

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

Contents

Purpose	3
Document Support Boundaries	3
Meeting Rooms—what has changed?.....	4
How are the bookings approved?.....	4
How to get access to make a booking?.....	4
Removing a Meeting Room calendar	5
Removing a Department resource (eg work vehicle)	6
Adding a Meeting Room calendar	7
Adding a Department resource (eg work vehicle).....	10

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.

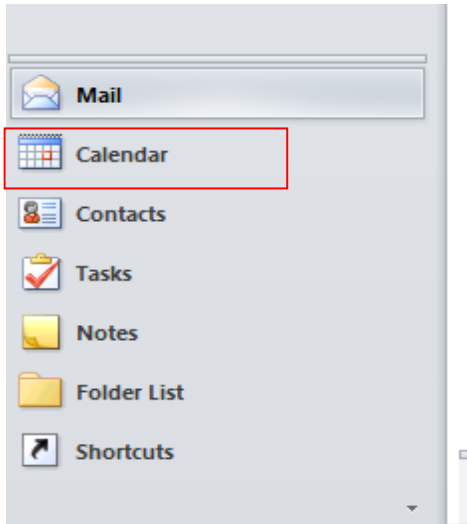
How to get access to make a booking?

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

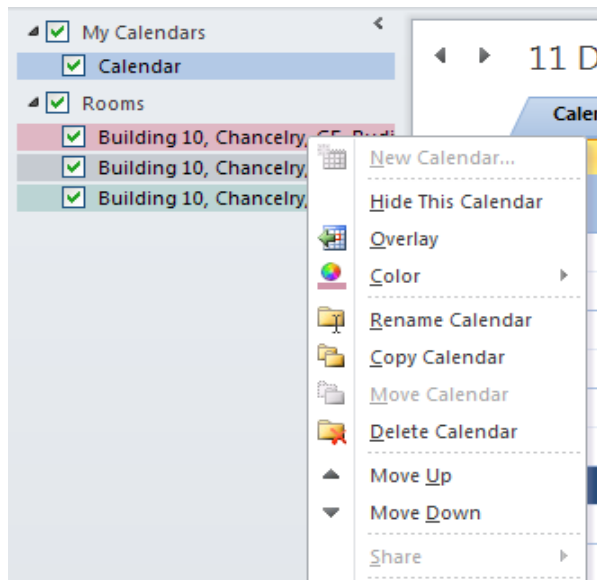
Otherwise lodge an IT Service Desk job requesting access to be able to book the specific meeting room.

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

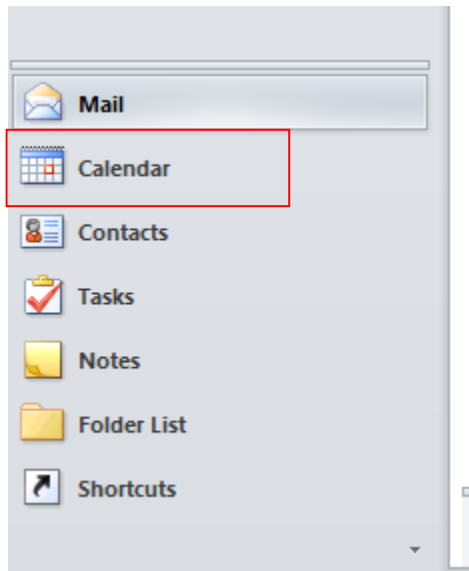


5. Select **Delete Calendar**.

The calendar will now remove from your Outlook view.

Removing a department resource (eg work vehicle)

1. Open **Outlook**.
2. Open **Calendars**.

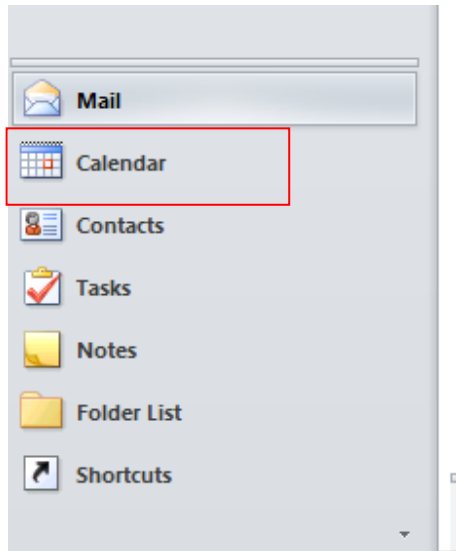


3. On the left hand side, right-click the resource calendar that you want to remove.
4. Select **Delete Calendar**.

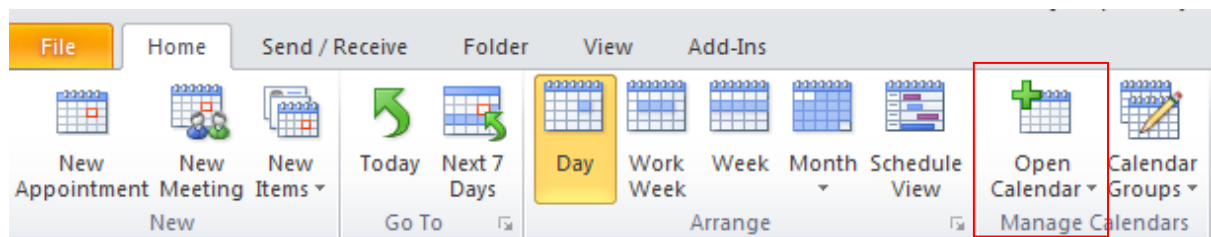
The calendar will now be removed from your Outlook view.

Adding a meeting room calendar

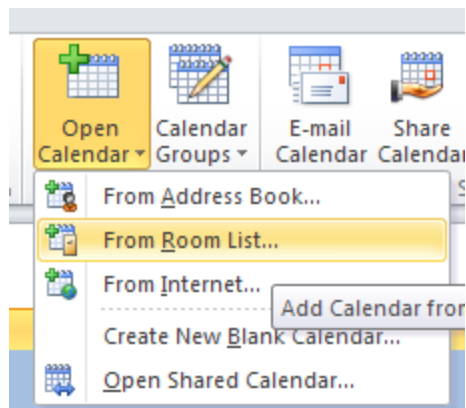
1. Open **Outlook**.
2. Open **Calendars**.



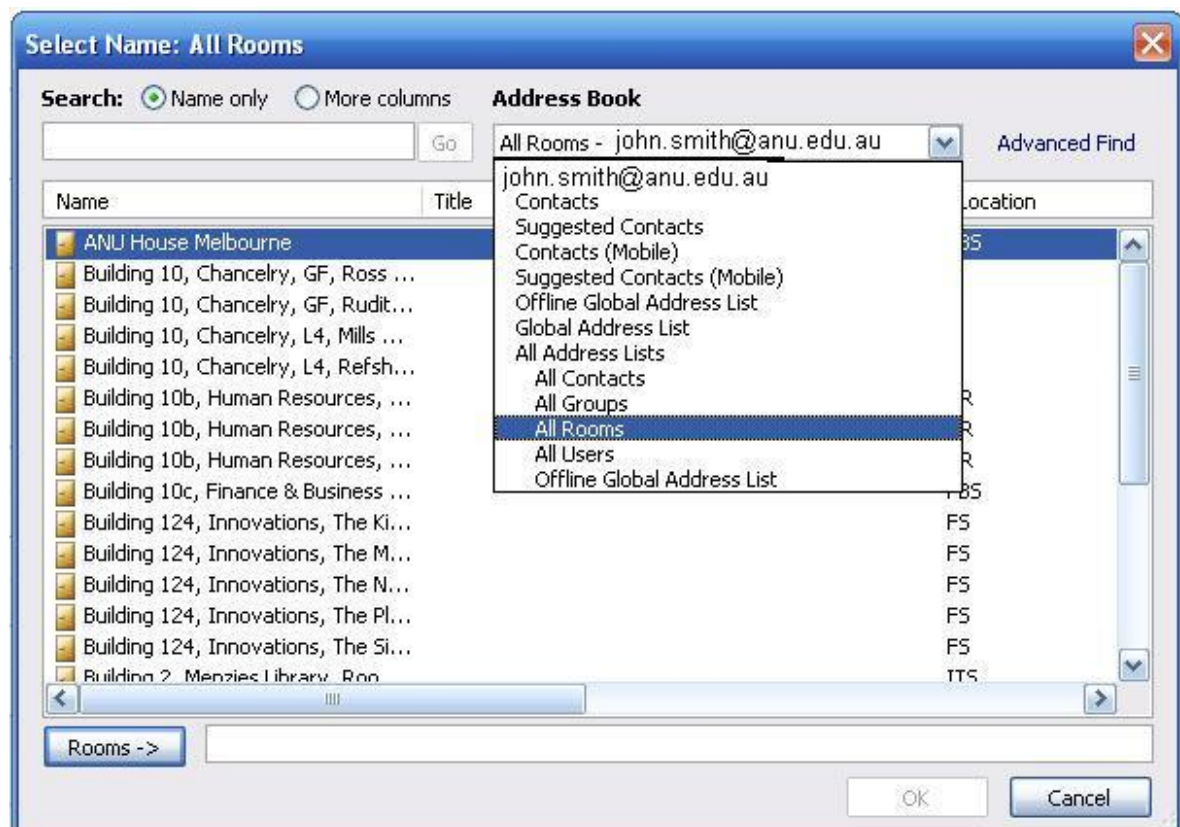
3. Select **Open Calendar** from the **Manage Calendars** menu.



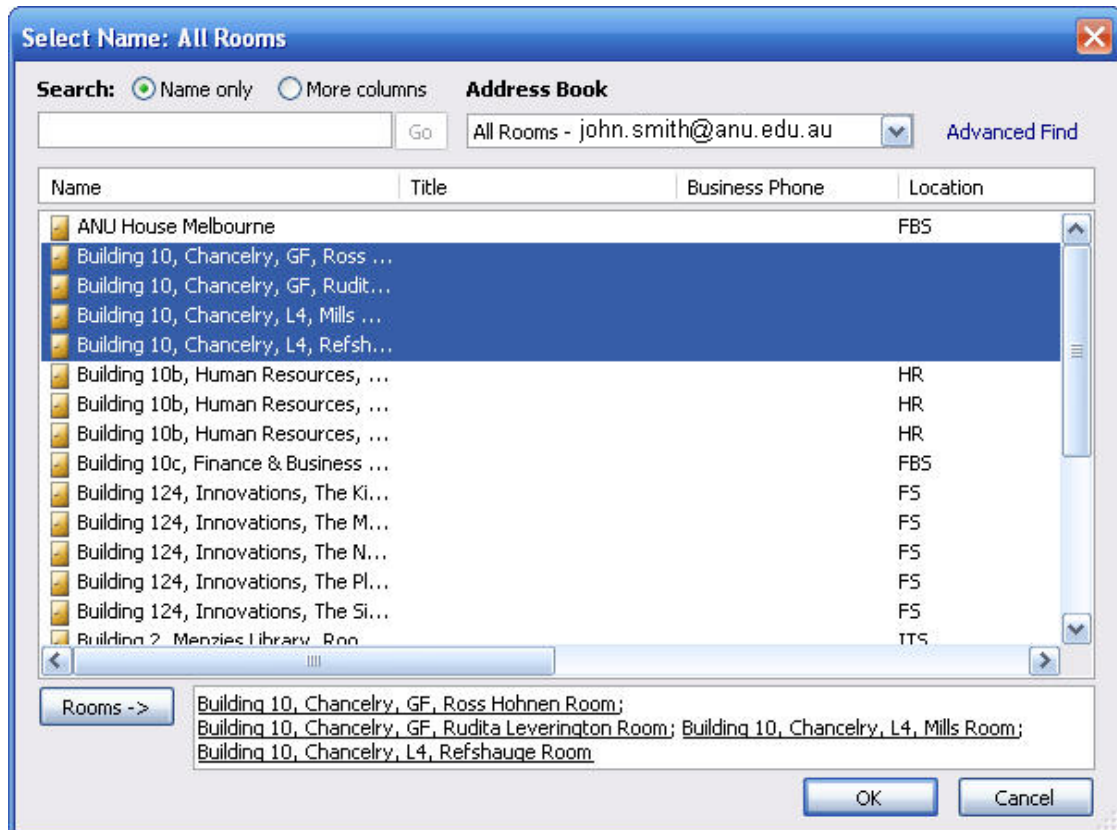
4. Select **From Room List**.



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



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



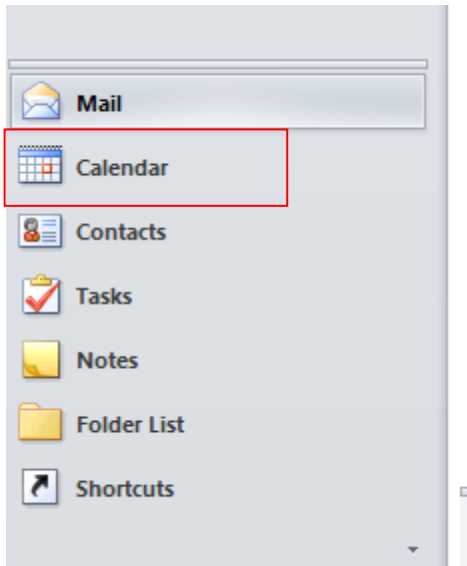
7. Select **OK**.

All the rooms will be added for you to view

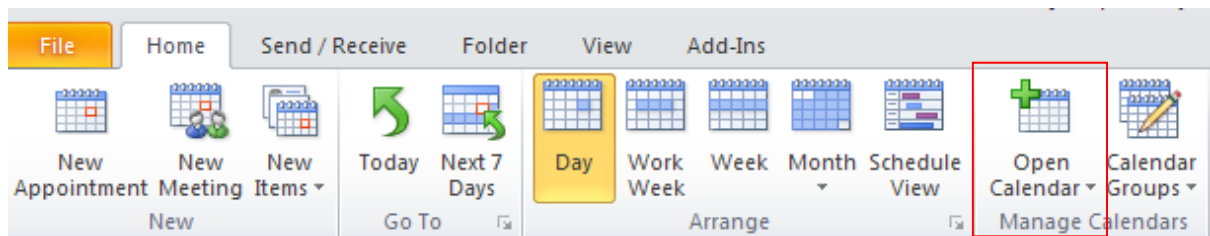


Adding a department resource (eg work vehicle)

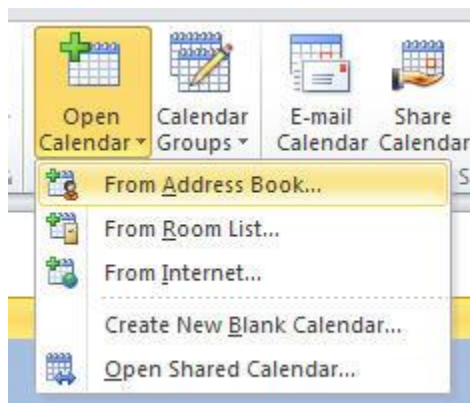
1. Open **Outlook**.
2. Open **Calendars**.



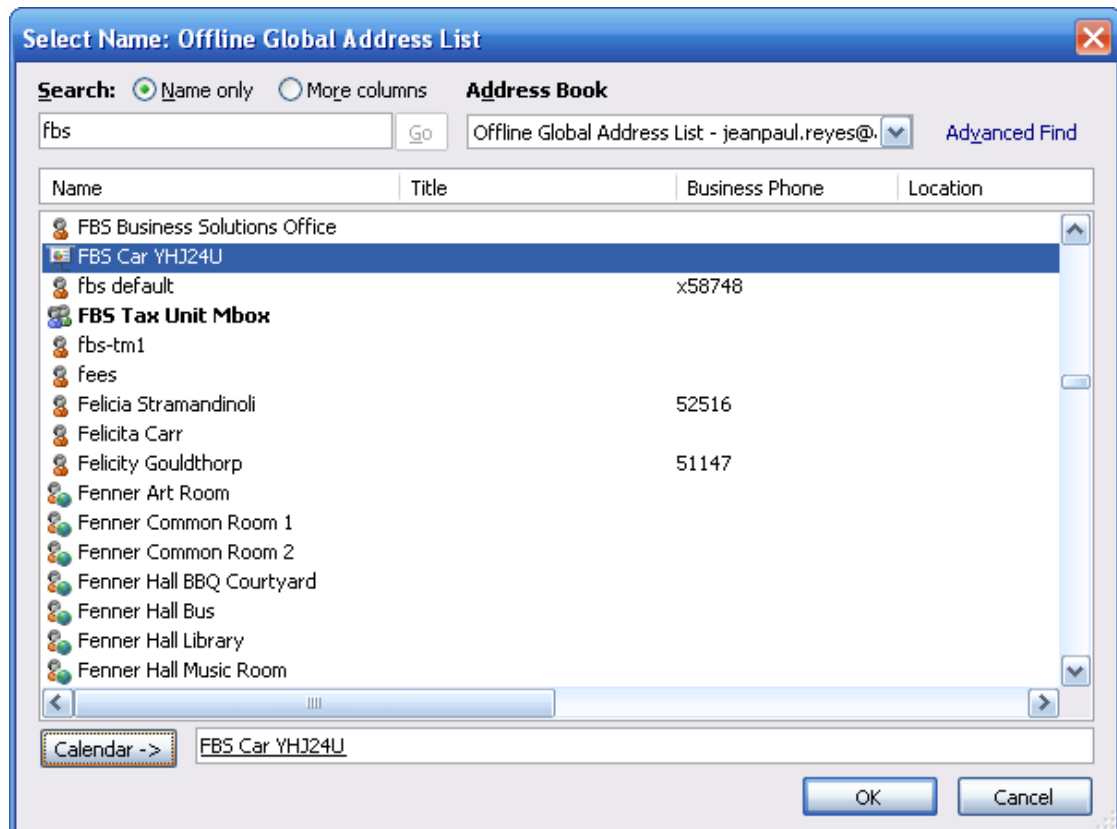
3. Select **Open Calendar** in the **Manage Calendars** menu.



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.



8. Select **OK**.

The Resource calendar has now been added for you to view