressBook&pspid=_1372857466253_124534340

Address Book

Default Global Address...
All Rooms
Show other address lists

Contacts

Show:
All
People
Groups

My Contacts
Contacts
Suggested Contacts

~son

Arrange by Name A on top

- ~SON - SH 201A (Dean's Conf-4)
resource0973@ad.uconn.edu
- ~SON - SH 215 (Class-15)
resource0800@ad.uconn.edu
- ~SON - SH 218 (Widmer Room-)
resource0379@ad.uconn.edu
- ~SON - SH 219 (PC Lab-8)
resource0978@ad.uconn.edu
- ~SON - SH 301 (Grad Lounge-14)
resource0979@ad.uconn.edu
- ~SON - SH 303 (Class-25)
resource0393@ad.uconn.edu
- ~SON - SH 312 (Conf-8)
resource0799@ad.uconn.edu
- ~SON - SH 314 (Conf-10)
resource0980@ad.uconn.edu
- ~SON - WW 01 (Class-75)
resource1787@ad.uconn.edu
- ~SON - WW 06 (Sim Lab)
resource0981@ad.uconn.edu
- ~SON - WW 10 (Sim Lab)
SH 002 (Sim Lab)
resource0982@ad.uconn.edu
- ~SON - WW 16 (Class-174)
resource1788@ad.uconn.edu

~SON - Administrative Calendar

Contact Alias resource1208
E-mail resource1208@ad.uconn.edu

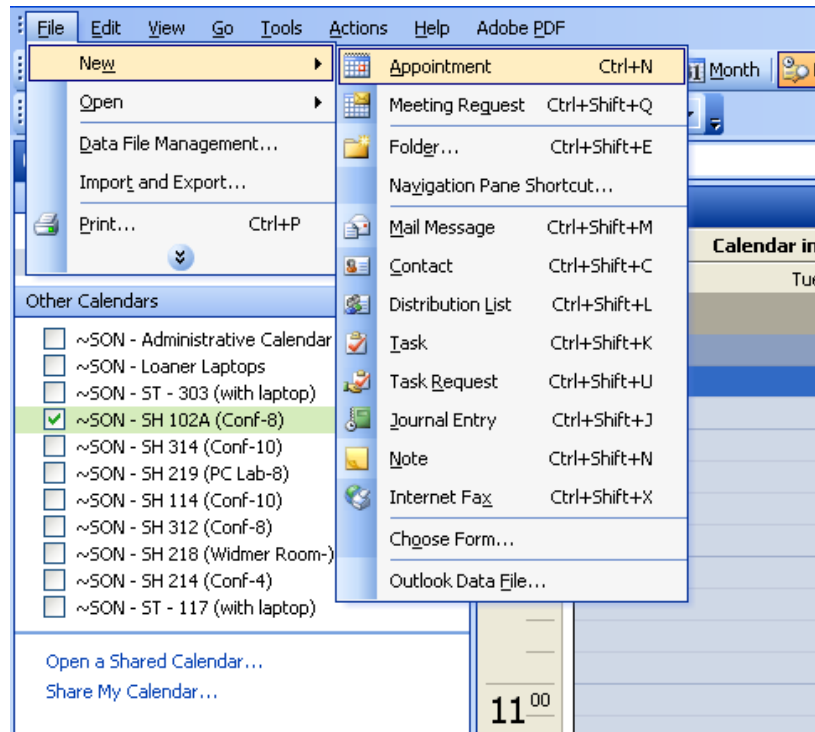
Organization

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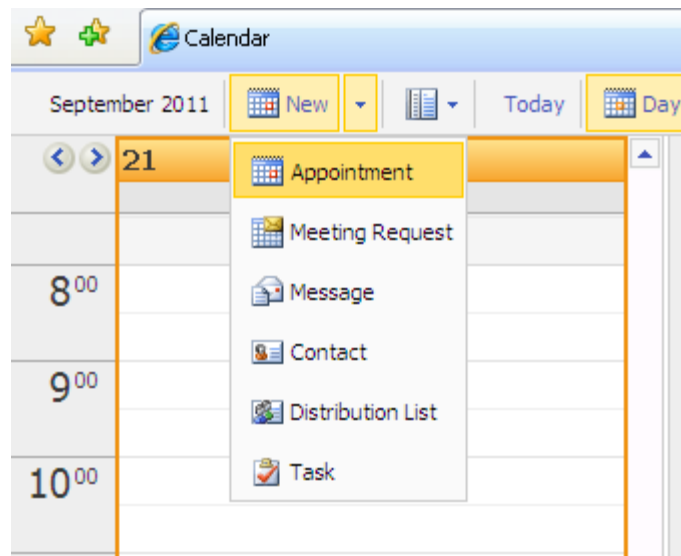
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Booking a Meeting Time

1. Open the room calendar you want to book. (See instructions above.)
2. In the **Outlook Desktop Client**, select **New** from the File menu, then choose **Appointment**.



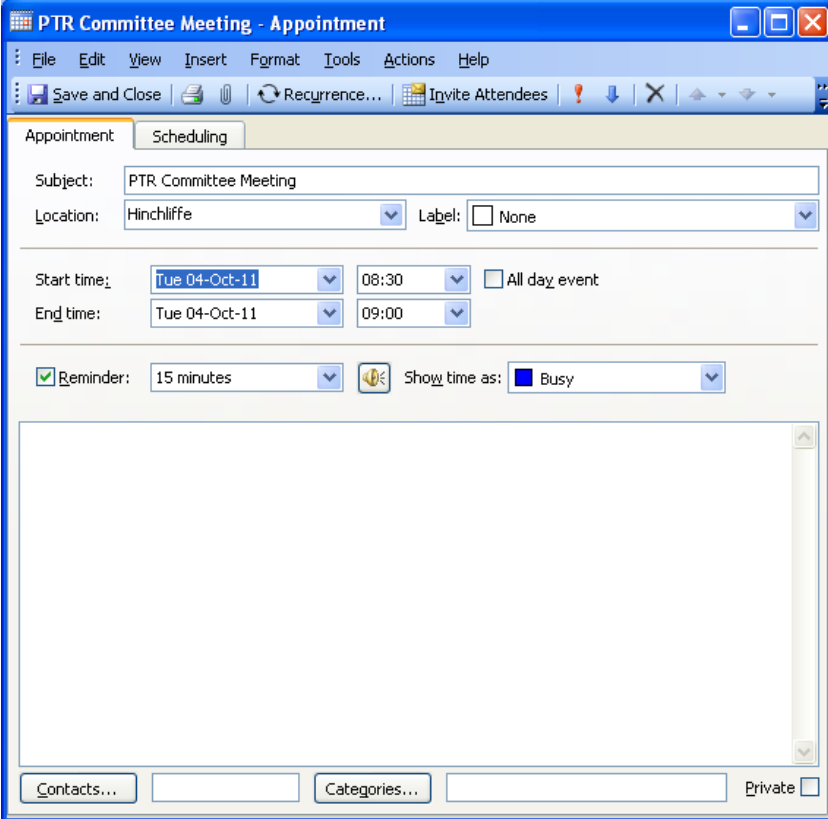
In the **Outlook Web Application**, on the calendar URL page, select the arrow to open the drop-down menu on the **New** menu option.



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Both Outlook versions have the same options for the booking. (See image below.)

3. Type in the meeting group in the **Subject** line (e.g."PTR" or "Clinical Group") in the Subject box.
4. Enter your name in the **Location** box. This tells others who has booked the room in the event that they want to request a room change.
5. Select **Start Time** and **End Time**, either by clicking the down arrows or by typing in a time.
6. Check the **Reminder** box if you want Outlook to remind you the appointment is coming up. The drop down box gives you a list of options for when you'd like the reminder to pop up.
7. Enter related information in the large box, for example the meeting agenda or discussion points. This meeting note will be available to everyone who can access the calendar.
8. Click the **Recurrence** button (arrows chasing each other in a circle) on the toolbar and fill in the appropriate information if this appointment will be scheduled for regular intervals.



The screenshot shows the 'Appointment Scheduling' dialog box in Outlook. The title bar reads 'PTR Committee Meeting - Appointment'. The menu bar includes File, Edit, View, Insert, Format, Tools, Actions, and Help. The toolbar contains buttons for Save and Close, Recurrence..., and Invite Attendees. The dialog is divided into two tabs: 'Appointment' and 'Scheduling'. The 'Appointment' tab is active, showing the following fields:

- Subject:** PTR Committee Meeting
- Location:** Hinchliffe (dropdown menu)
- Label:** None (checkbox)
- Start time:** Tue 04-Oct-11 (dropdown), 08:30 (dropdown)
- End time:** Tue 04-Oct-11 (dropdown), 09:00 (dropdown)
- All day event
- Reminder:** 15 minutes (dropdown)
- Show time as: Busy (dropdown)

At the bottom of the dialog, there are buttons for 'Contacts...', 'Categories...', and a 'Private' checkbox.

9. Make a selection from the "Show time as" menu to choose how the appointment time will appear to people scheduling meetings. The default is **Busy**.

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10. Click the **Save and Close** button at the top of the appointment window. Your time has now been reserved.

For problems with the room or resource reservations, please contact sonit.help@uconn.edu.

There is also online training available from Microsoft <http://office.microsoft.com/en-us/training-FX101782702.aspx>.