

Microsoft Office 365 – adding and removing meeting rooms and resource calendars



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Purpose

This document is designed to assist and answer questions about the changes to meeting room bookings through Outlook after the Microsoft Office 365 (Office 365) Migration.

Document Support Boundaries

This Document is written to support the following mail clients

• Outlook 2010 (Windows)

Note: For any other versions of email clients, please consult your manual, built in help system, place of purchase or use online searches for configuration instructions.



Meeting Rooms—what has changed?

All meeting rooms are progressively being converted to a new format.

All current meeting room mailboxes are being converted to Resource Mailboxes with Calendars. This will occur when your area migrates to Office 365.

As a result how you access and request a booking for a meeting room will slightly change.

How are bookings approved?

Some meeting rooms have been setup with designated approving officers where they will receive the booking and confirm it on the meeting rooms behalf. This functionality can be setup if requested. Alternatively the booking will be automatically accepted by the room.

How to get access to make a booking?

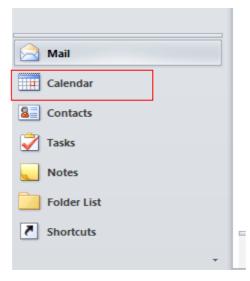
If you indicated that you made meeting room bookings prior to the Office 365 migration, you will retain that access.

Otherwise lodge an IT Service Desk job requesting access to be able to book the specific meeting room.

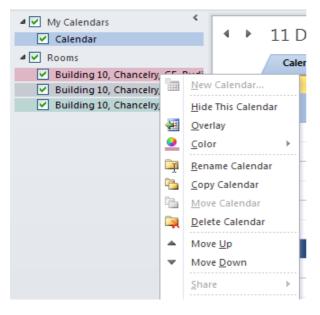


Removing a meeting room calendar

- 1. Open Outlook.
- 2. Open Calendars.



- 3. On the left hand side, select and highlight the room you want to remove.
- 4. Right-click the calendar



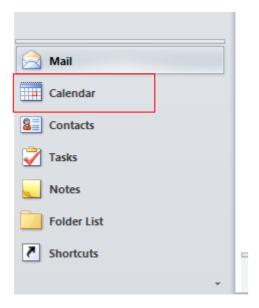
5. Select Delete Calendar.

The calendar will now remove from your Outlook view.



Removing a department resource (eg work vehicle)

- 1. Open Outlook.
- 2. Open Calendars.



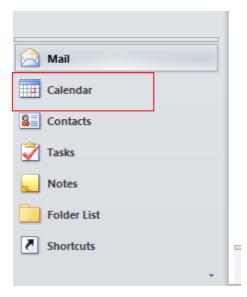
- 3. On the left hand side, right-click the resource calendar that you want to remove.
- 4. Select Delete Calendar.

The calendar will now be removed from your Outlook view.

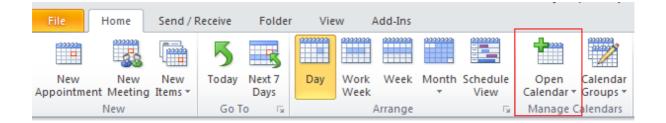


Adding a meeting room calendar

- 1. Open Outlook.
- 2. Open Calendars.

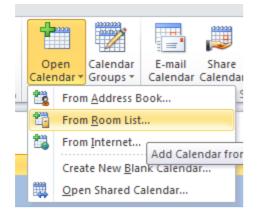


3. Select Open Calendar from the Manage Calendars menu.





4. Select From Room List.



5. Change the Address Book drop down list to All Rooms.

	Go	All Rooms - john.smith@anu.edu.au	Advanced Find
Name	Title	john.smith@anu.edu.au Contacts Suggested Contacts	ocation
 ANU House Melbourne Building 10, Chancelry, GF, Ross Building 10, Chancelry, GF, Rudit Building 10, Chancelry, L4, Mills Building 10, Chancelry, L4, Refsh Building 10b, Human Resources, 		Contacts (Mobile) Suggested Contacts (Mobile) Offline Global Address List Global Address List All Address Lists All Contacts All Groups	35 🖍
 Building 10b, Human Resources, Building 10b, Human Resources, Building 10c, Finance & Business Building 124, Innovations, The Ki Building 124, Innovations, The M 		All Rooms All Users Offline Global Address List	R R FS FS
Building 124, Innovations, The N Building 124, Innovations, The Pl Building 124, Innovations, The Si Ruilding 2 Menzies Library, Roo			FS FS FS TTS

6. Highlight and select all the rooms that you want to use and select the **Rooms** button.



earch: 💿 Name only 🛛 More co	olumns	Address Book		
	Go	All Rooms - john.smith@anu.edu.au	~	Advanced Find
Name	Title	Business Phone	Lo	cation
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a Building 10, Chancelry, GF, Rudit				
Building 10, Chancelry, L4, Mills .				
🚪 Building 10, Chancelry, L4, Refsh				
Building 10b, Human Resources,			HR	
Building 10b, Human Resources,			HR	
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Building 10c, Finance & Business			FB3	5 🚽
a Building 124, Innovations, The Ki			FS	
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Building 124, Innovations, The Pl			FS	
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Ruilding 2 Menzies Library Roo	2019		ITS	
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Rooms -> Building 10, Chance	lrv. GF. R	oss Hohnen Room:		
		udita Leverington Room; Building 10, Chance	ry, L4, I	Mills Room;
Building 10, Chance	Iry, L4, R	fshauge Room		

7. Select OK.

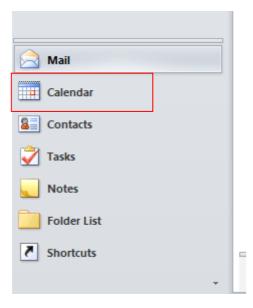
All the rooms will be added for you to view

Calendar	* *	TT Dec	cember 2	2012							Search C	aiendar	(Ctri+E)	
Rooms		Calenda	r X	4	Building	×	🔶 Building	×	+	Building	×	+	Building 10,	×
 Building 10, Chancelry, GF, Ross Building 10, Chancelry, GF, Rudi 		11 Tu	esday	11	Tuesday		11 Tuesday		11	Tuesday		11	Tuesday	
 Building 10, Chancelry, GF, Rudi Building 10, Chancelry, L4, Mills 														
 Building 10, Chancelry, L4, Refsh 														
	8 am													
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	-								Busy					
	10 00						Busy					Busy		
	10													
	11 00										- H			
	11.00											Busy		
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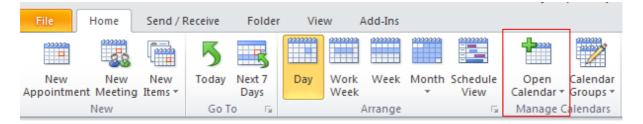


Adding a department resource (eg work vehicle)

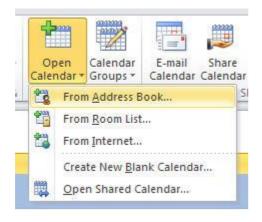
- 1. Open Outlook.
- 2. Open Calendars.



3. Select Open Calendar in the Manage Calendars menu.



4. Select From Address Book.





- 5. Search for the Resource name (eg FBS Car YHJ24U).
- 6. Select and highlight the resource you require.
- 7. Select Calendar button.

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Name	Title	Business Phone Lo	ocation
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🝯 FBS Car YHJ24U			
💈 fbs default		×58748	
🎆 FBS Tax Unit Mbox			
💈 fbs-tm1			
S fees			
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💈 Felicita Carr			
S Felicity Gouldthorp		51147	
So Fenner Art Room			
So Fenner Common Room 1			
So Fenner Common Room 2	-		
🇞 Fenner Hall BBQ Courtyard	L		
🌇 Fenner Hall Library			
🍇 Fenner Hall Music Room			
() ()	1111		
Calendar -> FBS Car YHJ	<u>24U</u>		
		ОК	Cancel

8. Select OK.

The Resource calendar has now been added for you to view