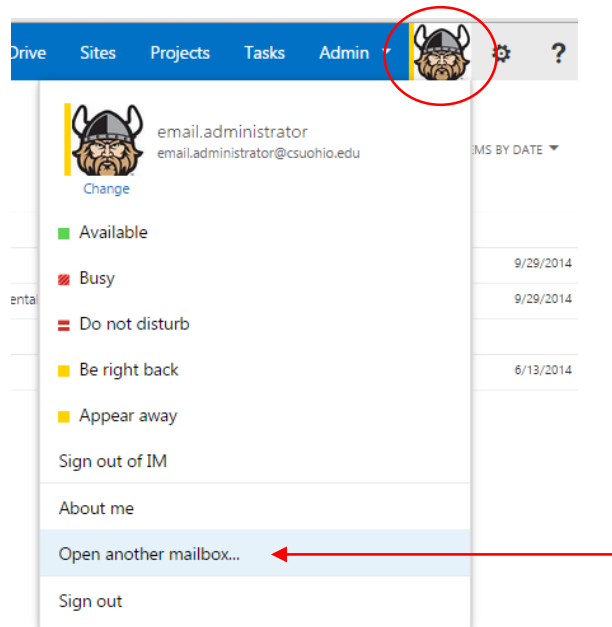


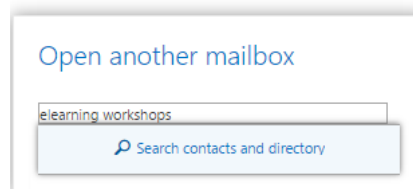


## Manage a Room Calendar

- 1) Sign into an account, via a supported browser, that has administrator rights to the room calendar that is to be managed. In the upper right corner to the left of the “gear” icon select the icon associated with the account, if no icon has been defined then the grey box. It will expand with a list of options, scroll down and select “Open another mailbox”. Special note: this method of accessing another account is only to be used if the account that is being used to link into the other account has been defined as an administrator.

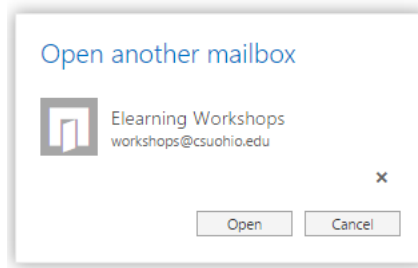


- 2) In the pop up box enter the name of the room calendar, either the common name or the email address associated with the room calendar. Select “search contacts and directory” once it has been entered.

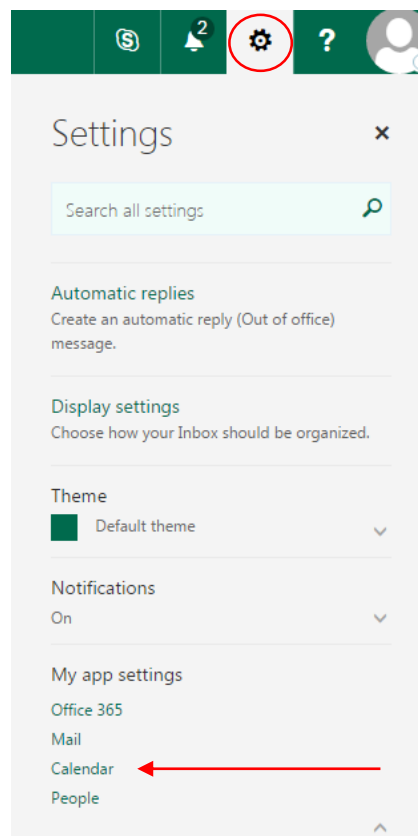




- 3) If the room calendar has been located, a pop-up similar to that below will appear, select “open”



- 4) The account will open under a new tab, select the “gear” icon in the upper right corner and select “calendar”





- 5) Select “resource scheduling and review all of the settings and set to meet your individual needs. Under the heading “Scheduling Permissions”, under the phrase “select users and groups”, select the name that is listed, if any, or the phrase “select one or more...”, for the appropriate access level, this will open the directory from which you may select additional names of individuals who may schedule on this calendar.



Options

- Shortcuts
- General
- Mail
- Calendar
  - Automatic processing
  - Birthday calendar
  - Calendar appearance
  - Publish calendar
  - Reminders
  - Weather
  - Resource scheduling
- People
- Other

Save Discard

Resource scheduling settings

Scheduling options

- Automatically process event invitations and cancellations
- Turn off reminders
- Maximum number of days in advance resources can be booked: 180
- Always decline if the end date is beyond this limit
- Limit event duration
- Maximum allowed minutes: 1440
- Allow scheduling only during working hours
- Allow repeating meetings
- Allow conflicts
- Allow up to this number of individual conflicts: 0
- Allow up to this percentage of individual conflicts: 0

Scheduling permissions

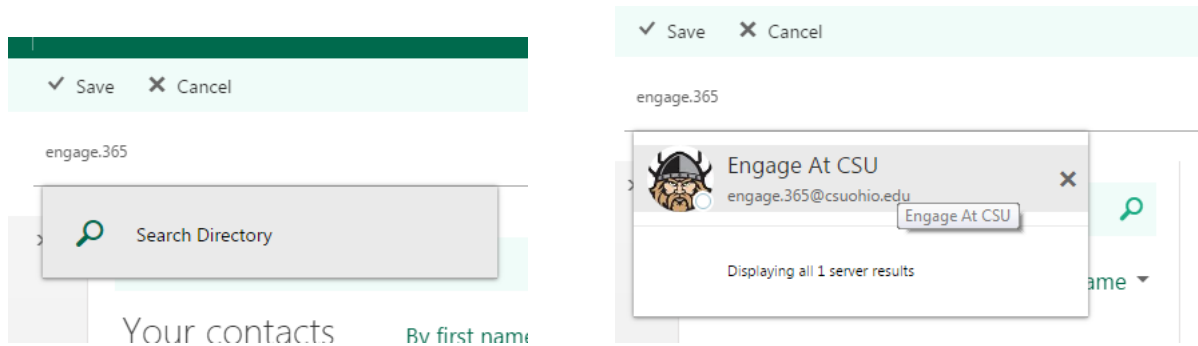
- Choose people and groups that have permission to schedule this resource by sending an event invitation.
- These people can schedule automatically if the resource is available.
  - Everyone
  - Specific people and groups:
    - Caryn
- These users can submit a request for owner approval if the resource is available.
  - Everyone
  - Specific people and groups:
    - Glenn
- These people or groups can schedule automatically if the resource is available and can submit a request for owner approval if the resource is unavailable.
  - Everyone
  - Specific people and groups:
    - Select one or more...

Response message

- Add additional text to be included in responses to event invitations
-



- 6) Once the directory is opened, select a name from the personal directory, or enter the email address, or full name. of the individual to add. Select “Search Directory”, this will search the public directory for the individual. When located, select the individual address, this will add the account to the list. Repeat if adding additional names. When complete, select “Save”



- 7) You will return to the screen in step 5, select “Save” after verifying no additional changes are required. Once it is saved, closed the tab on the browser for this account to exit the account.