

Outlook

User Instructions

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Outlook

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Outlook 365 (Webmail)

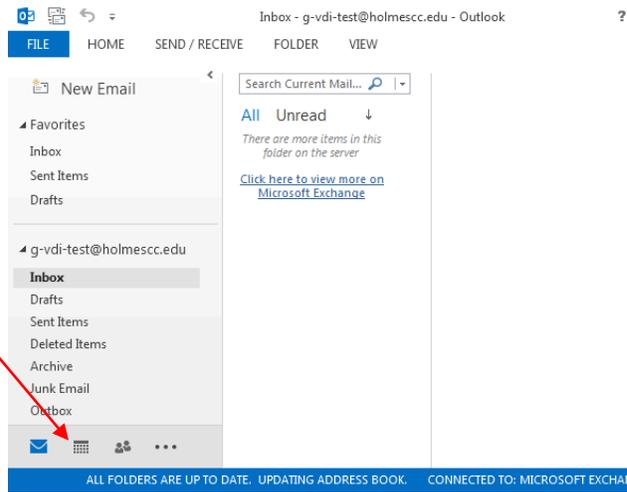
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August 16, 2017

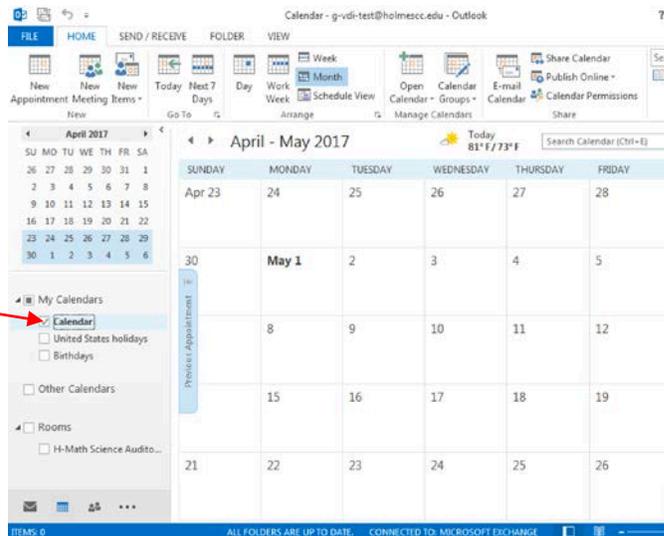
Chapter 1

Request a Room

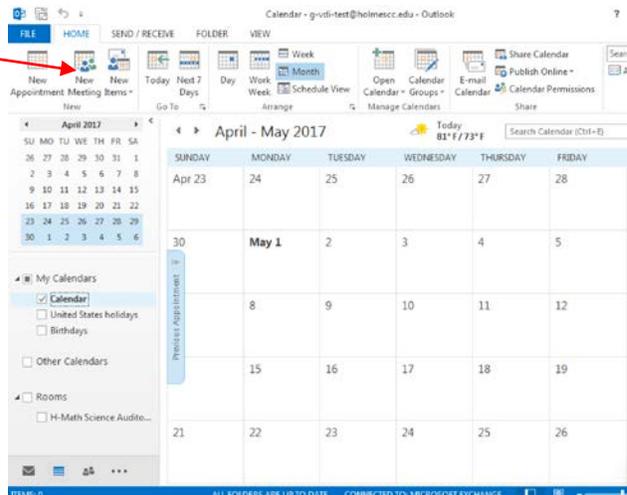
Open Outlook
Open your calendar



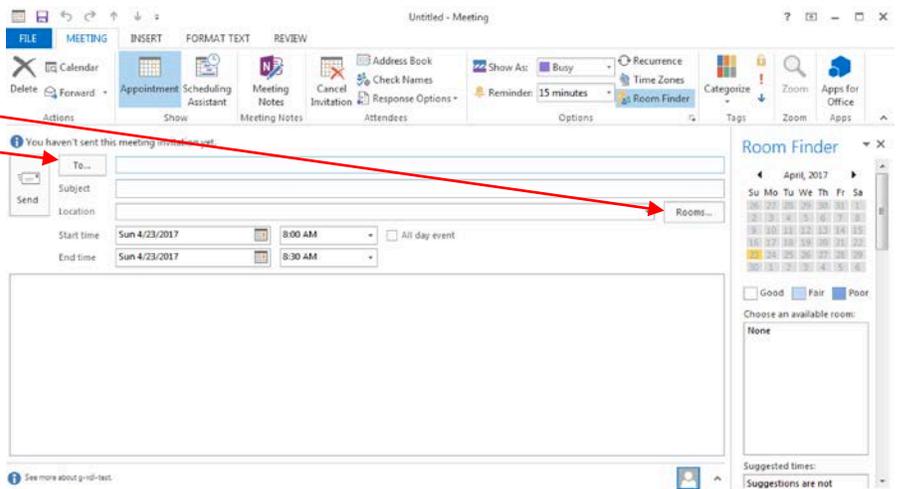
Verify that you only have your calendar open.



Select "New Meeting"



Select "Rooms"
Or
Select "To" for Vehicles and Equipment

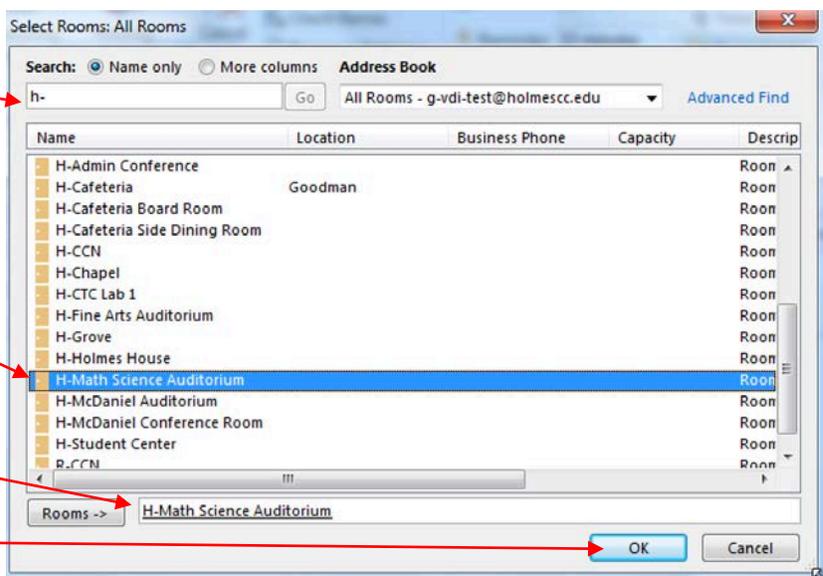


Search for a Room by Campus:
"H-" will show Goodman Rooms
"G-" will show Grenada Rooms
"R-" will show Ridgeland Rooms

Double click the room

It will be displayed here

Select "OK"

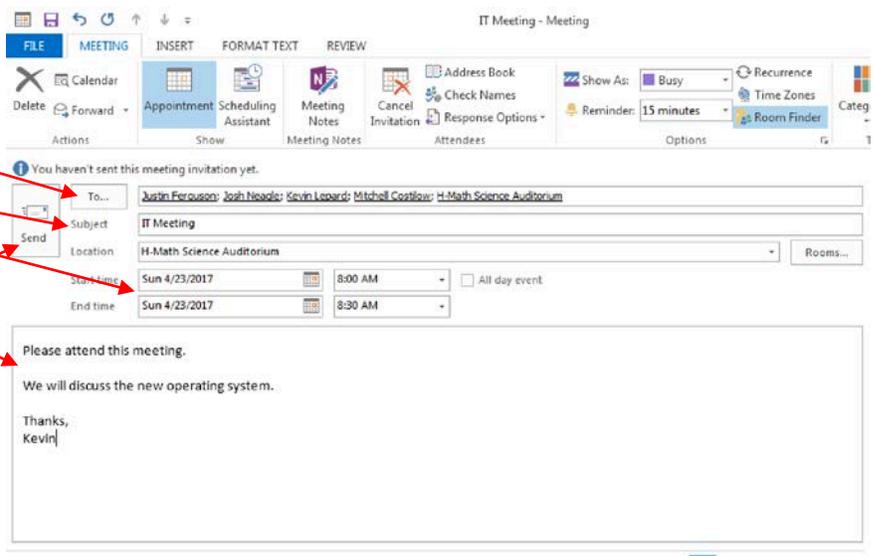


You can also invite people to this meeting if you want.
Select "To" and invite people
Include a "Subject"

Set the Date and Time

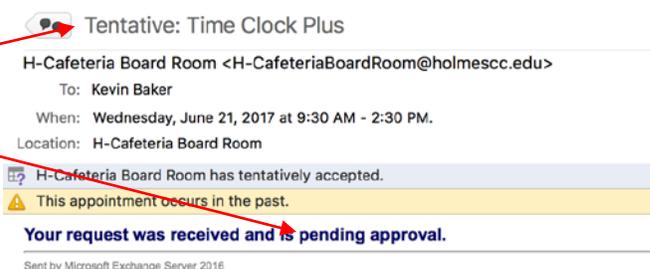
Include notes if necessary

"Send"



Some Rooms require approval. You may receive an email that states "Tentative" And "Pending Approval"

It means what it says. It is pending approval or denial.

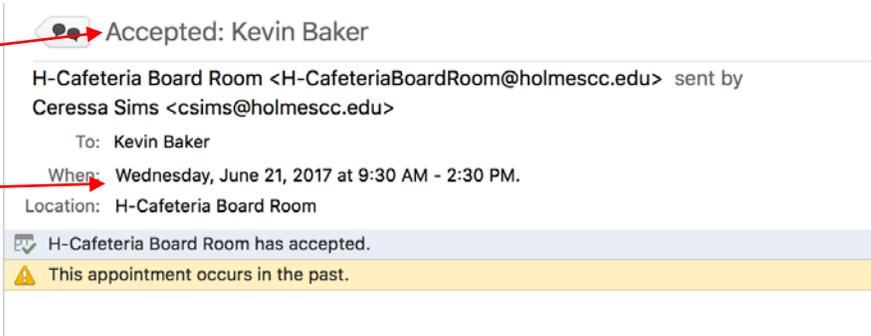


This is the message you want to see.

"Accepted"

It is recommended to verify the date and time.

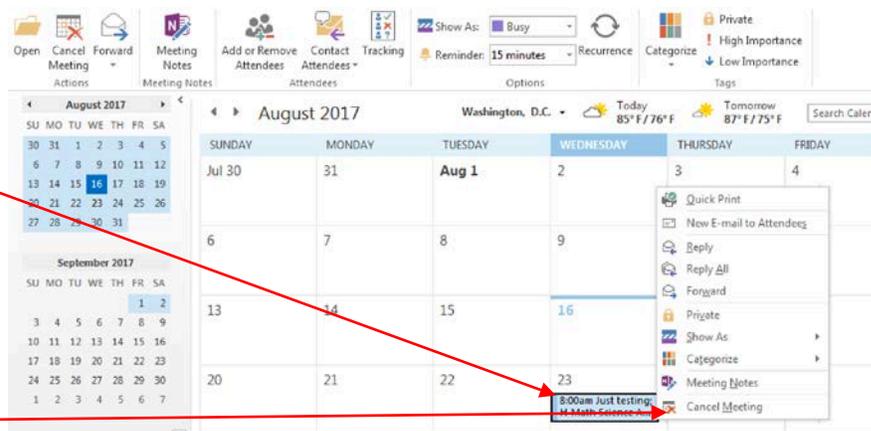
Done!



Chapter 2 Cancel a Room (Meeting)

Open your calendar

Right click the meeting that includes the room that you wish to cancel.



Select "Cancel Meeting"

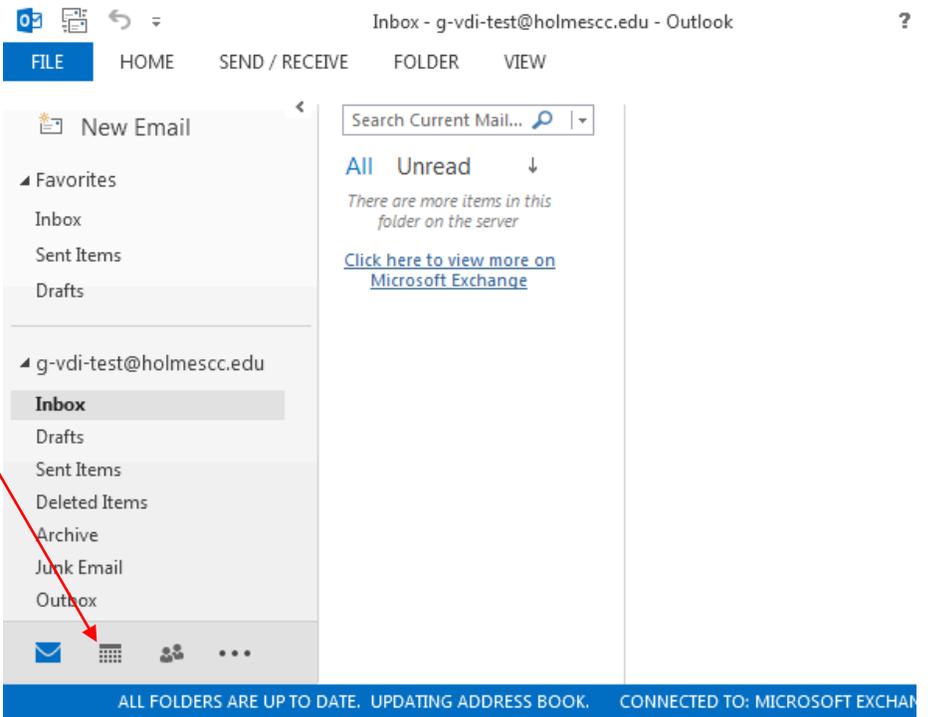
Done!

Chapter 3

Add a Calendar for viewing

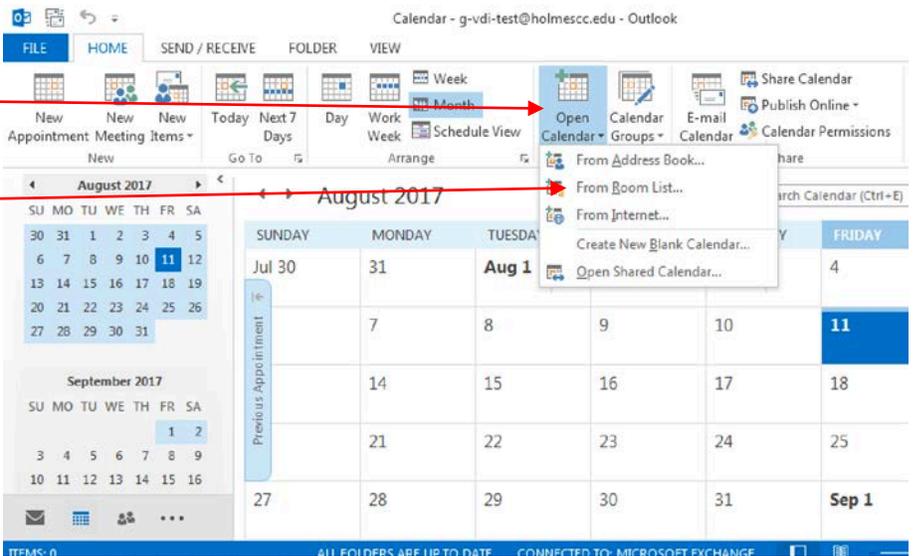
You can add a calendar to view availability but it is not necessary for scheduling a room. You will only need to add it once. From then on, you can view by selecting the calendar.

Open your calendar

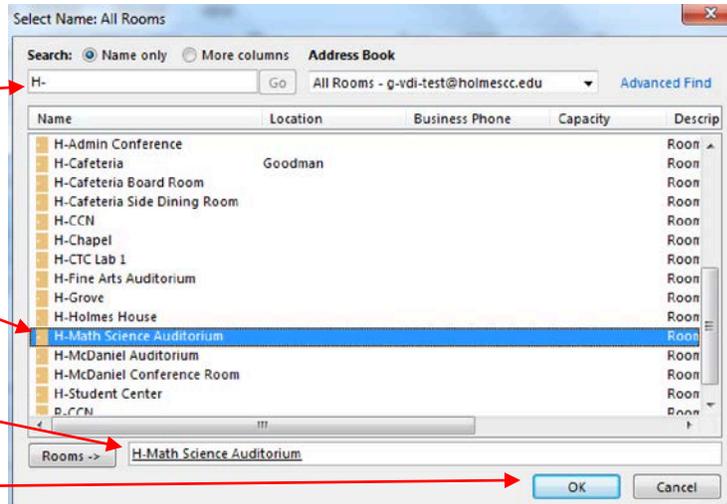


Select "Open Calendar"

Select "From Room List"
(For Equipment like vehicles in Grenada
– Select "From Address Book")



Search for a Room by Campus:
 "H-" will show Goodman Rooms
 "G-" will show Grenada Rooms
 "R-" will show Ridgeland Rooms

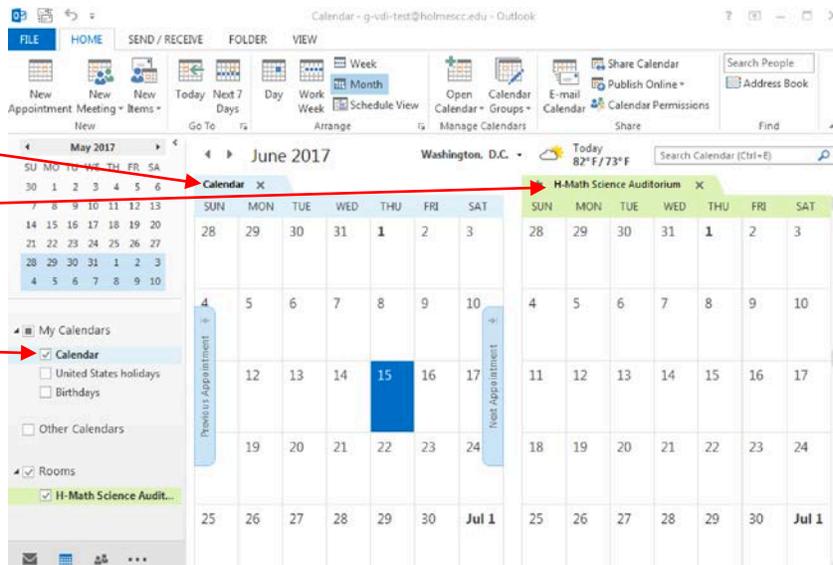


Double click the room

It will be displayed here

Select "OK"

You should see your calendar
 And
 The new room calendar

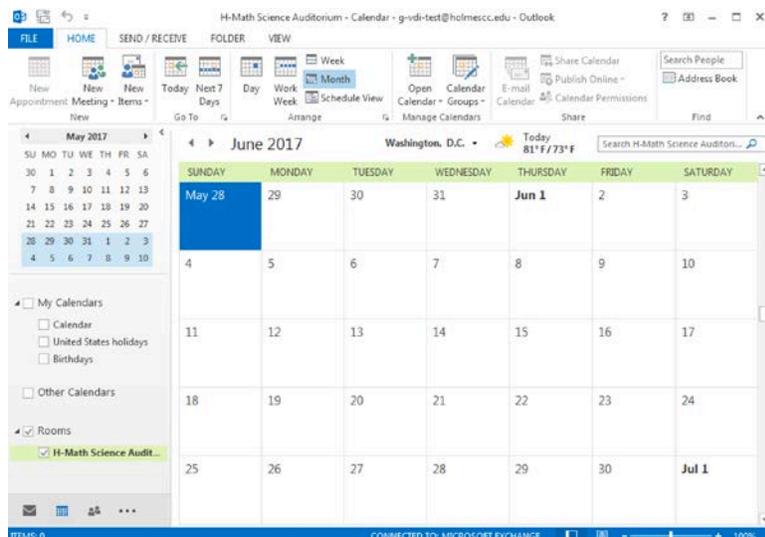


Close your calendar for easier viewing
 By deselecting it

Important Note!

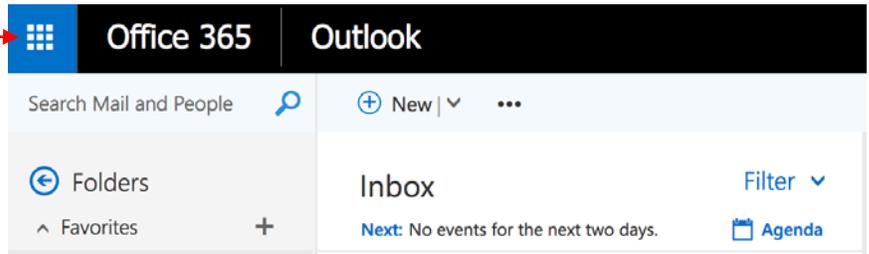
This is for viewing the availability only.
 Do Not try to make the request on the calendar.

Done!

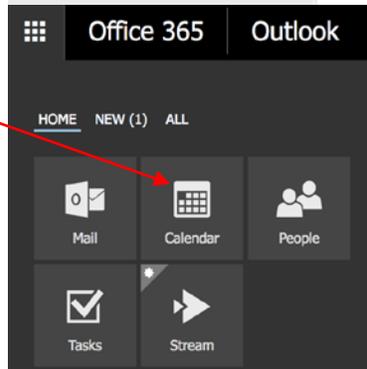


Chapter 4 Request a Room

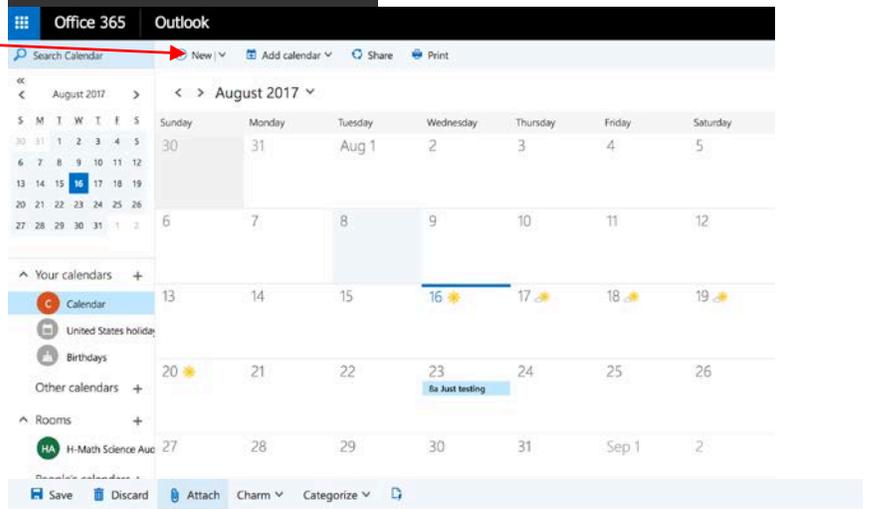
Open Outlook 365/Webmail
Click Here



Open your Calendar

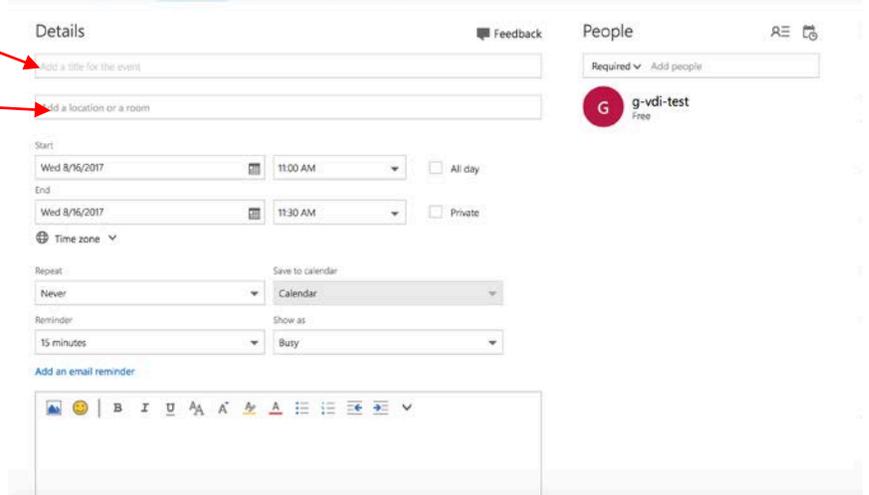


Select "New"

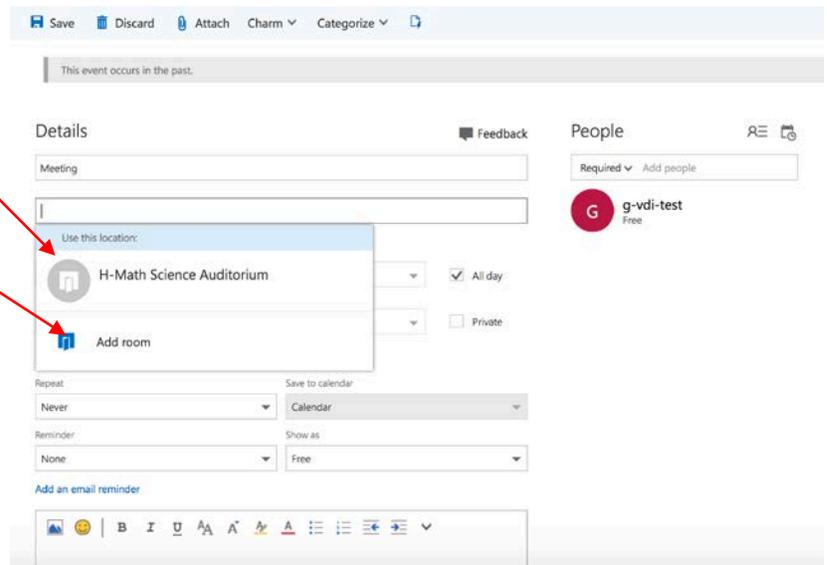


Add a title for meeting or description

Select "Add a location or a room"

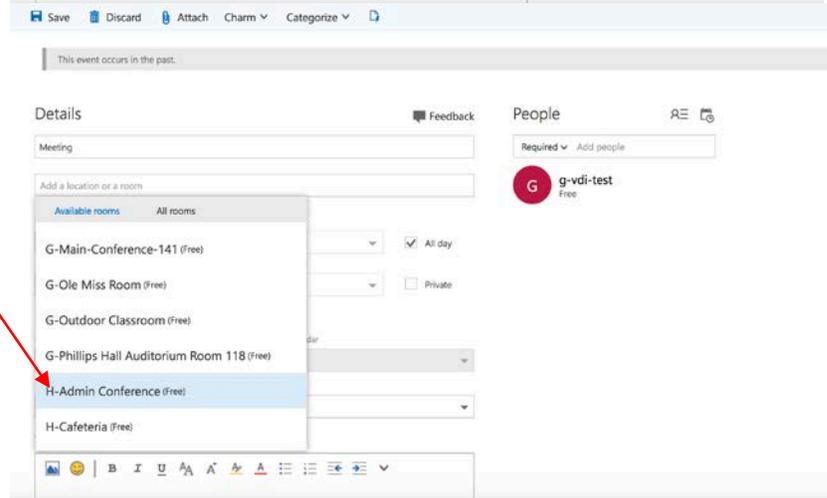


Select the room if it is visible
Or
Select "Add room"

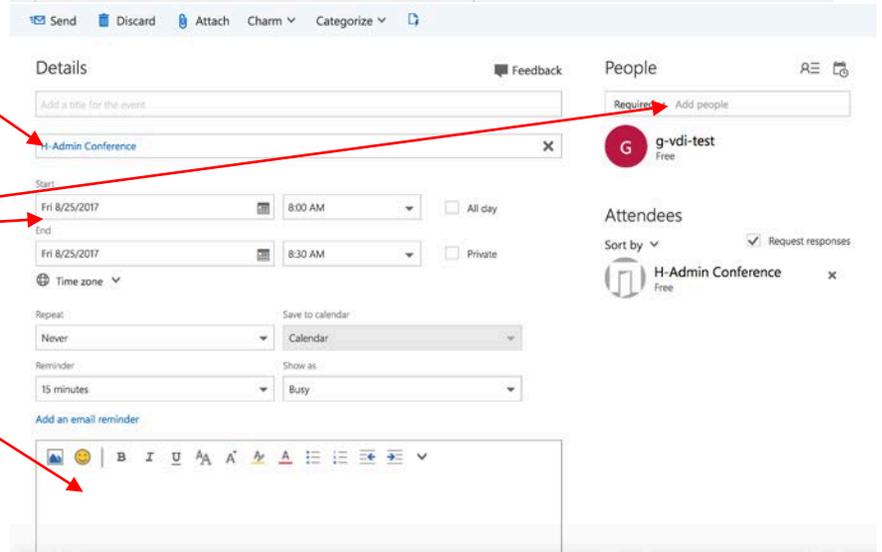


Select the room you want

"H-" = Goodman Rooms
"G-" = Grenada Rooms
"R-" = Ridgeland Rooms



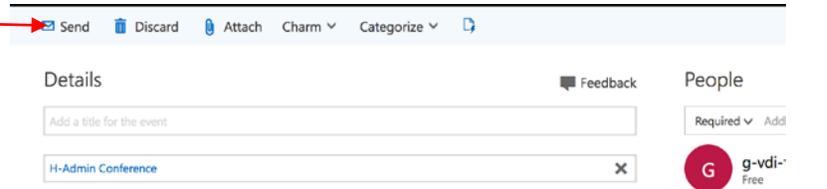
The name will be displayed here



You can also invite people to this meeting
Set the Date and Time

Include notes if necessary

Select "Send"



Some Rooms require approval. You may receive an email that states "Tentative" And "Pending Approval"

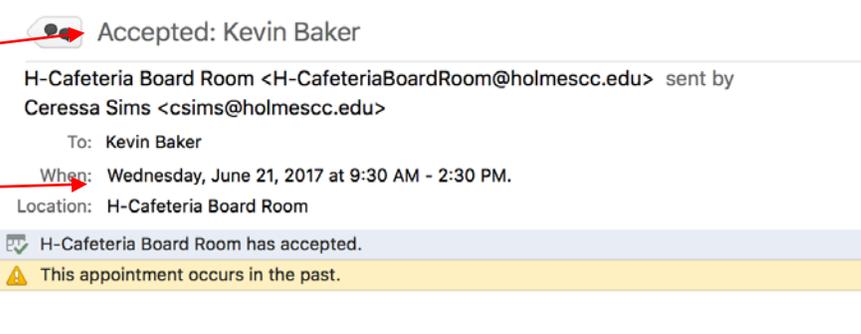
It means what it says. It is pending approval or denial. You will receive another email once a decision is made.

This is the message you want to see.

"Accepted"

It is recommended to verify the date and time.

Done!



Chapter 5 Cancel a Room

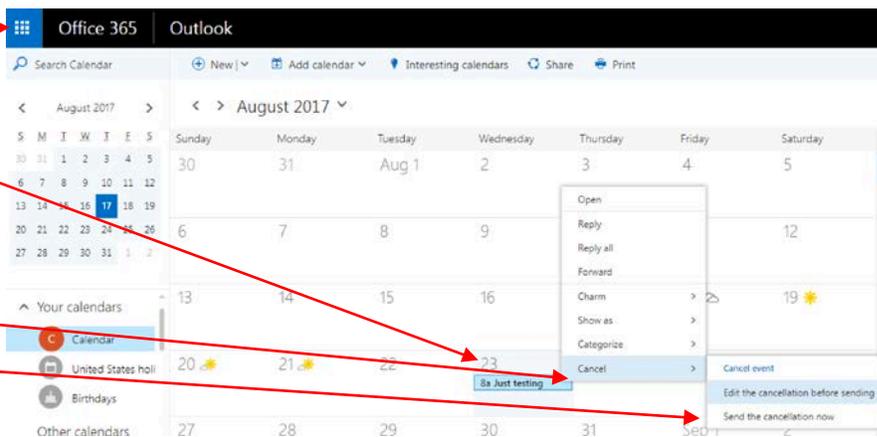
Open your calendar

Right click the meeting to cancel

Select "Cancel"

Select "Send the cancellation now"

Done!



Chapter 6 Add a Calendar for viewing

You can add a calendar to view availability but it is not necessary for scheduling a room.
You will only need to add it once. From then on, you can view by selecting the calendar.

Open your calendar

Right click "Your Calendars"

Select "Open Calendar"

Search for a Room by Campus:
"H-" will show Goodman Rooms
"G-" will show Grenada Rooms
"R-" will show Ridgeland Rooms

Select the room you want

The image shows a sequence of steps in the Outlook interface. At the top, the 'Office 365 Outlook' header is visible. Below it, there are navigation buttons for 'New', 'Add calendar', and 'Interesting calendars'. A search bar labeled 'Search Calendar' is present. Two calendar views for August 2017 are shown: a compact monthly view on the left and a larger weekly view on the right. A red arrow points from the text 'Open your calendar' to the Outlook application icon. Another red arrow points from 'Right click "Your Calendars"' to the 'Your calendars' section in the left-hand pane. A third red arrow points from 'Select "Open Calendar"' to the 'Open calendar' option in the context menu that appears over the 'Your calendars' section. Below this, a red arrow points from 'Select the room you want' to a search result in a dropdown menu. The search input field contains 'h-'. The dropdown menu lists several room options, each with a building icon and text: 'H-Fine Arts Auditorium', 'H-Chapel', 'H-McDaniel Auditorium', 'H-Grove', and 'H-Admin Conference'. The text 'No additional results' is visible at the bottom of the dropdown.

The room will be displayed here.

Select "Open"

Open calendar

From directory:



H-Admin Conference
H-AdminConference@holmescc.edu

Internet calendar:

Open

Cancel

Your calendar and the room calendar are both showing at the same time.

Close your calendar for easier viewing
By deselecting it

Important Note!

This is for viewing the availability only.
Do Not try to make the request on the
room calendar.

Done!

The screenshot shows the Outlook interface with two calendars displayed side-by-side. The left calendar is the default 'Calendar' and the right one is 'H-Admin Conference'. Both show a view of August 2017. The 'Your calendars' list on the left shows 'Calendar' selected with a blue bar and 'H-Admin Conference' with a red bar. Red arrows point from the text instructions to the 'Calendar' and 'H-Admin Conference' entries in the list and to the calendar views themselves.

Sunday	Monday	Tuesday	Wednesday
30	31	Aug 1	2
6	7	8	9
13	14	15	16
20 ☀️	21 ☀️	22	23
27	28	29	30