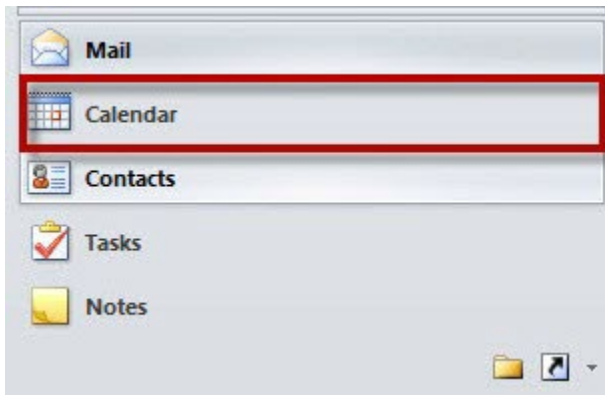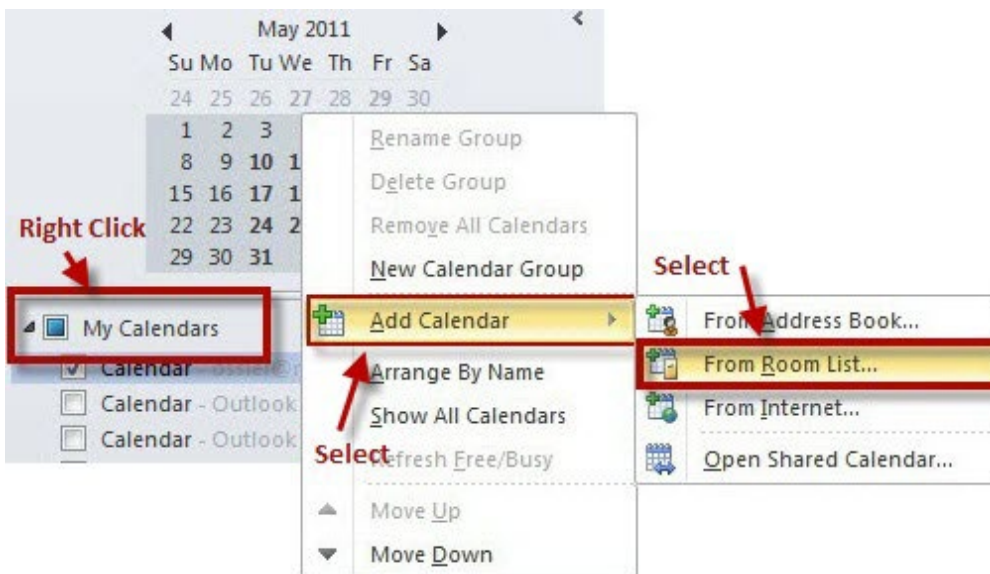# Add BSA Owl Device Calendar to your Outlook Calendar list

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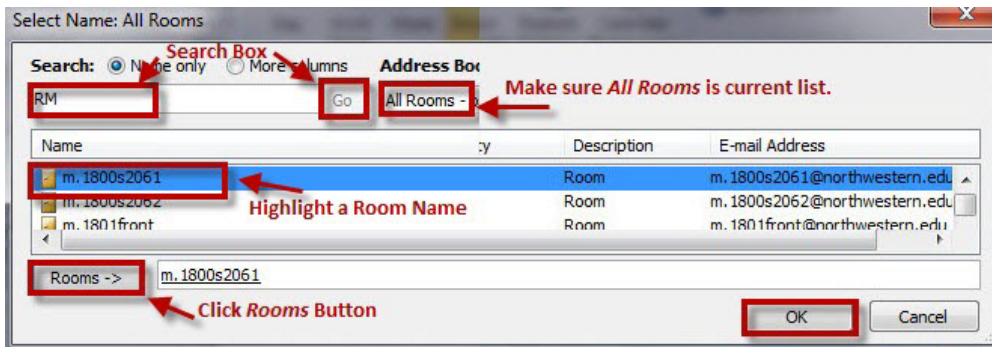
5. Now the **Resource Calendar** is added to your calendar list in the left side Navigation Pane under **My Calendars**. In the example, **m.1800s2061** was added.
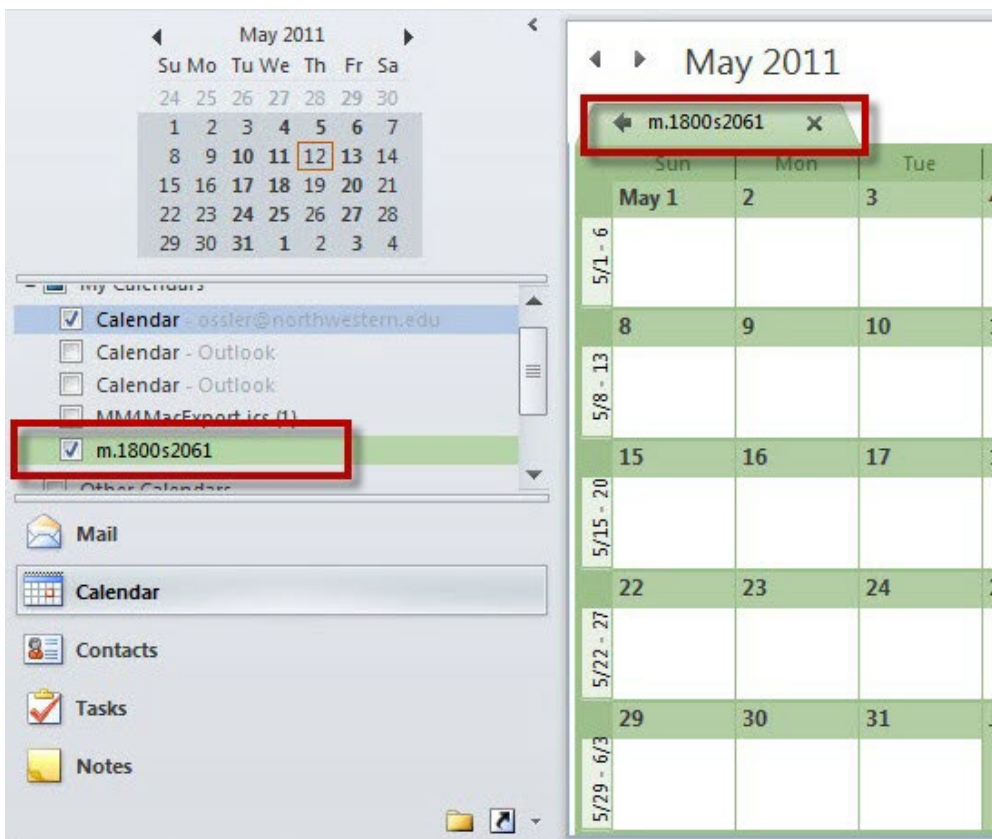
Reserving BSA Owl Device in calendar

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.

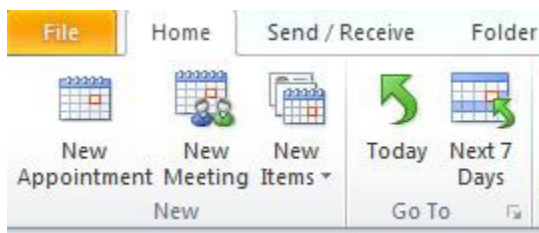You can access the new meeting screen from either Outlook Mail or Outlook Calendar.

From Mail:

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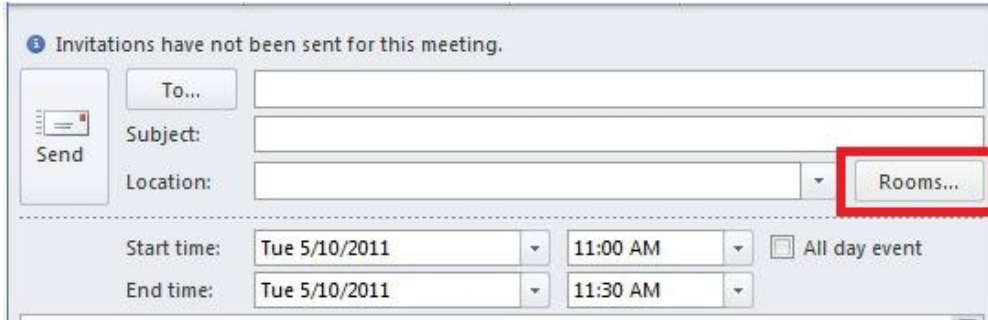2. *Click* on **Meeting** in the drop down list.

From Calendar:

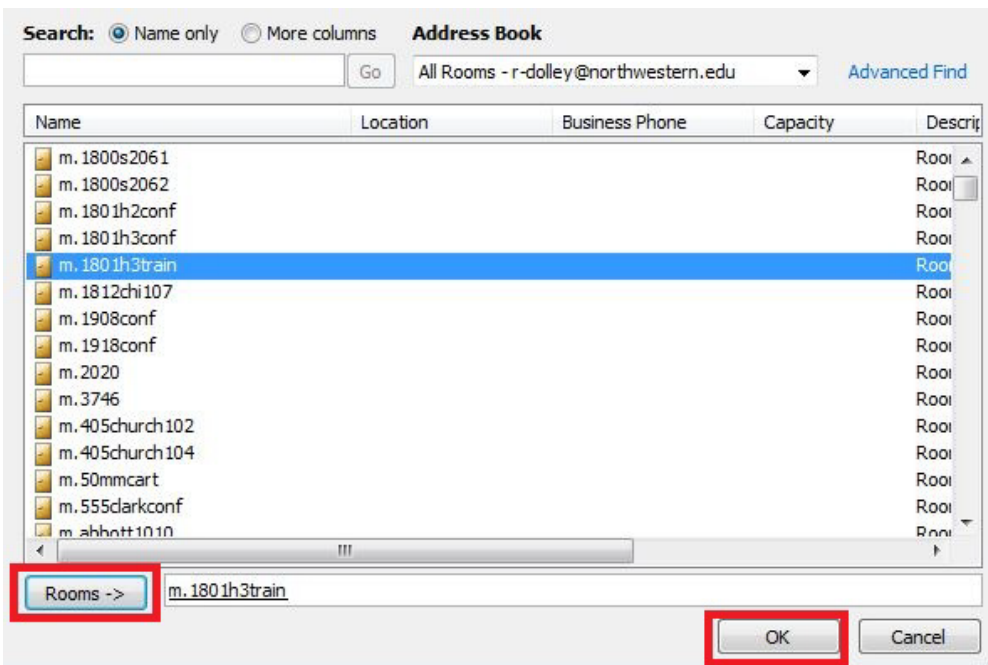1. *Click* **New Meeting** in the Home tab.

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

1. *Click* **Rooms…**

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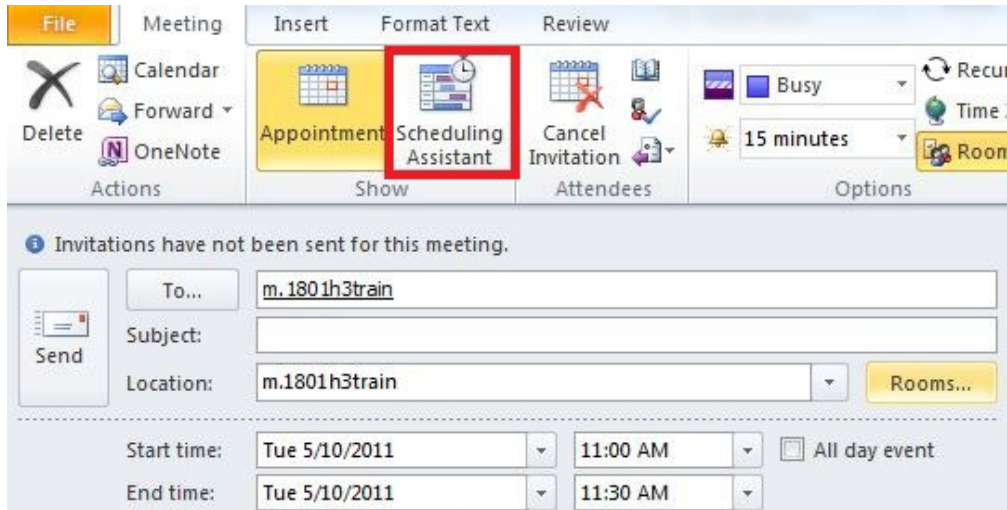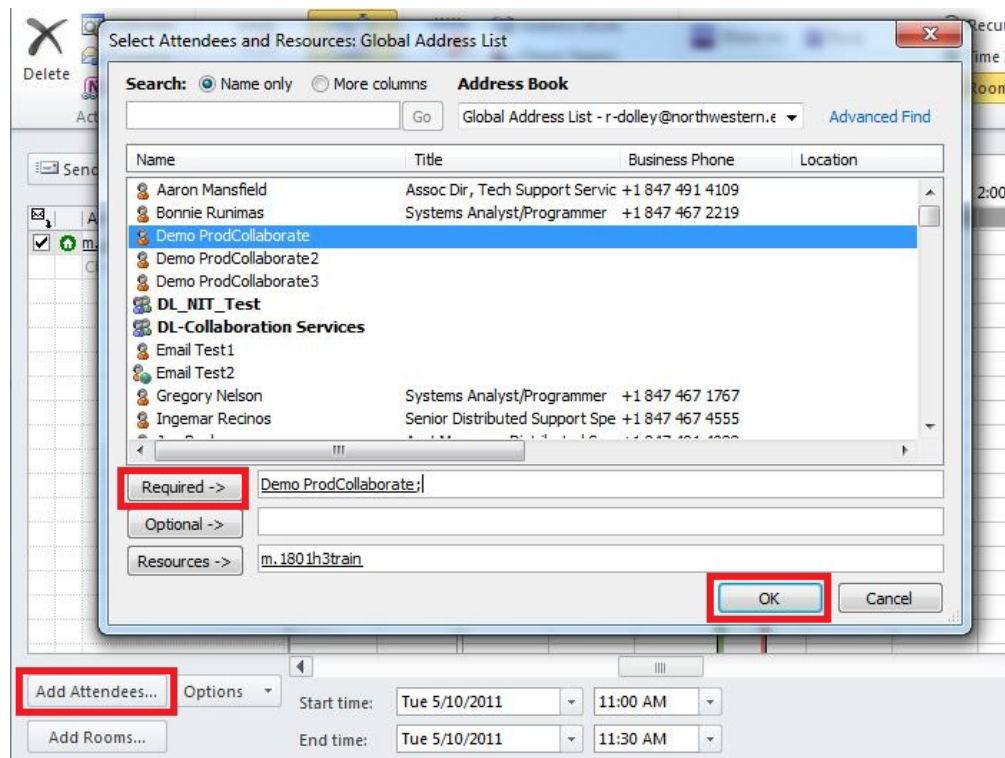4. *Click* **OK**.

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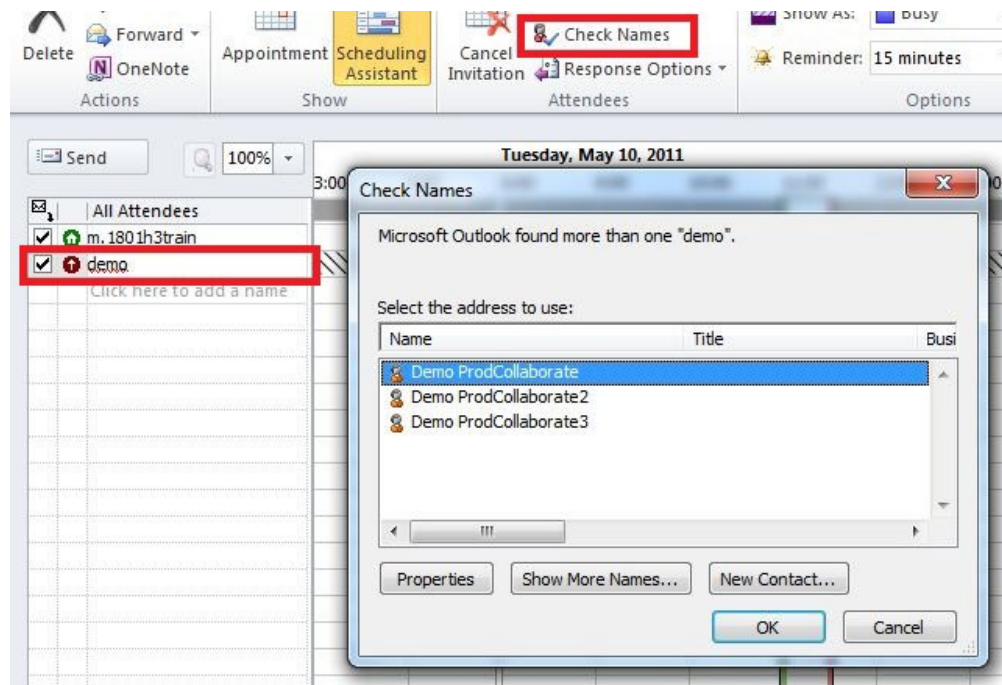
2. *Click* on the calendar area to select a meeting time. The scheduled meeting period will show with a green bar indicating the start of the meeting and a red bar indicating the end.