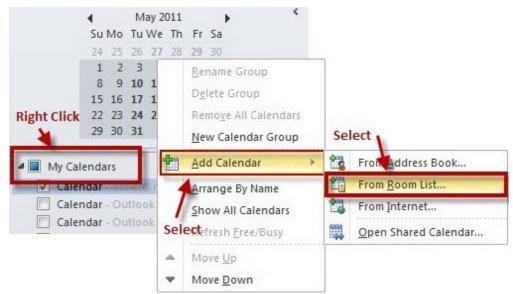
Add BSA Owl Device Calendar to your Outlook Calendar list

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

🙈 Mail	
Calendar	
Contacts	
📝 Tasks	
Notes	
	- 🚺 🛋

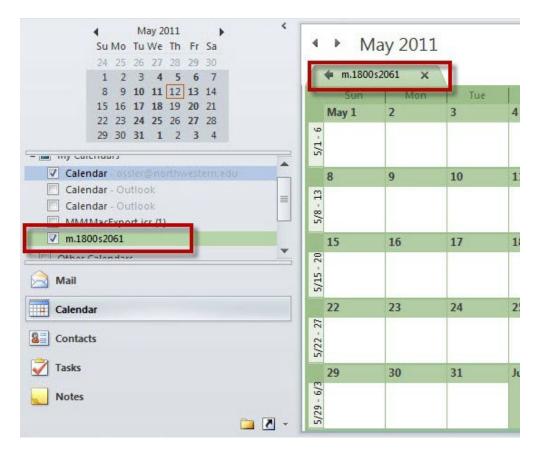
2. *Right-click* on **My Calendars**, and *choose* **Add Calendar** from the drop down menu, then *click* **From Room List...**



- 3. Your Address Book will open. In the drop down menu, *click* All Users.
- 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**.

earch: Note only M		ake sure All Roor	ns is current list.
lame	,y	Description	E-mail Address
m. 1800s2061		Room	m. 1800s2061@northwestern.edu
m. 160052062	Highlight a Room Name	Room	m. 1800s2062@northwestern.edu
m. 180 1 front		Room	m. 180 1 front@northwestern.edu
Rooms -> m. 1800	0s2061		

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.



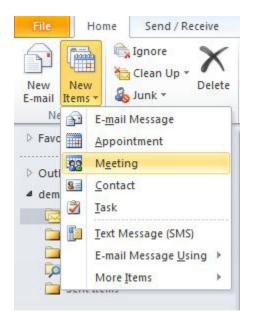
Reserving BSA Owl Device in calendar

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...

Subjec	t:					
Locatio	in:				-	Rooms.
Start ti	me: Tue 5/1	0/2011	Ţ	11:00 AM		ay event

- 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:
 - \circ RM- = Rooms
 - \circ RS- = Equipment
 - DL_=Public Groups/Distribution Lists
 - \circ ORG- = Org/Shared Mailboxes
- 3. *Click* **Rooms** -> at the bottom of the screen to add the selected room to your meeting.
- 4. *Click* **OK**.

	Go	All Rooms	-r-dolley@northwestern.ed	lu 👻 A	dvanced Find
Name	Loca	ation	Business Phone	Capacity	Descr
m. 1800s2061					Rooi 🔺
m. 1800s2062					Rooi
m. 180 1h2conf					Rooi
m. 180 1h3conf					Rooi
m. 180 1h3train					Root
m. 1812chi 107					Rooi
m. 1908conf					Rooi
m. 1918conf					Rooi
m.2020					Rooi
m.3746					Rooi
m.405church102					Rooi
m.405church104					Rooi
m.50mmcart					Rooi
m.555clarkconf					Rooi
m abbott 10.10					Root
					*

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.

File	Meeting	Insert	Format Text	Review	5			
Delete	Galendar Galendar Galendar ConeNote	Appointment	Scheduling Assistant	Cancel	Ш &∕ n 4⊒ ĭ	🔤 🗖 B 🌲 15 m	usy inutes	Recu Provide Recu Provide Recu Provide Recu Time Time
A	actions	Sh		Atten			Opt	tions
Invita	To Subject:	t been sent for <u>m. 180 1h3trai</u>	-					
Send	Location:	m.1801h3trai	n				-	Rooms
	Start time:	Tue 5/10/201	1	· 11:	00 AM	-	All da	y event
	End time:	Tue 5/10/201	1	- 11:	30 AM	Ţ.		

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.

Search: Name only		ress Book	n.∈ ▼ Advanced i
	Go Globa	al Address List - r-dolley@northwester	n.e Advanced i
Name	Title	Business Phone	Location
8 Aaron Mansfield	Assoc Dir, Te	ech Support Servic +1 847 491 4109	
8 Bonnie Runimas		lyst/Programmer +1 847 467 2219	
S Demo ProdCollaborat			
Bemo ProdCollaborat Demo ProdCollaborat			
BL NIT Test	es		
B DL-Collaboration	Services		
& Email Test1			
🐍 Email Test2			
Section 2 Email Test2 Section 3 Gregory Nelson		lyst/Programmer +1 847 467 1767	
🐍 Email Test2		llyst/Programmer +1 847 467 1767 puted Support Spe +1 847 467 4555	
Email Test2 Gregory Nelson Gregorar Recinos	Senior Distrib	outed Support Spe +1 847 467 4555	
Constraint Test2 Constraint Test2 Constraints Constrai	Senior Distrib	outed Support Spe +1 847 467 4555	
Email Test2 Gregory Nelson Ingemar Recinos Required -> Demo	Senior Distrib	outed Support Spe +1 847 467 4555	
Email Test2 Gregory Nelson Ingemar Recinos Period Required -> Demo Optional ->	Senior Distrib III ProdCollaborate;	outed Support Spe +1 847 467 4555	
Email Test2 Gregory Nelson Ingemar Recinos Period Required -> Demo Optional ->	Senior Distrib	outed Support Spe +1 847 467 4555	
Email Test2 Gregory Nelson Ingemar Recinos Period Required -> Demo Optional ->	Senior Distrib III ProdCollaborate;	uted Support Spe +1 847 467 4555	OK Cance
Email Test2 Gregory Nelson Ingemar Recinos Period Required -> Demo Optional ->	Senior Distrib III ProdCollaborate;	uted Support Spe +1 847 467 4555	OK Cance
Email Test2 Gregory Nelson Ingemar Recinos Period Required -> Demo Optional -> m.180	Senior Distrib	uted Support Spe +1 847 467 4555	OK Cance
Email Test2 Gregory Nelson Ingemar Recinos Permo Optional -> M.180	Senior Distrib III ProdCollaborate;	uted Support Spe +1 847 467 4555	OK Cance
Email Test2 Gregory Nelson Ingemar Recinos Pemo Optional -> M.180	Senior Distrib	Juted Support Spe +1 847 467 4555	OK Cance

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.

elete 🔊 OneNote	Appointment Sc	haduling Cancel	🛃 Check Names	🐥 Reminder: 15	5 minutes
Actions	Show		Attendees		Options
Send	3:00	Tue Check Names	sday, May 10, 2011		×
All Attendees		Microsoft Outlook for	und more than one "demo o use:	r.	
		Name	Title	1.2	Busi
		S Demo ProdCollal Demo ProdCollal Demo ProdCollal	borate2		*
		roperties S	how More Names	New Contact	*

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.

🖃 Send 🛛 🔍 1009	6 - Tuesda	y, May 10, 2	011		
	8:00	9:00	10:00	11:00	12:00 1
All Attendees					V///////
m. 180 1h3train		1			2
Demo ProdCollaborate					(//////
Click here to add a na	and the second				
		1			
		-	_		