

# SFU Mail, Outlook Desktop, and FHS Meeting Room Calendars

## How to Book, View, and Manage

### Contents

Permissions Overview .....	1
Outlook 2016 desktop.....	2
Booking a meeting room.....	2
Viewing a meeting room calendar .....	6
Editing/managing meeting room calendar entries.....	10

### Permissions Overview

Free/busy information for most FHS rooms is available to all SFU Mail users and can be seen when booking a room. FHS faculty and staff can also see additional limited details (title, location) for meetings/appointments in most FHS rooms.

FHS faculty and staff are free to add room calendars for frequently used rooms to their list of calendars

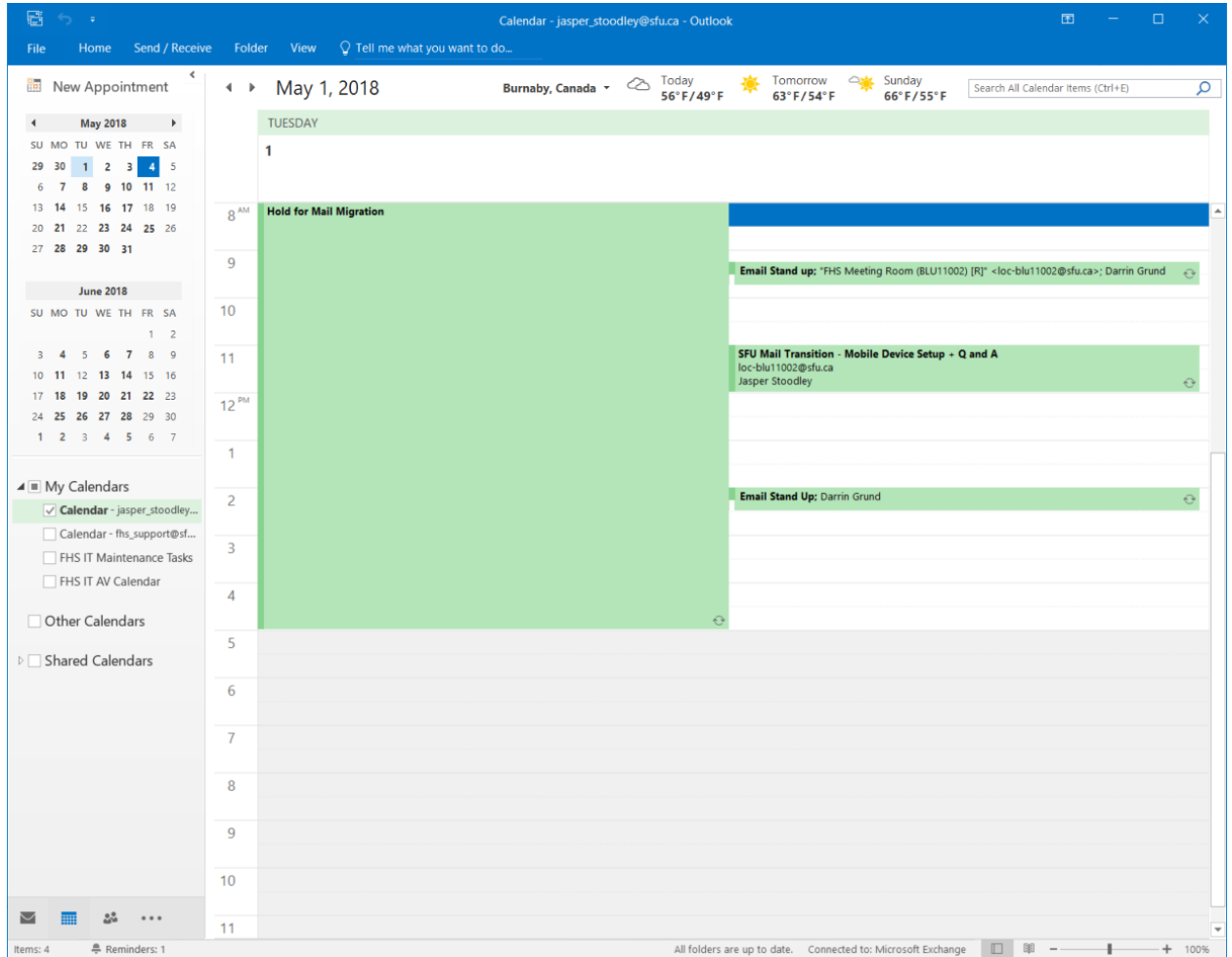
FHS administrative staff can manage room calendars directly, including moving/deleting existing meetings/appointments and booking meetings/appointments directly in the room's calendar

# Outlook 2016 desktop

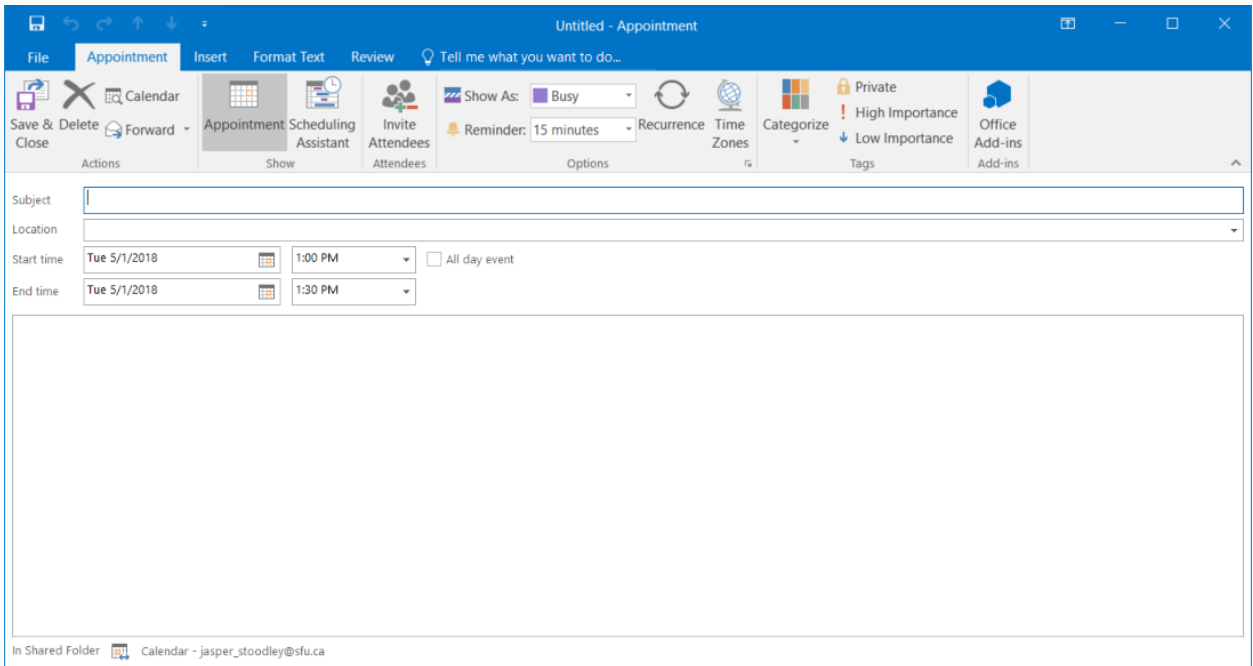
## Booking a meeting room

Faculty and staff can book meetings/appointments in most FHS meeting rooms, as follows:

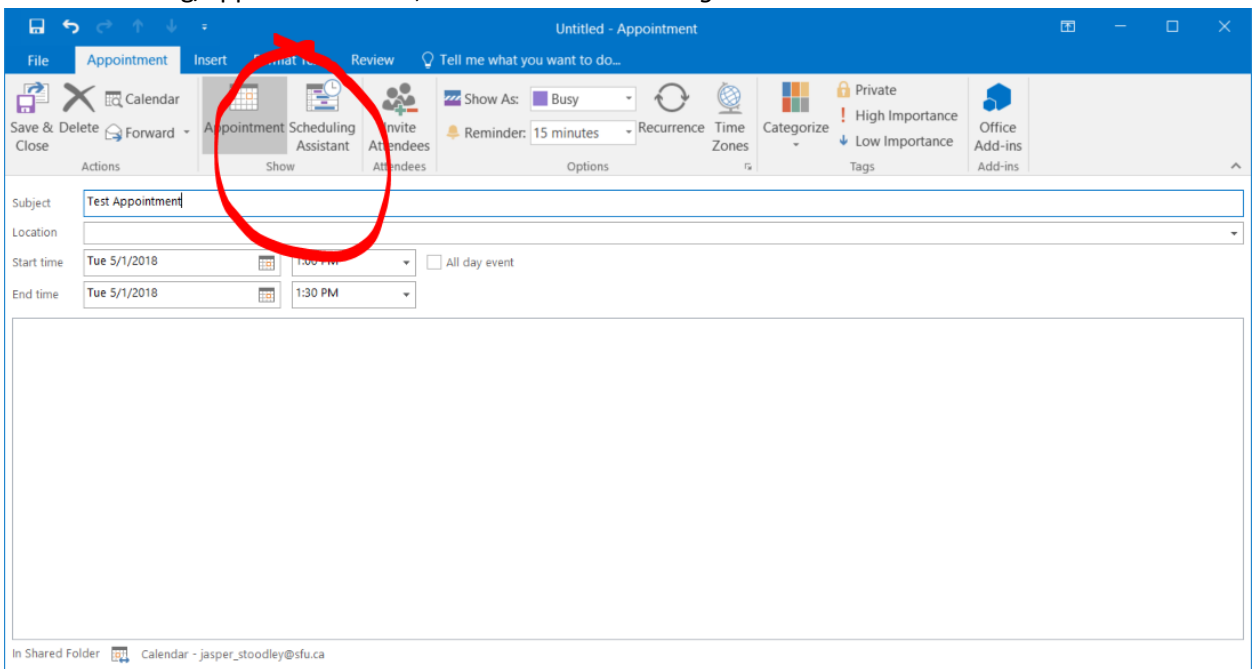
1. In the calendar view, ensure your personal calendar (called *Calendar*) is visible



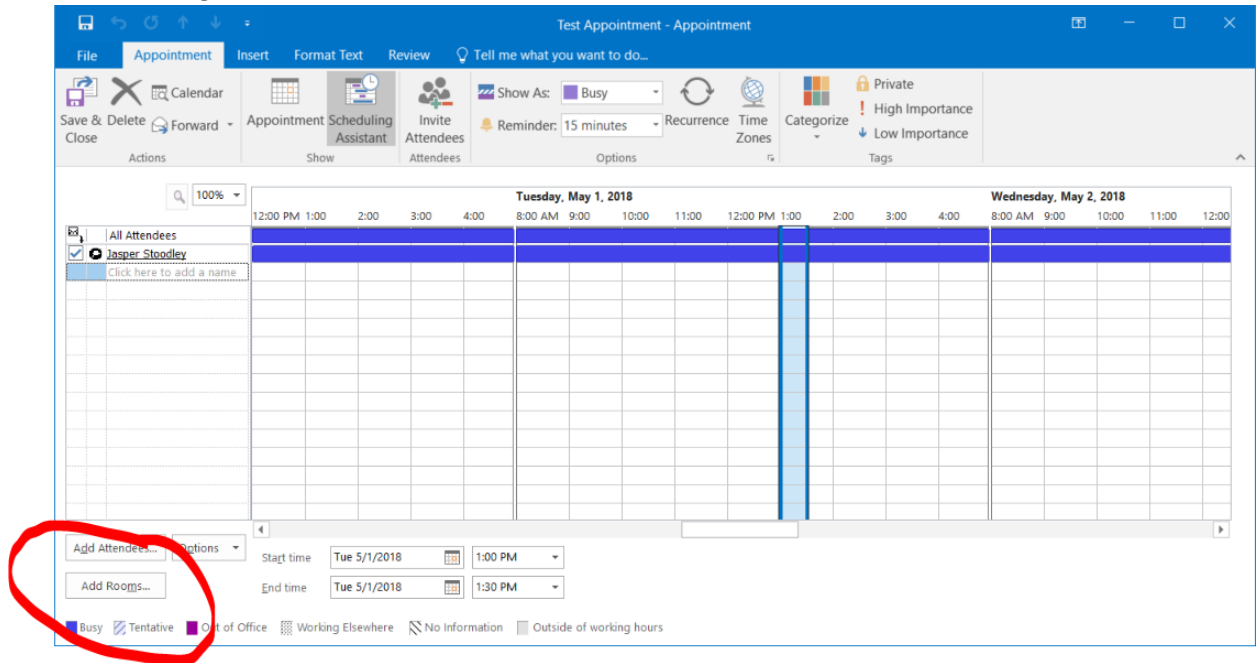
2. In the timetable grid, click on the desired date/time. The appointment dialog should open as shown below



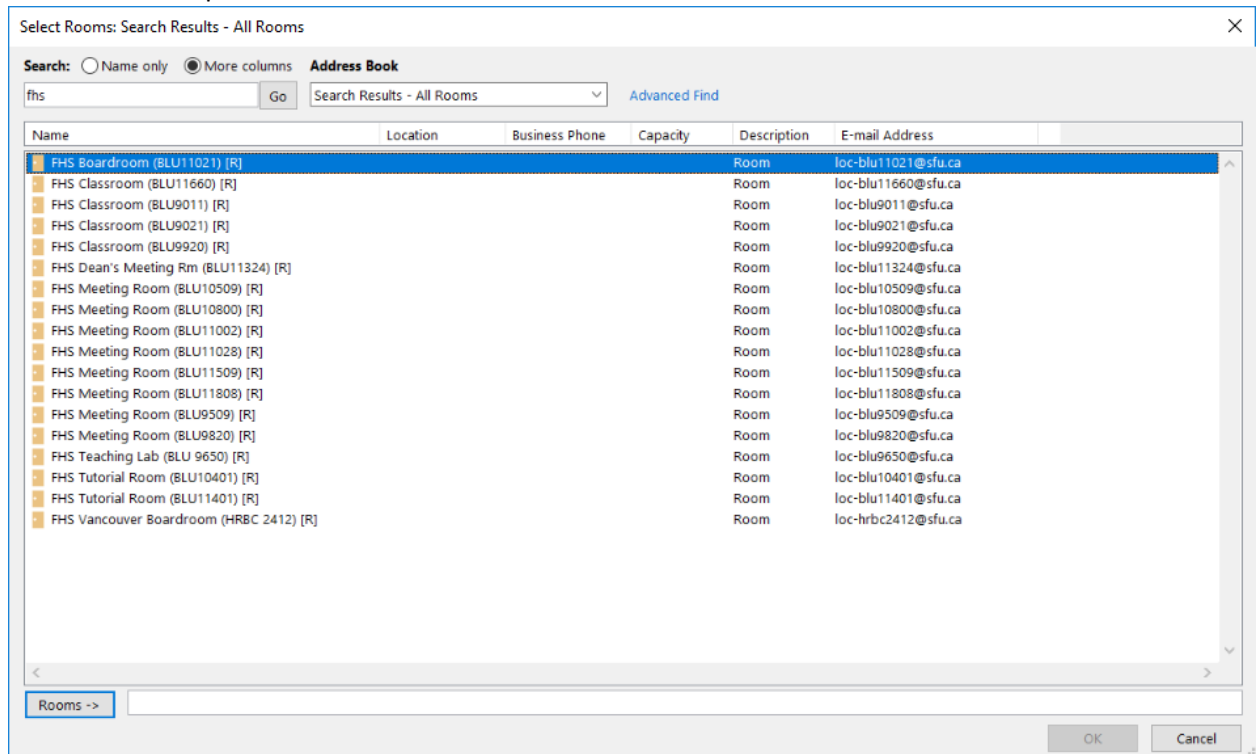
3. Enter a meeting/appointment title, then click on *Scheduling Assistant*



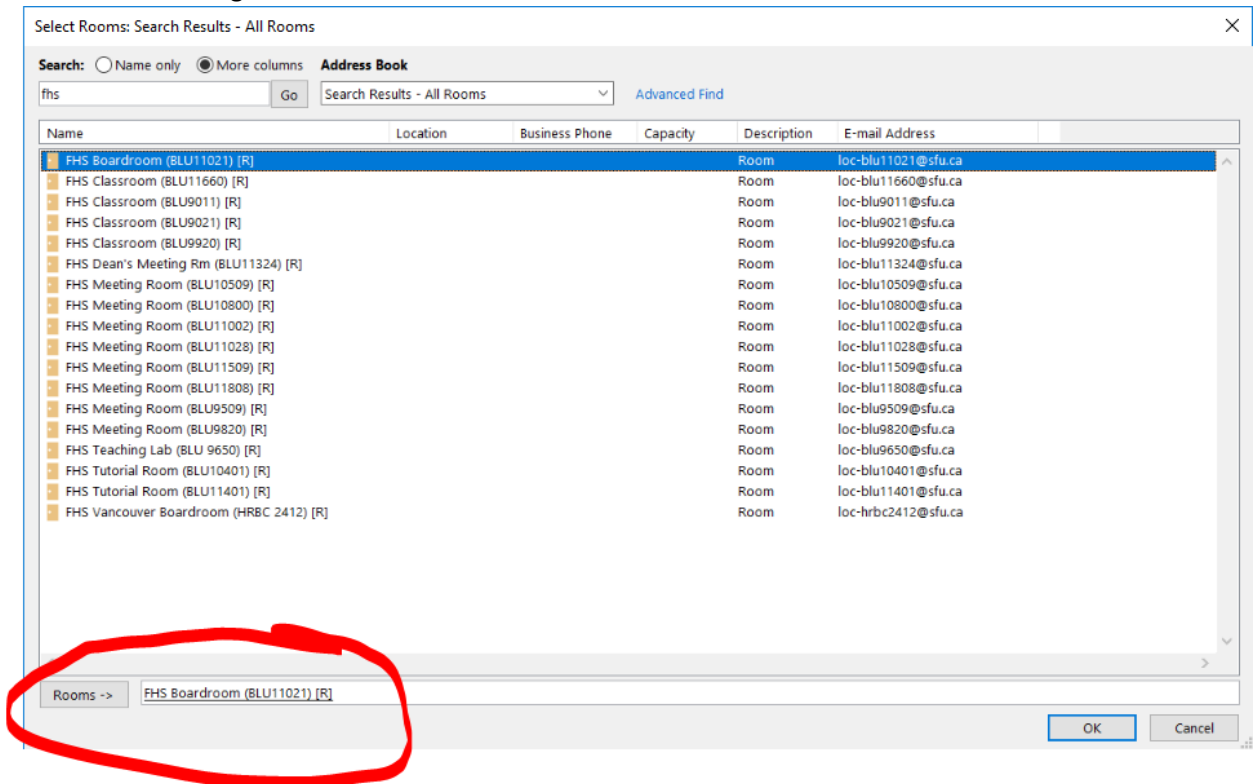
4. In the scheduling assistant, click on the Add Rooms... button



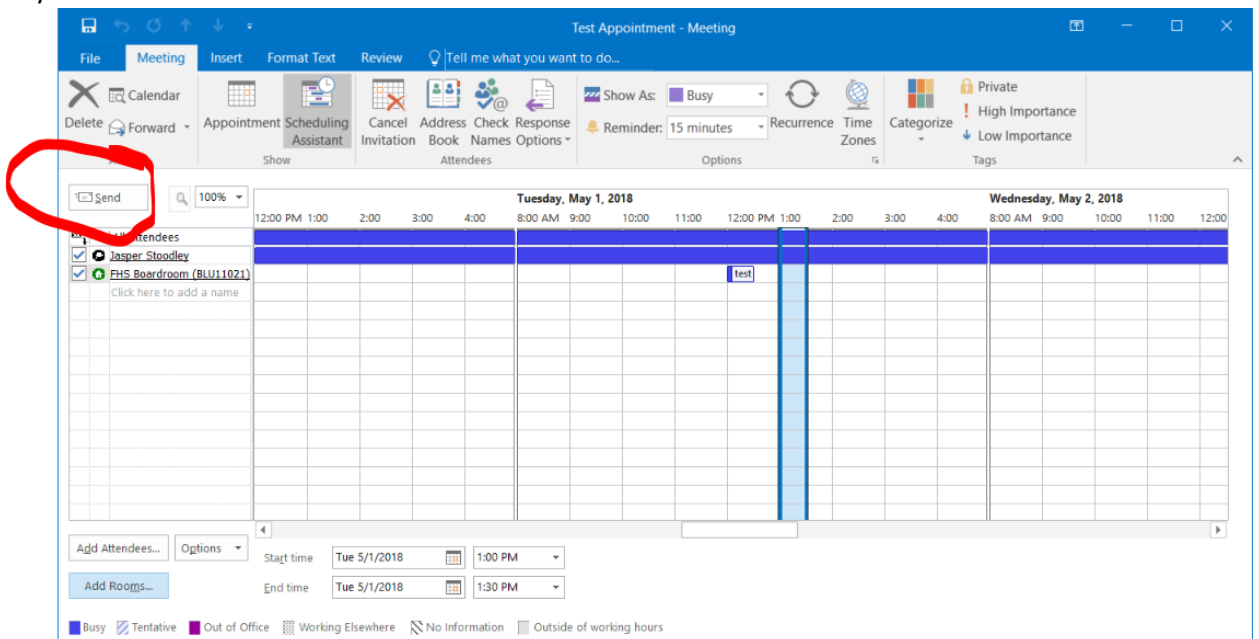
5. In the Select Rooms dialog, set the Search option to More columns and then type 'fhs' into the Search field and press the Go button



6. Double-click on the FHS room you wish to book to add it to the *Rooms* list at the bottom of the Select Rooms dialog. Press OK.



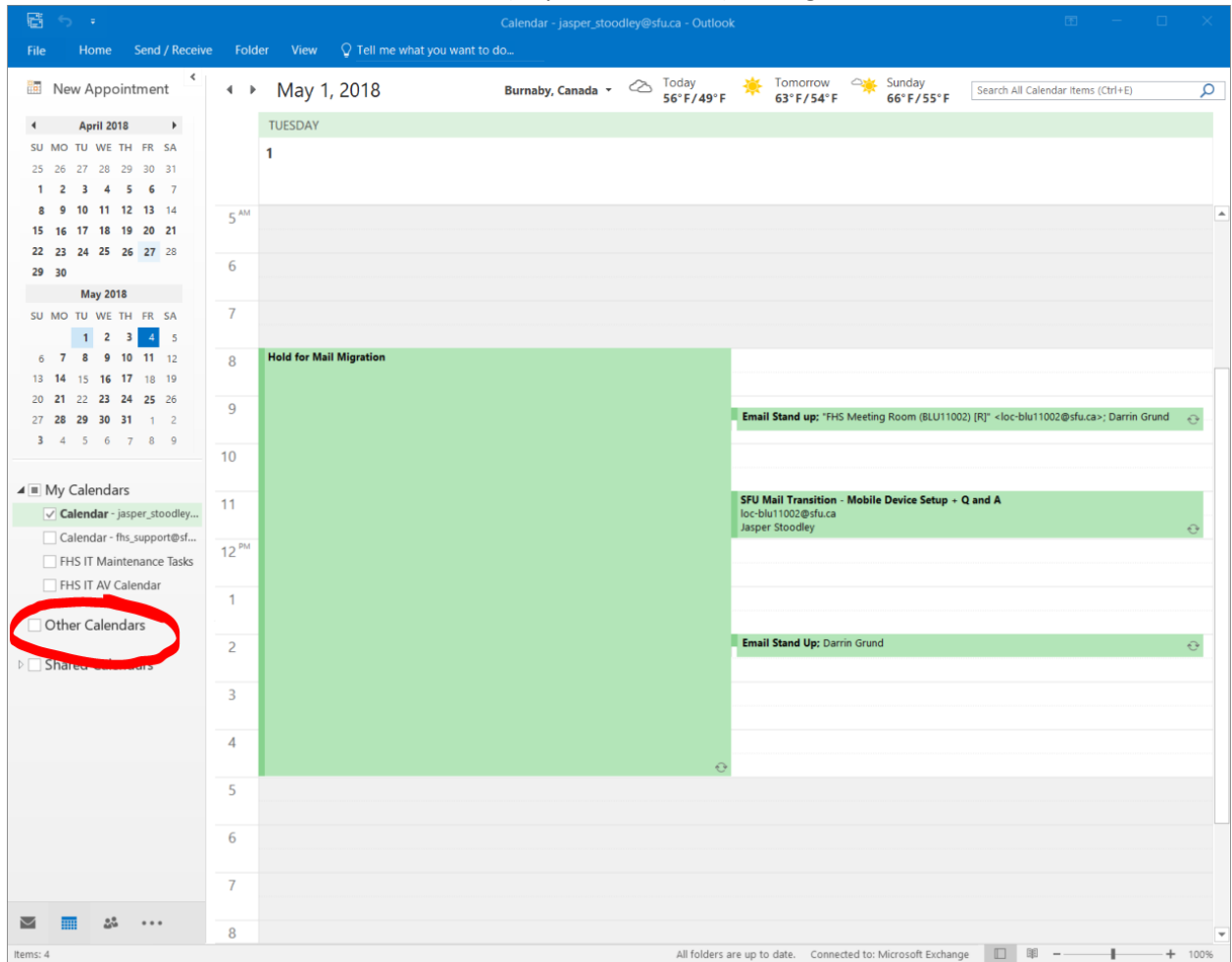
7. The room is added to the meeting. Add other attendees and modify other aspects of the meeting as needed. When done, press the Send button to save the meeting/appointment, notify any invitees and book the room.



## Viewing a meeting room calendar

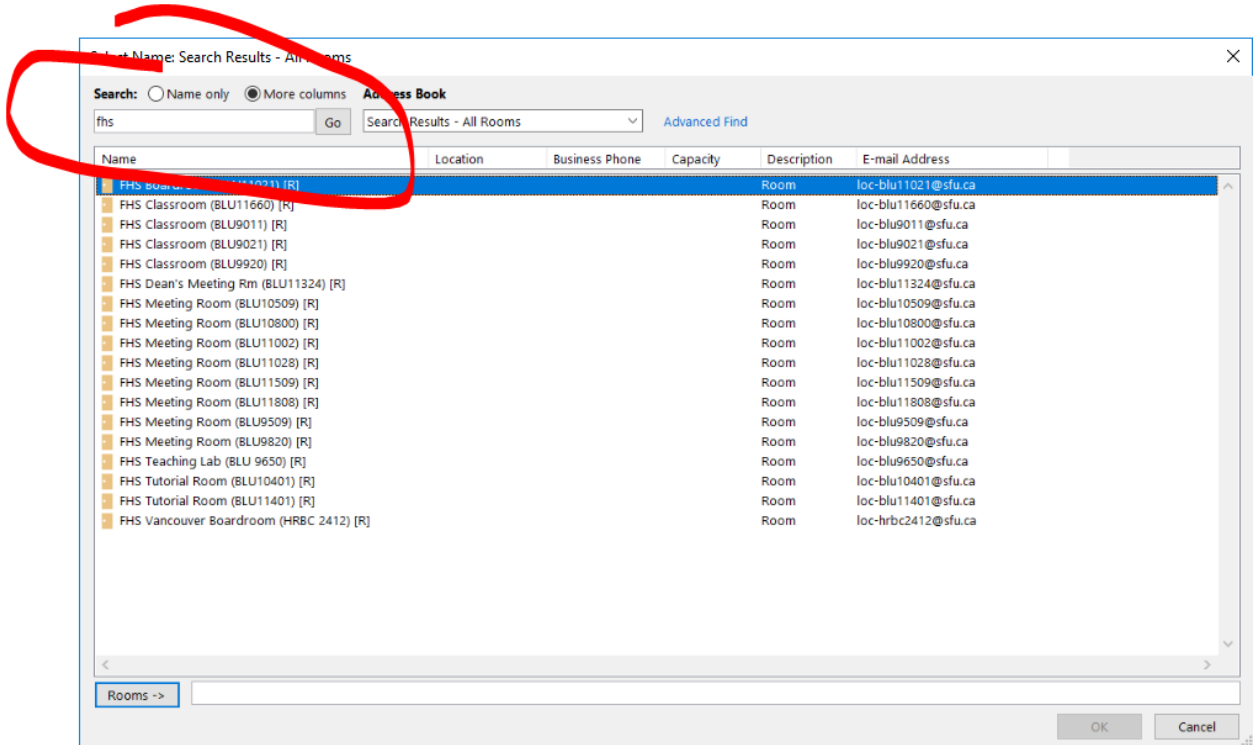
To add a commonly-used calendar for viewing, follow the steps outlined below:

1. In the calendar view, find *Other Calendars* (as pictured below) and right-click on it.

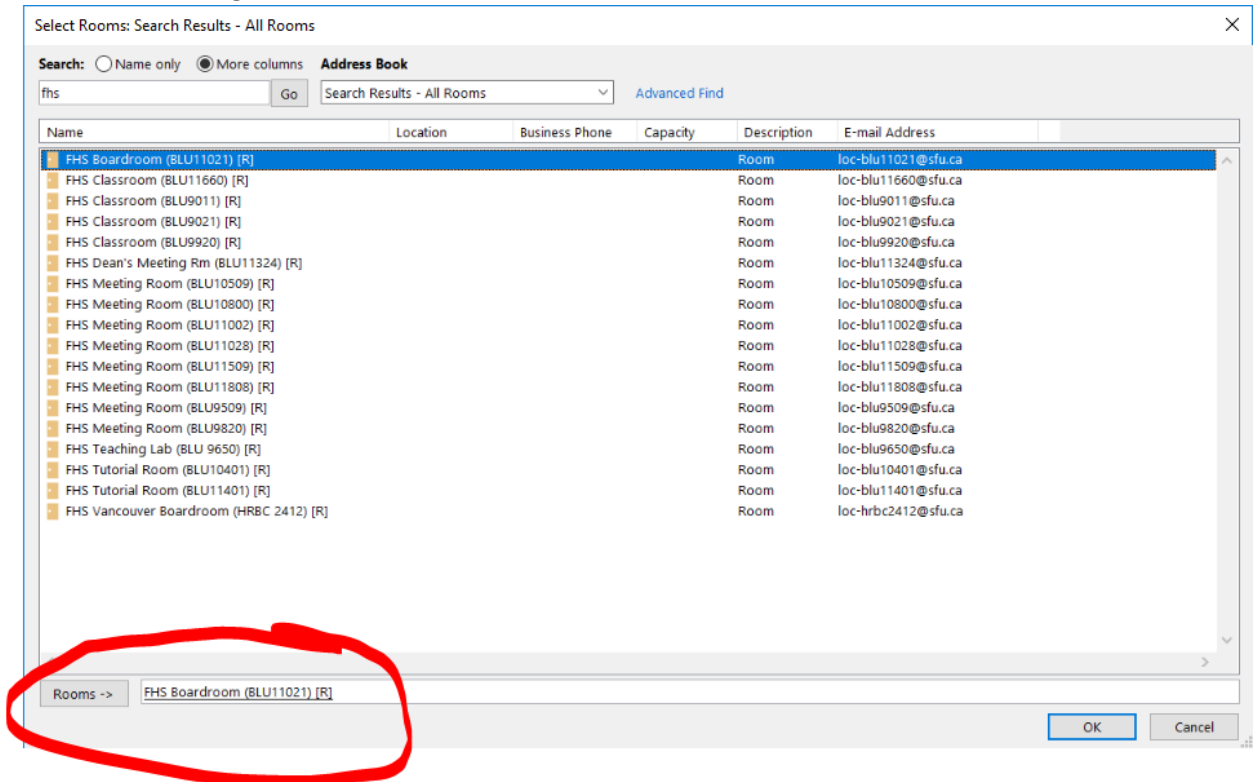


2. A context menu should open. Click on the *Add Calendar | From Rooms List...* option. In the *Select Rooms* dialog, set the *Search* option to *More columns* and then type 'fhs' into the *Search*

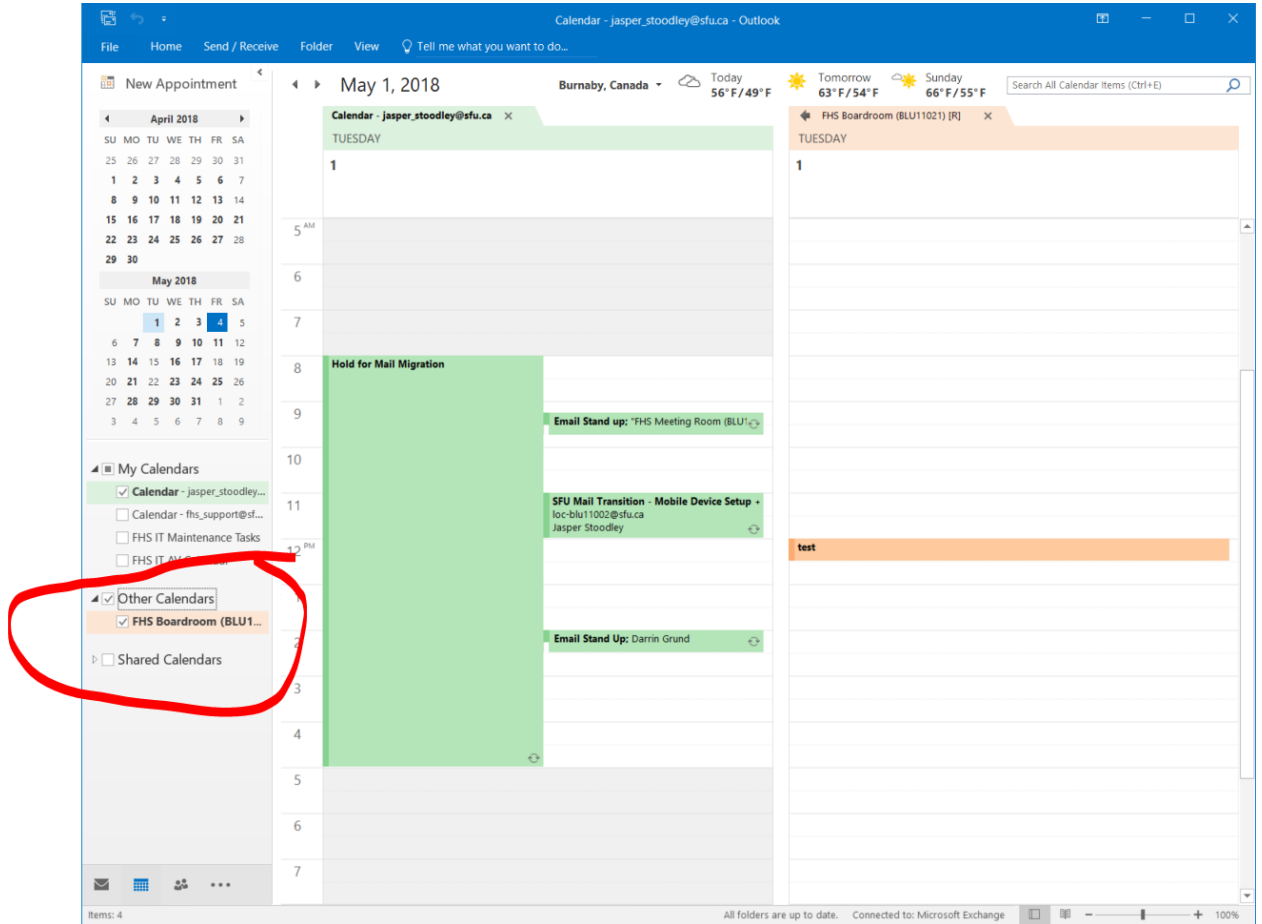
field and press the Go button



3. Double-click on the FHS room you wish to book to add it to the *Rooms* list at the bottom of the Select Rooms dialog. Press OK.

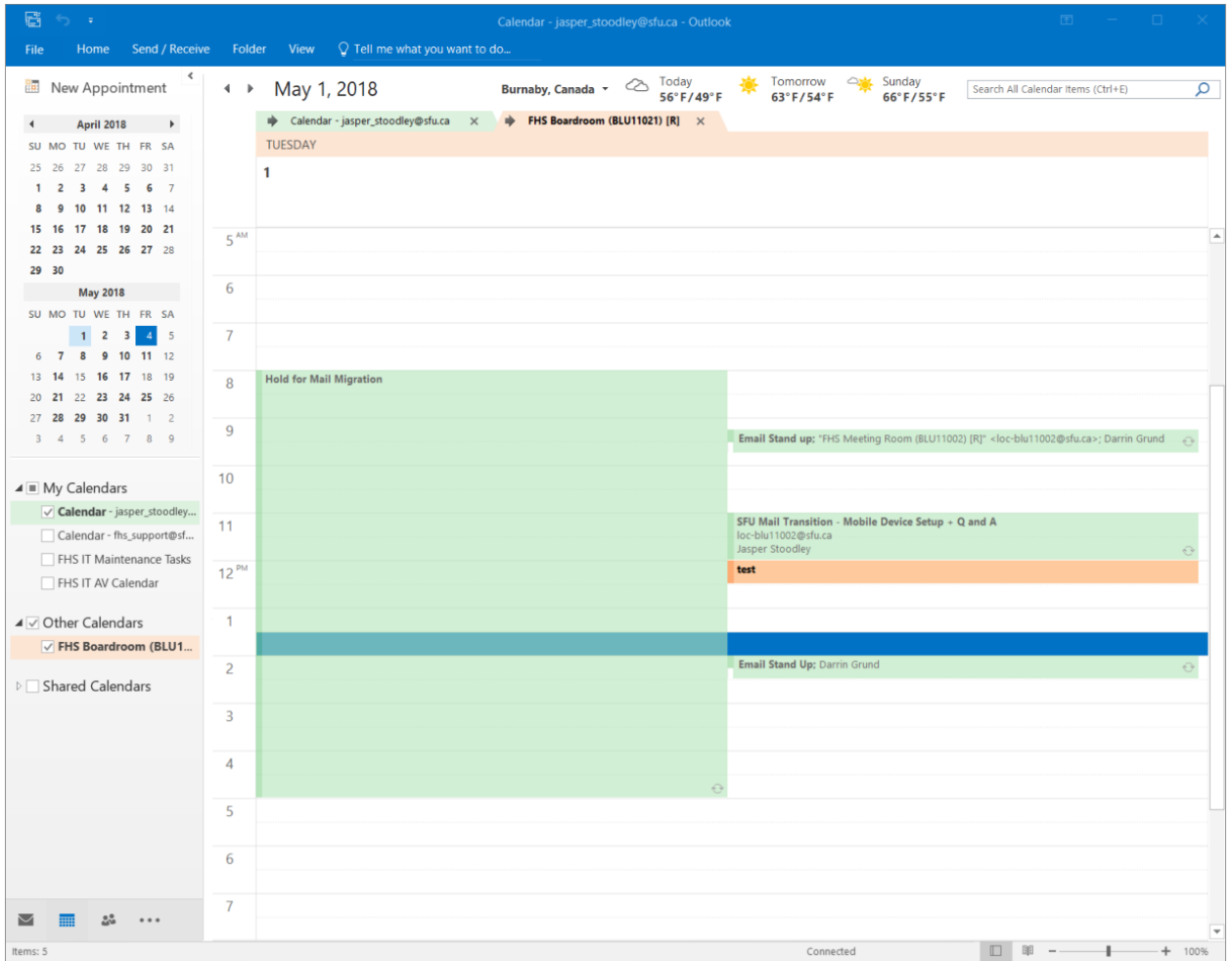


4. Click on *OK*. The select room should open in your calendar





5. If you wish to overlay the room calendar with your existing calendars, right-click on it and choose Overlay



## Editing/managing meeting room calendar entries

Administrative staff in the Dean's Office and Programs areas have the ability to manage room calendars directly, including booking directly into the room's calendar and modifying existing meetings/appointments. To book directly in a room calendar, do the following:

1. Ensure you have completed the steps listed above under 'Viewing a meeting room calendar'
2. Adjust your calendar view by toggling off all calendars except the meeting room you wish to book

The screenshot displays the Outlook calendar interface for the user 'jasper\_stoodley@sfu.ca'. The main view is a weekly calendar for the period 'April 30 - May 4, 2018'. The calendar shows several meeting entries:

- Monday, April 30:** No meetings.
- Tuesday, May 1:** A meeting titled 'test' is scheduled from 12:00 PM to 1:00 PM.
- Wednesday, May 2:** A meeting titled 'set-up for FEC: FHS Boardroom (BLU11021) [R]' is scheduled from 1:00 PM to 2:00 PM.
- Thursday, May 3:** A meeting titled 'Policy and Systems RCA meeting' is scheduled from 9:00 AM to 10:00 AM. Another meeting titled 'FEC Meeting' is scheduled from 1:00 PM to 2:00 PM.
- Friday, May 4:** A meeting titled 'UGSC Working Group meeting' is scheduled from 1:00 PM to 2:00 PM.

The left sidebar shows the 'My Calendars' section with the following items:

- Calendar - jasper\_stoodley...
- Calendar - fhs\_support@sfu...
- FHS IT Maintenance Tasks
- FHS IT AV Calendar
- Other Calendars
  - FHS Boardroom (BLU1021) [R]
- Shared Calendars

The bottom status bar indicates 'Items: 5' and 'Connected'.

- Click on the desired date/time in the timetable grid to open the *Appointment* dialog. Complete the booking details as needed, then *Save & Close*.

Untitled - Appointment

File Appointment Insert Format Text Review Tell me what you want to do...

Save & Close Delete Copy to My Calendar Forward Appointment Scheduling Assistant Invite Attendees Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize High Importance Low Importance Private Tags

Subject

Location

Start time Wed 5/2/2018 10:00 AM  All day event

End time Wed 5/2/2018 10:30 AM

In Shared Folder FHS Boardroom (BLU11021) [R]

4. The meeting/appointment should appear in the room calendar

The screenshot displays the Outlook calendar interface for the period of April 30 to May 4, 2018. The interface includes a navigation pane on the left with a monthly calendar view and a list of calendars. The main area shows a weekly calendar grid. A red circle highlights a meeting appointment on Thursday, May 3, from 10:00 AM to 12:00 PM. The appointment is titled "Test meeting booked directly in room calendar" and is located in the "FHS Boardroom (BLU11021) [R]" room. Other appointments visible include "Policy and Systems RCA meeting" on Thursday, "set-up for FEC; FEC Meeting" on Thursday, and "UGSC Working Group meeting" on Friday. The interface also shows weather information for Burnaby, Canada, and a search bar for calendar items.

Calendar - jasper\_stoodley@sfu.ca - Outlook

Calendar Tools

File Home Send / Receive Folder View Appointment Tell me what you want to do...

New Appointment

April 2018

May 2018

My Calendars

- Calendar - jasper\_stoodley...
- Calendar - fhs\_support@sfu...
- FHS IT Maintenance Tasks
- FHS IT AV Calendar

Other Calendars

- FHS Boardroom (BLU1...)

Shared Calendars

April 30 - May 4, 2018

Burnaby, Canada

Today 56°F/49°F

Tomorrow 63°F/54°F

Search All Calendar Items (Ctrl+E)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

30 1 2 3 4

5 AM

6

7

8

9

10

11

12 PM

1

2

3

4

5

6

7

8

Items: 6

Connected

100%

