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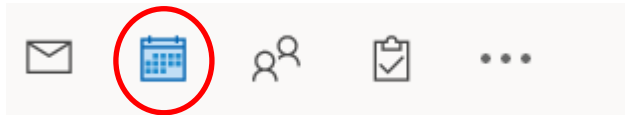
# OUTLOOK CALENDARING

## 1 Calendaring

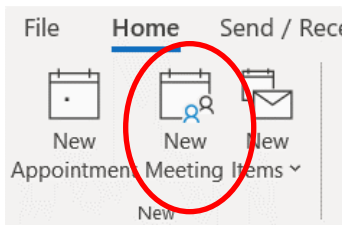
Currently room resources can be scheduled in Outlook. Please note that the scheduling of room resources in Outlook is an interim solution because this will be done in the IWMS system in the future. Most of the room resources are available in die *Global Address book*.

### 1.1 Create a meeting in Outlook with the Scheduling Assistant (with busy search)

Open your **Calendar** by clicking on the Calendar icon.



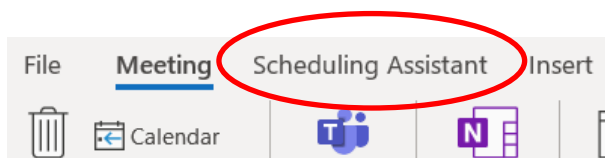
For a meeting, select **New Meeting**.



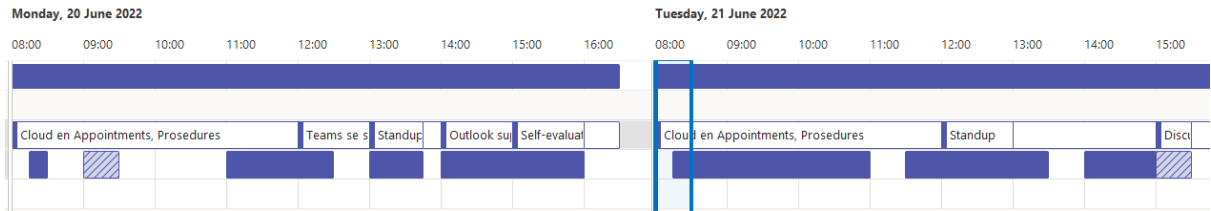
The **Meeting Window** will open:

A screenshot of the Outlook Meeting Window. The 'From' field is set to 'Name.Surname@nwu.ac.za'. The 'Title' field is empty. There are 'Required' and 'Optional' tabs on the left. The 'Start time' is 'Sat 25/Jun/2022' at '09:00'. The 'End time' is 'Sat 25/Jun/2022' at '09:30'. There are checkboxes for 'All day' and 'Time zones'. A 'Make Recurring' button is visible. The 'Location' field is empty.

- Enter the **Title** of the meeting
- Add attendees and **room resources** required in the **Required** field by clicking on the Required tab on the left. The Global address book will open. Select attendees / **room resources**. A selected room resource will also be added to **Location**.
- Select **Scheduling Assistant** from the menu to check the **availability** for attendees.



- A Screen like this will display:

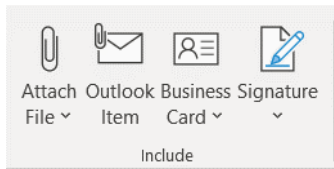


- Select a time suitable for the attendees and check the availability of the room.

**Note: Please note the meaning of the colours:**

■ Busy   ■ Tentative   ■ Out of Office   ■ Working Elsewhere   ■ No Information   ■ Outside of working hours

- Click **Meeting** on the menu bar to go back to the meeting details.
- Add your notes in the message area.
- To include an attachment/signature click **Insert** on the menu bar and select the item to include.



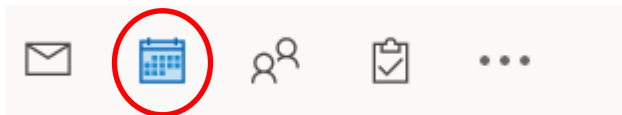
- When ready, select **Send**.



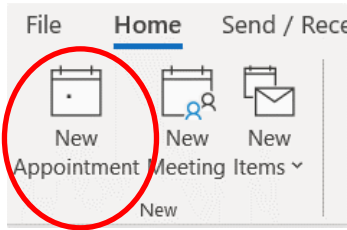
## 1.2 Create an appointment in Outlook

The main difference is that **appointments affect only your own calendar and in meetings you can invite others**. In appointments, you don't have the choice to invite others and self is automatically included. Consequently, there is no option to Send but you finish it with Save & Close.

Open your **Calendar** by clicking on the Calendar icon.

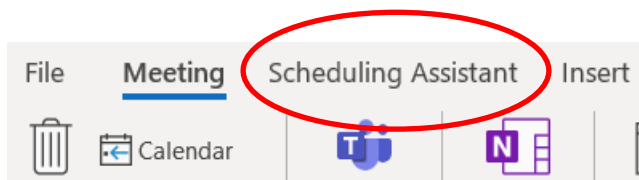


For a meeting, select **New Meeting**.

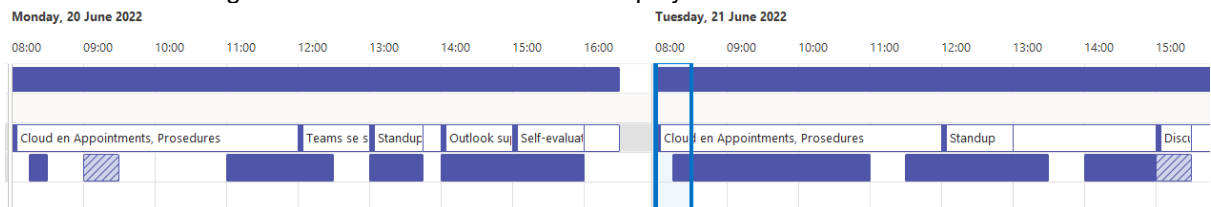


The **Appointment Window** will open:

- Enter the **Title** of the appointment
- Enter the **Start time** and **End time** or you can select **Scheduling Assistant** from the menu to check your own **availability**.



- With the Scheduling Assistant a screen like this will display:

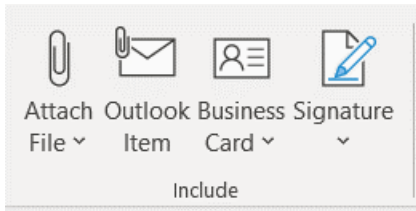


- Select a time suitable.

**Note:** Please note the meaning of the colours:

Busy
  Tentative
  Out of Office
  Working Elsewhere
  No Information
  Outside of working hours

- Click **Appointment** on the menu bar to go back to your Appointment details.
- Add a **Location** – See point 1.4
- Add your notes in the message area.
- Add attachments, if necessary, by clicking **Insert** on the menu bar and select the item to include.



- When ready, select **Save & Close**.



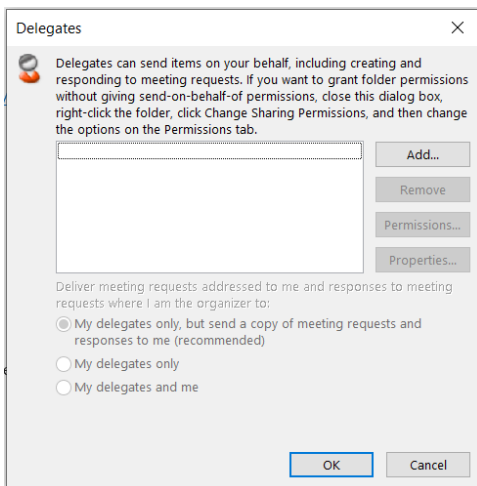
### 1.3 Calendar – Delegated access (old GroupWise proxy access)

Proxy access as it is called in GroupWise is known in Outlook as Delegated access.

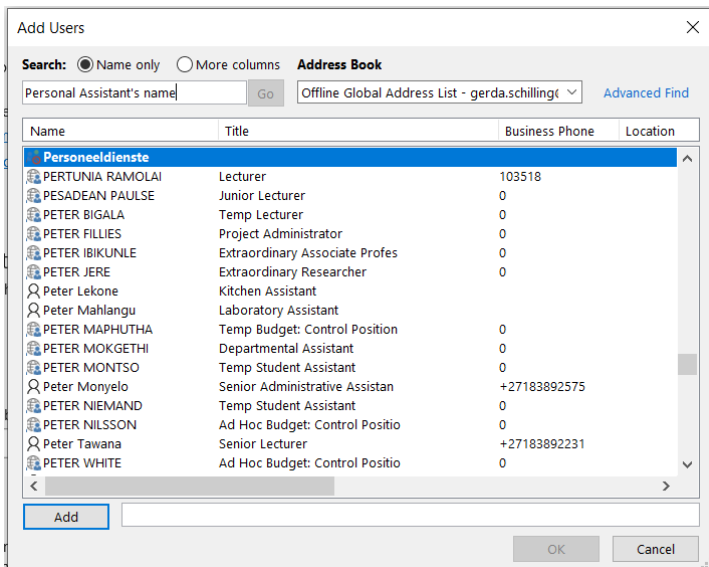
When somebody needs access to another person’s Calendar, they can follow the next two-steps:

#### 1.3.1 On the “manager’s” side:

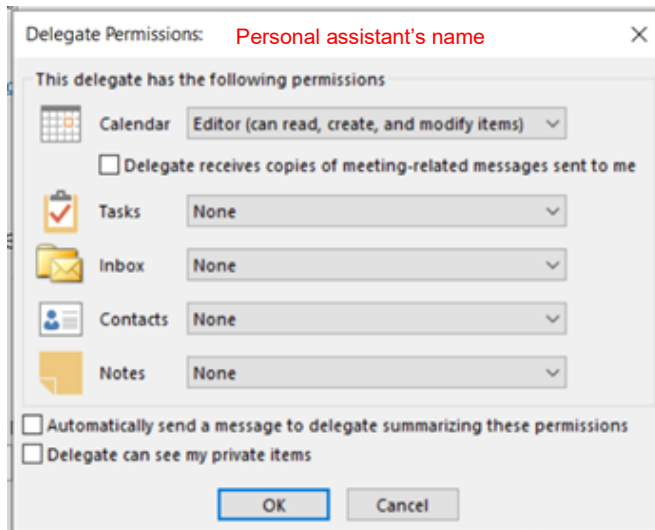
Select File, Account Settings, Delegate access:



Select **Add** and choose the other staff member’s name from the Global Address book for example the name of the personal assistant.



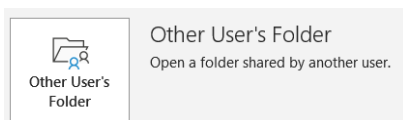
Select the options as in the image below. **Please only select the Calendar**



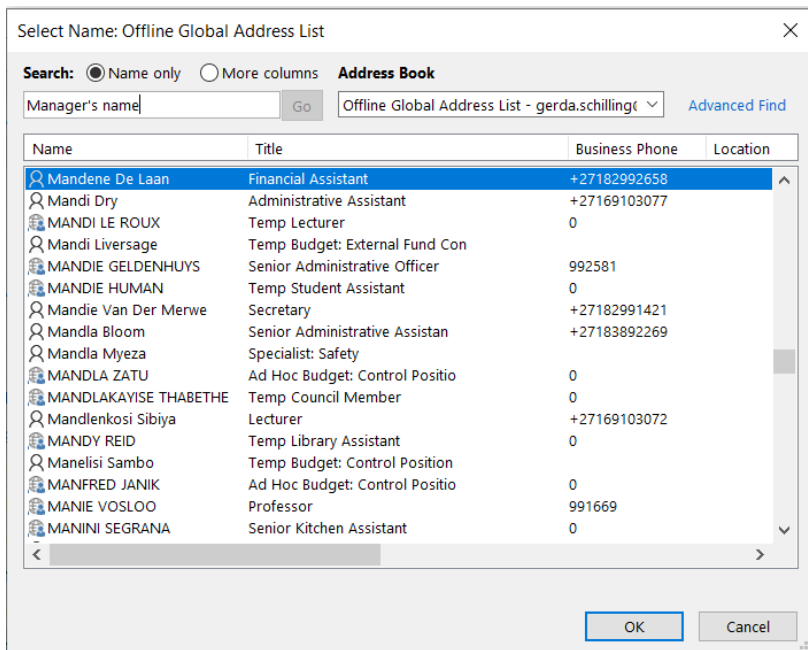
Click OK. *At this point, after clicking ok, it sometimes it takes a while before completion, please be patient!*

### 1.3.2 On the Personal Assistant side:

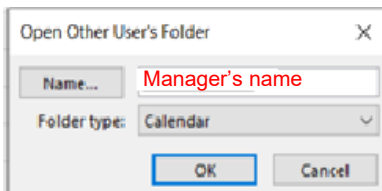
Select File, Open & Export, Other User's Folder



Click on **Name** and select the manager's name from the Global Address book, click OK



Select **Calendar** as the *folder type* as shown in the next screen.



Please check your **Calendar** . The other person's Calendar will display in another colour.