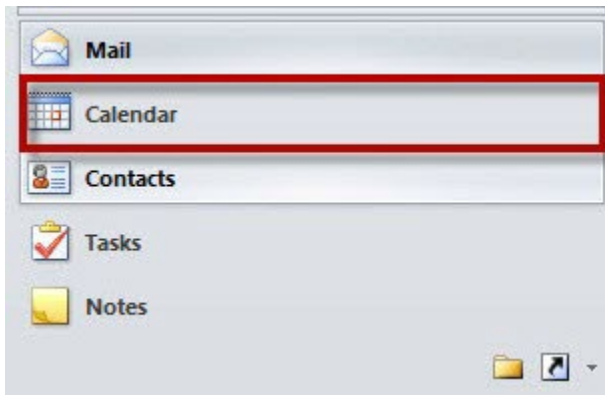
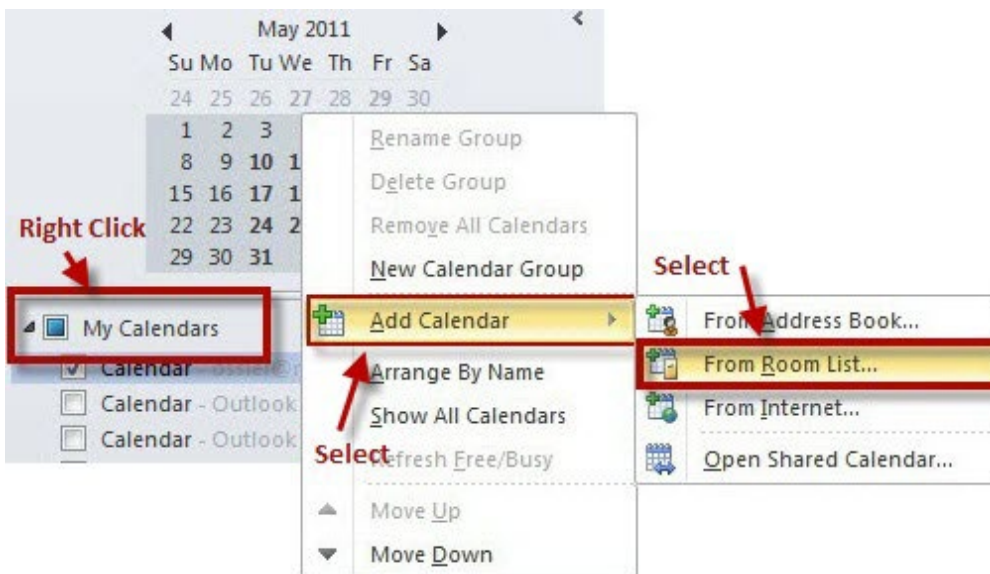


Add BSA Owl Device Calendar to your Outlook Calendar list

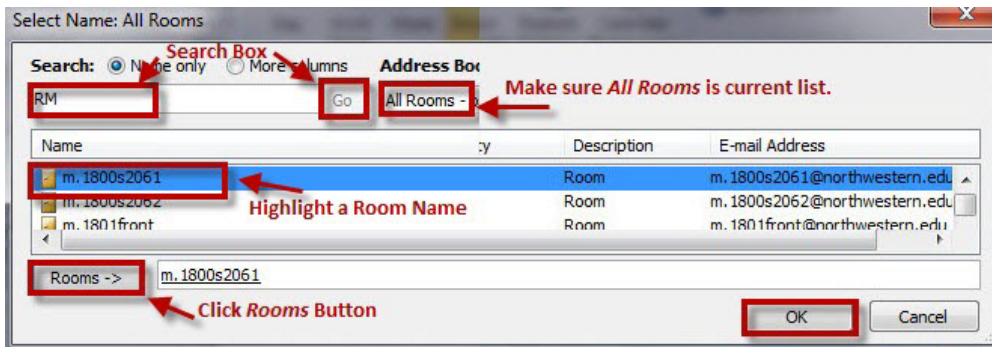
1. *Open* Outlook, and *click* on **Calendar** in the left side Navigation Pane.



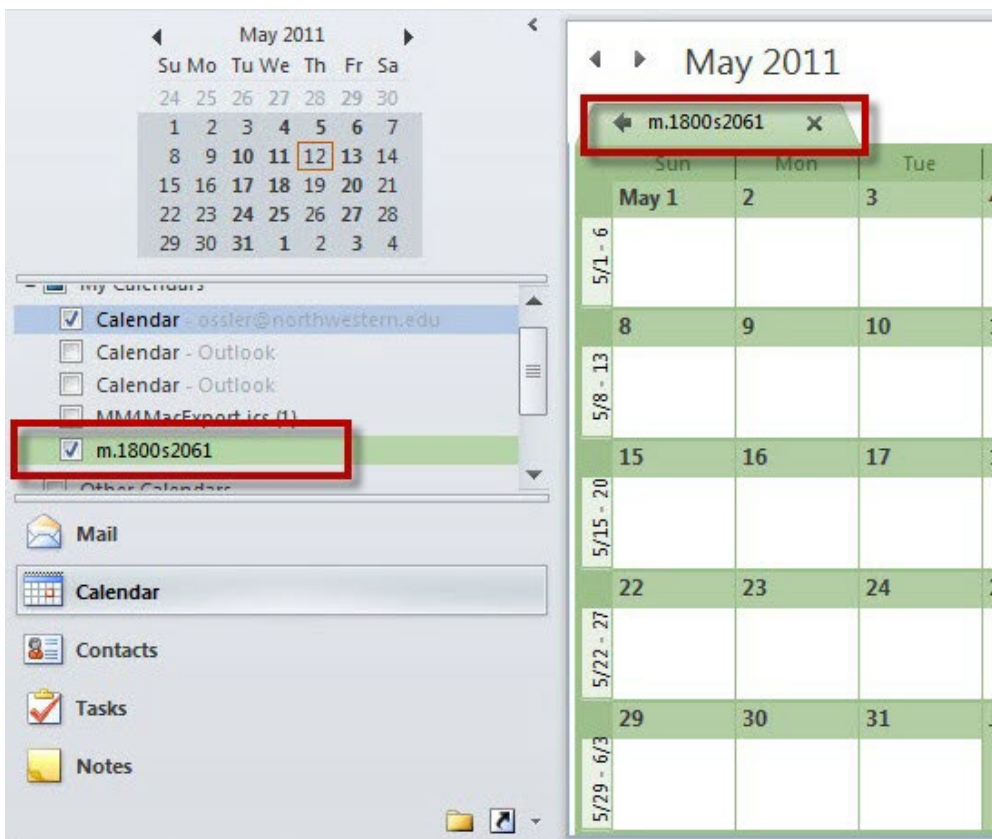
2. *Right-click* on **My Calendars**, and *choose* **Add Calendar** from the drop down menu, then *click* **From Room List...**



3. Your Address Book will open. In the drop down menu, *click* **All Users**.
4. In the search box *type* **BSA Owl Device**, and then *click* **Go**.
When the names of rooms/resources pop up, *click* the **room/resource** you would like to add (in this example, **m.1800s2061** was picked)
 1. Then *click* the **Rooms** button at the bottom of the window. The resource name will be populated in that field.
 2. *Click* **OK**.



5. Now the **Resource Calendar** is added to your calendar list in the left side Navigation Pane under **My Calendars**. In the example, **m.1800s2061** was added.



Reserving BSA Owl Device in calendar

Resources can be reserved when scheduling a new meeting. Once reserved, a resource will become unavailable during the duration of your meeting and will not be schedulable by other users.

You can access the new meeting screen from either Outlook Mail or Outlook Calendar.

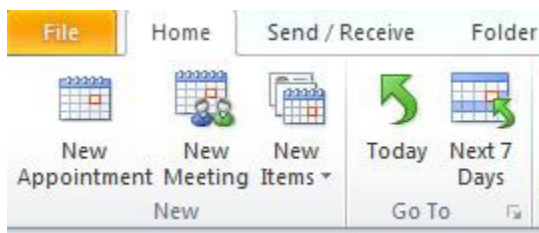
From Mail:

1. Click **New Items** on the Home tab.
2. Click on **Meeting** in the drop down list.



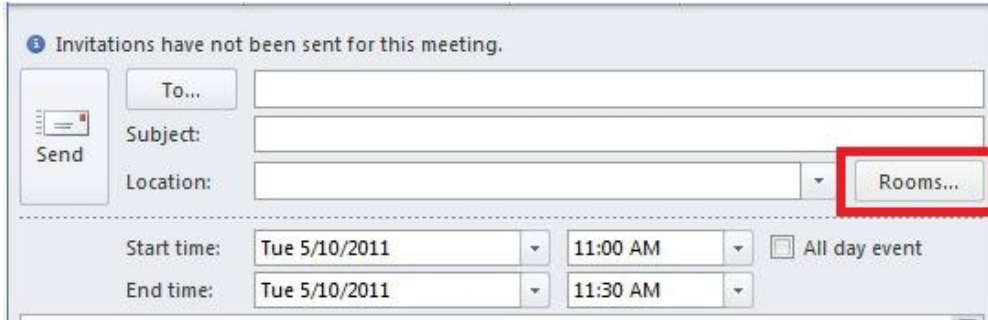
From Calendar:

1. Click **New Meeting** in the Home tab.



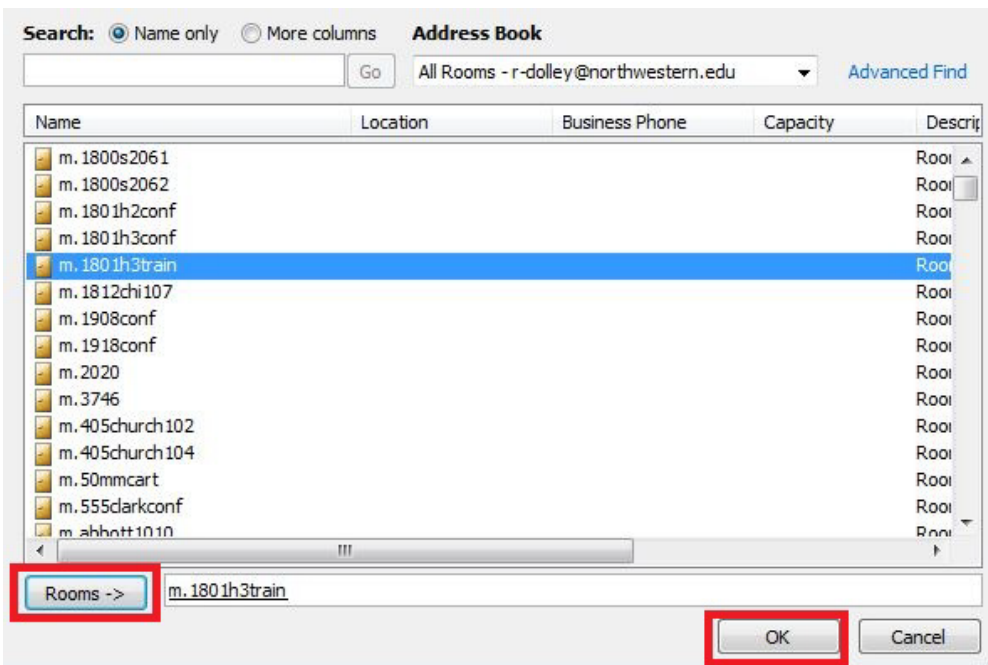
Once in the Meeting Screen, fill in the subject and description fields for your meeting. To schedule a room:

1. *Click Rooms...*



The screenshot shows a meeting invitation form. At the top, it says "Invitations have not been sent for this meeting." Below this are fields for "To...", "Subject:", and "Location:". The "Rooms..." button is highlighted with a red box. At the bottom, there are fields for "Start time:" (Tue 5/10/2011, 11:00 AM) and "End time:" (Tue 5/10/2011, 11:30 AM), along with an "All day event" checkbox.

2. The Select Room: All Rooms screen will open. Browse available rooms, and *click* on the **room** you wish to reserve. Resource e-mail address "codes" are available to help quickly sort the following types:
 - o RM- = Rooms
 - o RS- = Equipment
 - o DL_ = Public Groups/Distribution Lists
 - o ORG- = Org/Shared Mailboxes
3. *Click Rooms* -> at the bottom of the screen to add the selected room to your meeting.
4. *Click OK*.

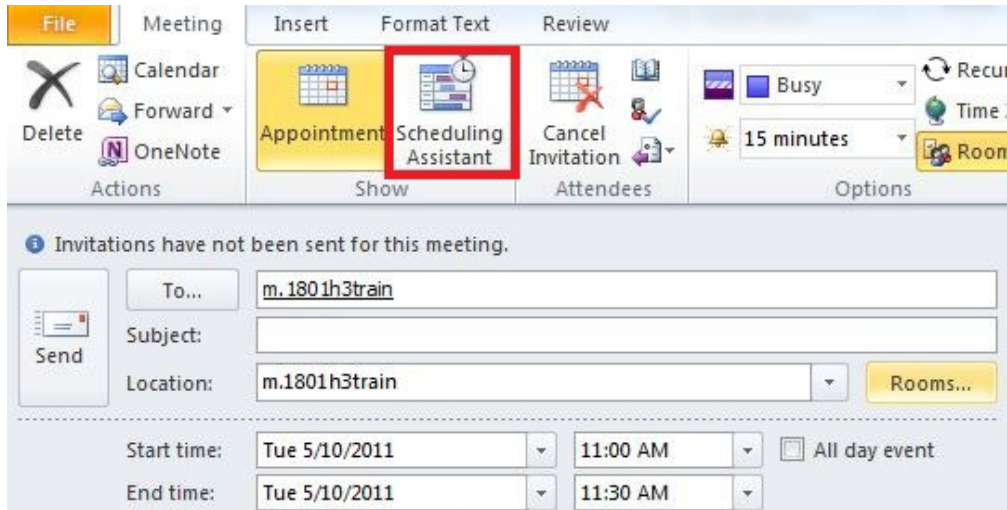


The screenshot shows the "Address Book" window. The search criteria are "Name only" and "All Rooms - r-dolley@northwestern.edu". The table below lists various rooms with columns for Name, Location, Business Phone, Capacity, and Description. The room "m.1801h3train" is selected. At the bottom, the "Rooms ->" button and the "OK" button are highlighted with red boxes.

Name	Location	Business Phone	Capacity	Descrip
m.1800s2061				Room
m.1800s2062				Room
m.1801h2conf				Room
m.1801h3conf				Room
m.1801h3train				Room
m.1812chi107				Room
m.1908conf				Room
m.1918conf				Room
m.2020				Room
m.3746				Room
m.405church102				Room
m.405church104				Room
m.50mmcart				Room
m.555darkconf				Room
m.abbott1010				Room

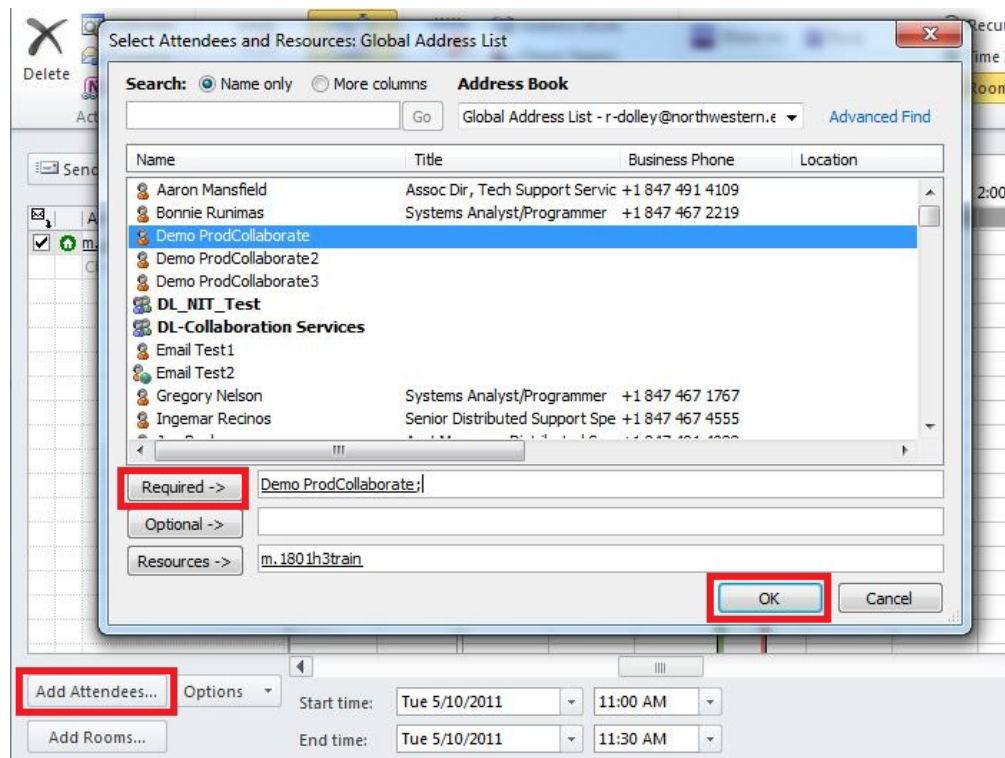
The selected room will appear in the To... field. You may also add attendees to the To... field. The Scheduling Assistant will help you find a time for your meeting.

1. *Click Scheduling Assistant.*

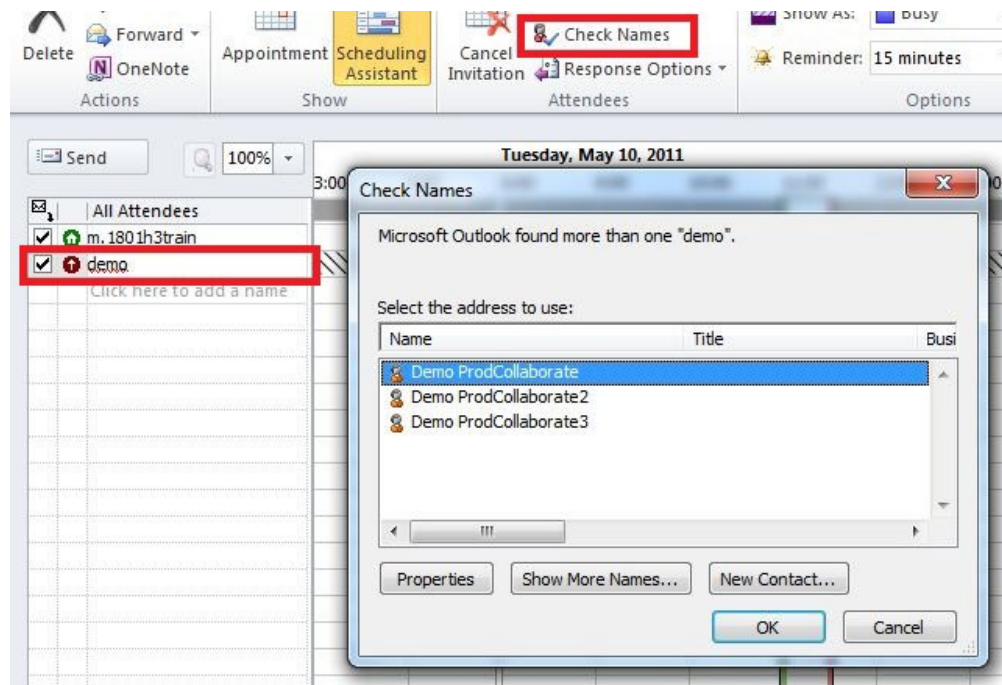


The room will appear under the Attendees list. Add additional attendees one of two ways:

1. **Click Add Attendees** at the bottom of the window. This will open your address book where you may *click* an attendees **name** to add them to the list.



2. **Click in the text box** labeled **Click here** to *add* a name and *type* a name, then click **Check Names** in the ribbon. This will give you a list of possible matches from the Global Address Book.



2. *Click* on the calendar area to select a meeting time. The scheduled meeting period will show with a green bar indicating the start of the meeting and a red bar indicating the end.

