FASmail: Booking a Room or Equipment Resource in Outlook 2010
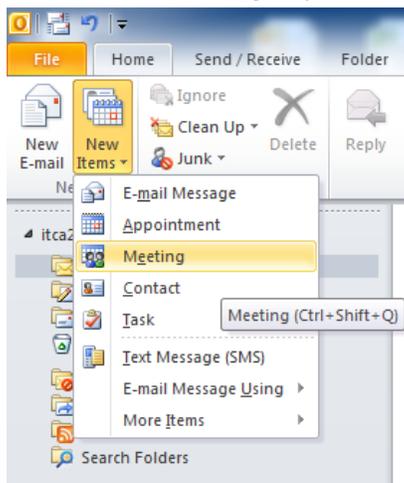
There are two ways in which a resource can be booked in FASmail:
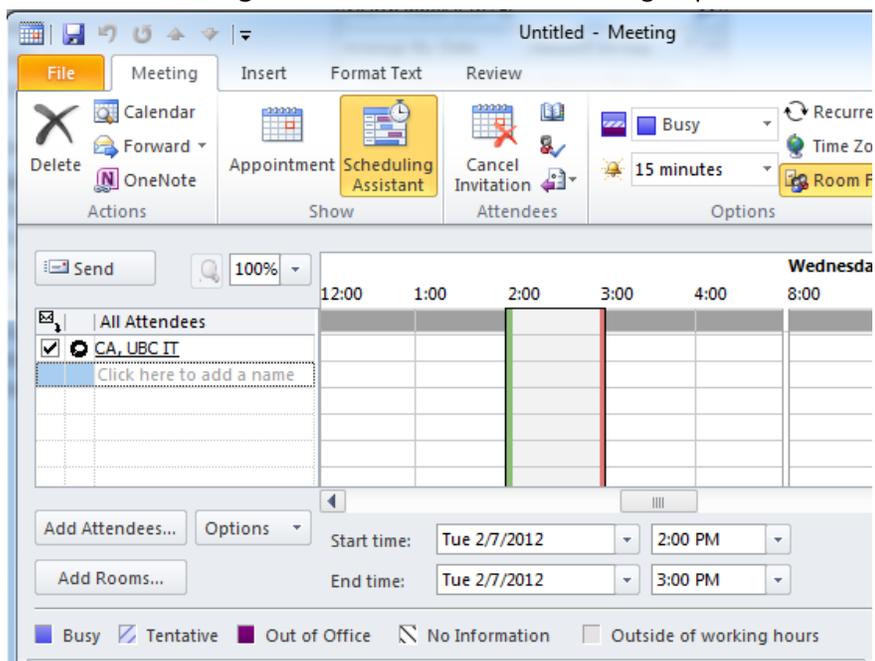
1) Sending a meeting request via the Scheduling Assistant in Outlook or Outlook Web App
2) Booking directly on the Resource calendar (available to identified Resource Admins only)

Method One: Sending a Meeting Request via the Scheduling Assistant in Outlook
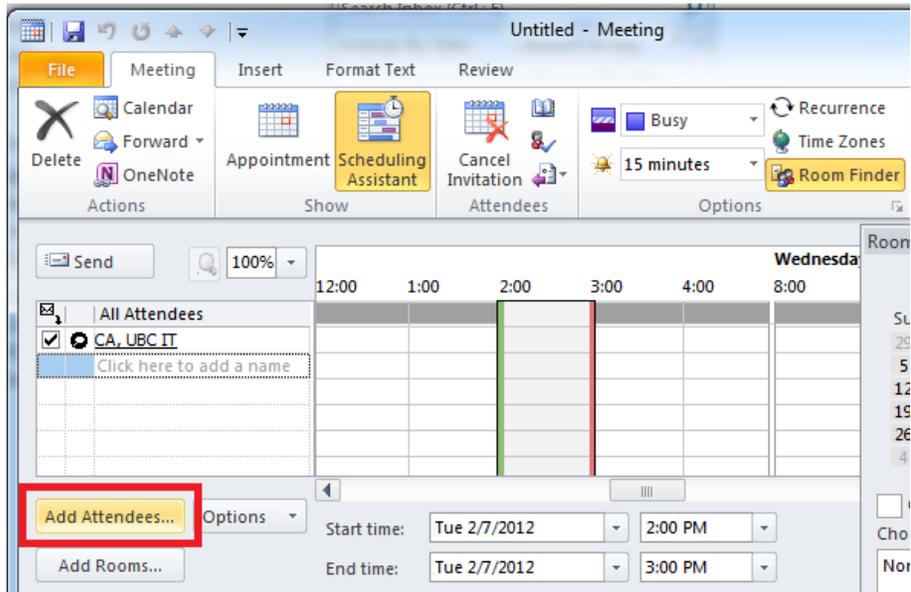
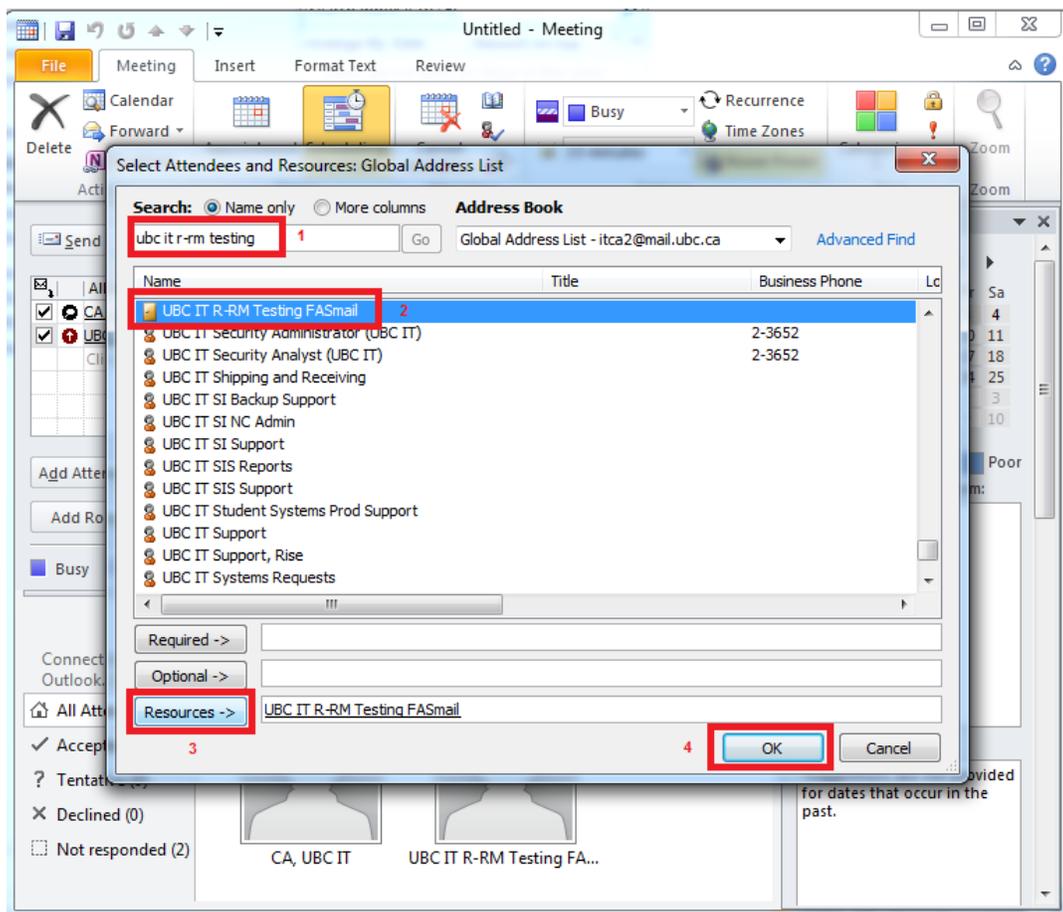1. Create a new meeting request.

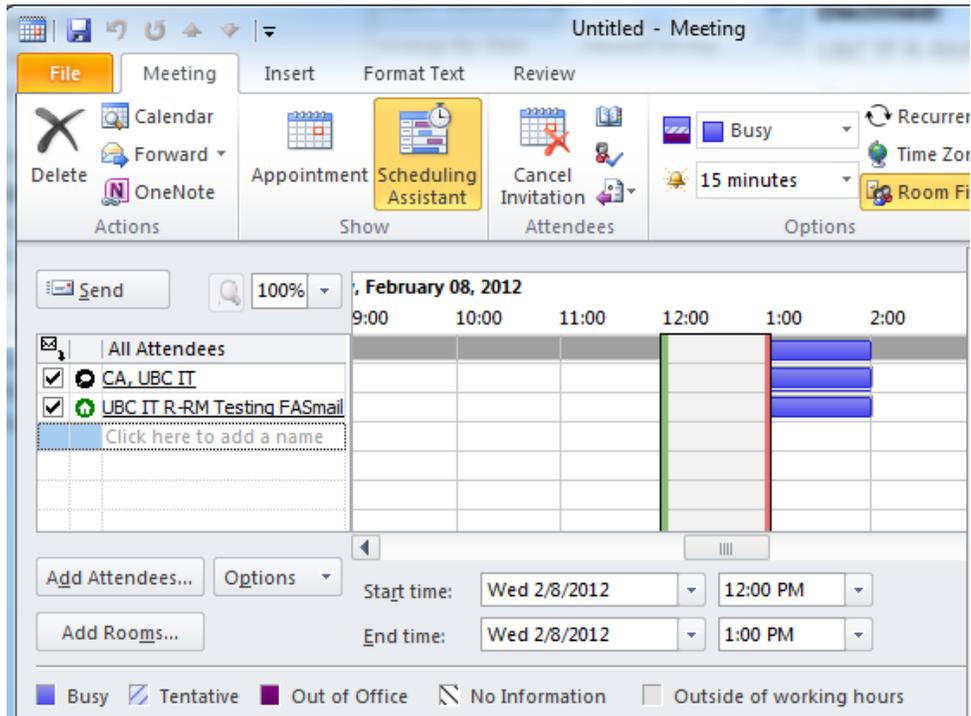2. Go to the **Scheduling Assistant** function in the meeting request

3. In the Scheduling Assistant, click on **Add Attendees**.

4. Select the resource name in the Global Address List. Click on the **Resources** button. Click **OK**.

5. In the Scheduling Assistant, identify a timeslot that is available for booking.

6. When a free timeslot has been selected, click on **Send** to complete the booking of the resource.

7. A confirmation email will be sent to your Inbox indicating whether or not the resource was booked successfully.

   NOTE: If using Outlook 2007, instead of a confirmation email, a pop-up window will immediately appear indicating whether or not the resource was booked successfully.

Method Two: Booking Directly on the Resource Calendar (available to Resource Administrators only)
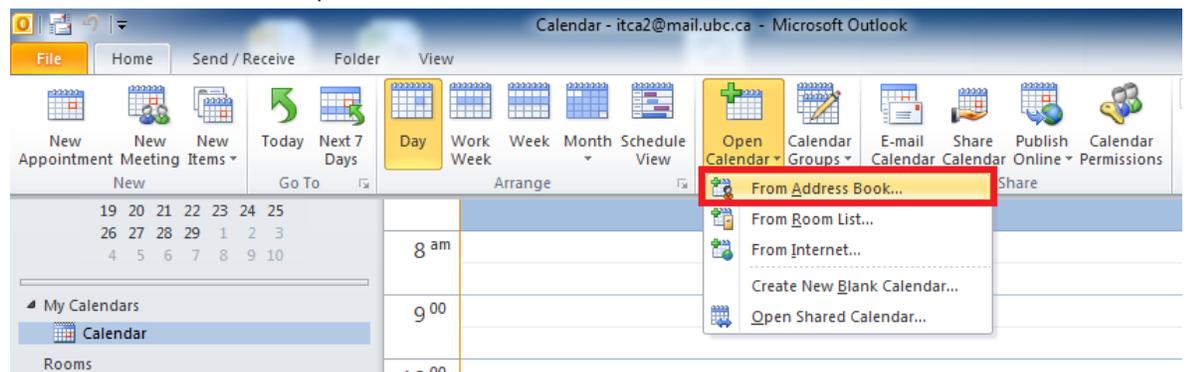
(RESOURCE ADMINISTRATORS ONLY): The resource calendar can be opened as a second calendar.
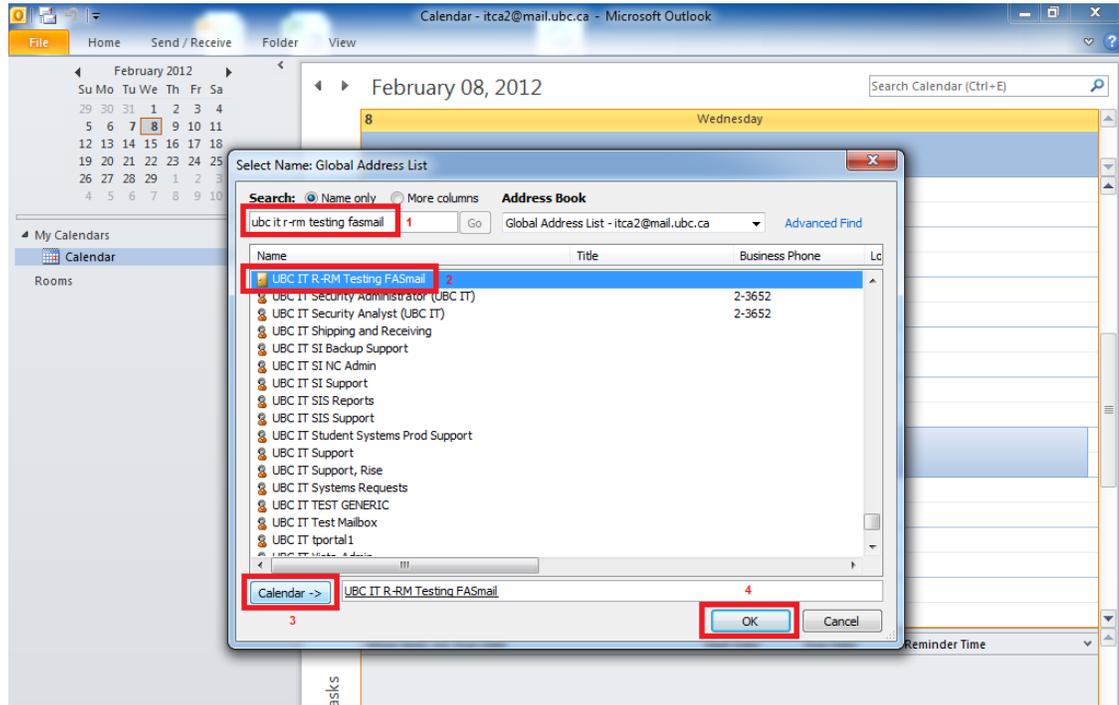Events can be edited directly on the calendar.

1. In Outlook, click on Calendar.
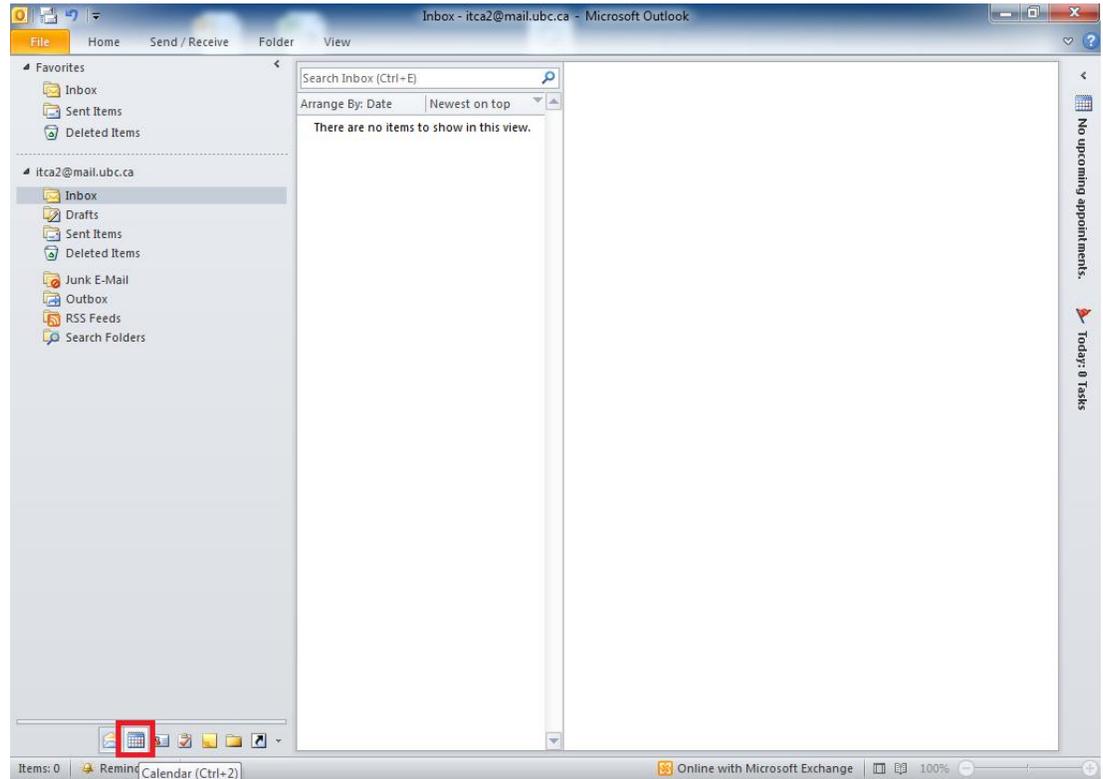
2. In the Calendar, click on Open Calendar, and select "From Address Book…".

3. Select the Resource mailbox from the Global Address List. Click on the Calendar button, and click on OK.

4. The resource calendar will appear as a second calendar within your Outlook client. You can then add, remove, and edit events on it as required.