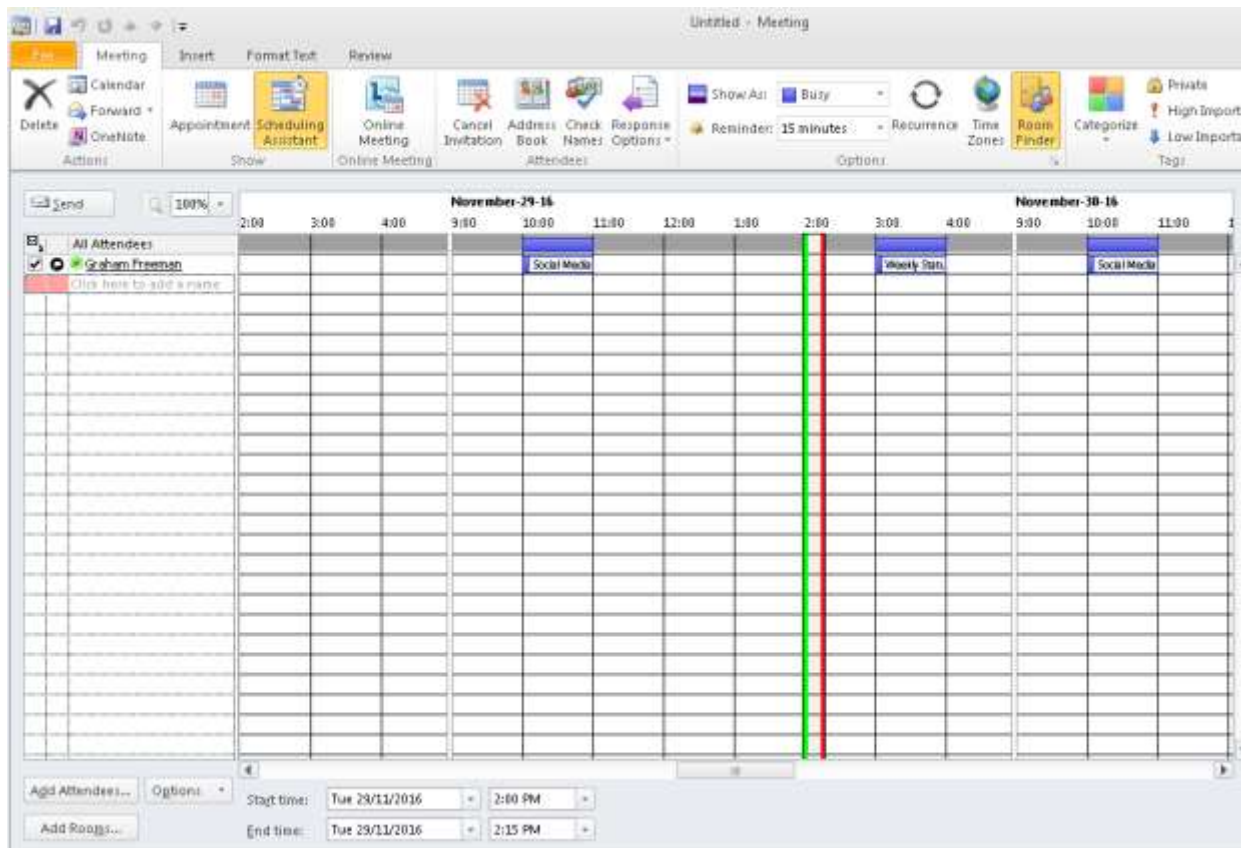


Reserving room, vans, and loaner projectors/laptops

CLGW meeting rooms and some of our vehicles are “resources” which can be reserved using Outlook. This applies to the IT/Admin loaner laptop and to the Admin projector/screen used for presentations.

To reserve any of these resources you must create a new meeting and invite the resource to it. Alternatively, you can add the resource to an existing meeting if that resource is needed for an existing meeting in Outlook.

Create a new meeting in Outlook by opening your Calendar, then click the New Meeting button. At the top, click the Scheduling Assistant button.



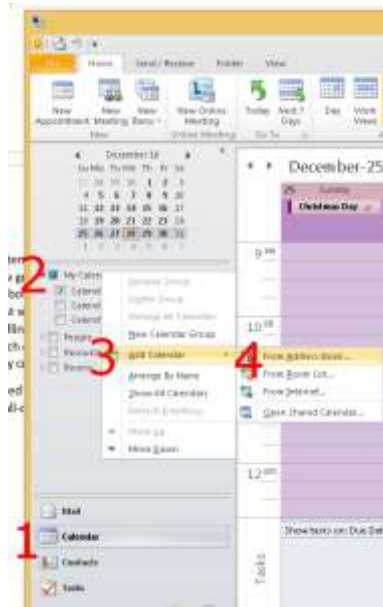
If your meeting requires a room, click the “Add Rooms” button at the bottom, highlight the room you need, click the “Rooms →” button, then click OK. The room will be added to your meeting.

To add participants to your meeting use the “Click here to add a name” field. You can also reserve Resources using this field, such as the Admin Projector, or a Van in Fergus. Type in part of the name of the resource then click the “Check Names” button at the top. Outlook will suggest matching entries based on who or what you are trying to look up. Select the one you need and click OK.

The Scheduling Assistant shows when all the attendees, including resources and rooms, are available. You can drag the red “meeting end” bar and the green “meeting start” bar to select your meeting times, or use the Start time and End time fields at the bottom of the Scheduling Assistant. When all the details are correct, click Send and your meeting request will be sent to all attendees, including rooms and resources. All rooms and resources will reply telling you that they are now booked for you, or that they are busy and have declined the invitation. In such cases you can change the date/time of the meeting and then add the room or resource to the newly created meeting.

Rooms and resources generally cannot be booked for more than 24 hours at a time. If you need to book a resource for longer than 24 hours, create an all-day meeting and set it to recur for however many days you require the resource.

To view a resource calendar in Outlook follow these steps.



1. Click Calendar in your Outlook view
2. Right-click "My Calendar"
3. Select "Add Calendar"
4. Select "From Address Book"

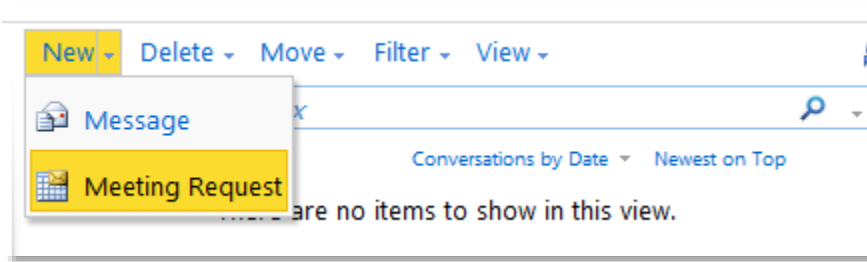


5. Enter the name of the resource you wish to view
6. Select the entry name
7. Click Calendar
8. Click OK

Using webmail

You can book rooms, vans etc using webmail. Sign in at <http://www.clgw.ca/webmail>

Click the arrow just to the right of the New button



Then select Meeting Request

A pop-up window will appear – if you see a dialog at the top of the window asking to “Continue Blocking”, or “Allow”, click Allow and Remember.

Enter the names of the people you wish to invite to the meeting, and set the date/time. Remember to give your booking a Subject.

Click “Resources” – you will be able to scroll through all the items, or more simply select “All Rooms” to see the list of bookable rooms. Highlight the room or resource you wish to include in your booking, then click the “To ->” button.

Alternatively you can click the Scheduling Assistant tab. Adding names and rooms will allow you to determine the best times when all attendees and resources are available.

When you have added all the resources you need, click OK to return to the booking. Ensure all the details are correct and then click Send.