Quick Tips for Resource Calendar Owners

Open Your Resource Calendar

1. Click Calendar on the bottom left of Outlook 2010.
2. On the ribbon bar under Manage Calendars group, click on Open Calendar.
3. Click From Address Book…
4. In the Address Book drop-down list, select All Rooms.
5. In the Name column, look for the name of your resource calendar. If you received an email from CaTS about your resource calendar, look for that calendar name in the list.
6. Double click on the user or resource name.
7. Click OK.
8. The new calendar will appear in the navigation pane on the left of the screen.
9. Check the box next to the new calendar and it will appear in the display window.

Change permissions on a resource calendar:

1. Open the resource calendar in Outlook 2010
2. Right click on the resource calendar and select properties.
3. Select the Permissions tab.
4. Click the Add… button.
5. Under the Address Book drop down menu, select Global Address List (this is different from the Offline Global Address List)
6. Search for the user’s name you would like to add permissions for.
7. Double click on their name and click OK.
8. Highlight the name of the user in the Permissions list by clicking the name once.
9. Select a permission level from the dropdown box.
10. Click OK

Invite a resource calendar to a meeting

1. Right click on your calendar near the date and time which you wish the meeting to take place.
2. Select New Meeting Request
3. In the To… field type the names of the other user’s that will attend the meeting.
4. Add information about the meeting in the subject line and select start/end time for the meeting.
5. Click on the Rooms… button
6. Under the Address Book dropdown menu, select All Rooms.
7. Select the resource calendar you wish to invite and double click on the name.
8. Click OK (This will place the resource in both the Location field and the To… Field)
9. Click the Send button.
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Add an appointment on a resource calendar

1. Open the calendar in Outlook 2010.
2. Select the calendar by checking the box next to the name of the resource.
3. On the resource calendar, right click on a box that is close to the date and time you wish the appointment to take place.
4. Select New Appointment
5. Fill in the information for the appointment.
6. Click Save & Close.
7. Appointment should appear on the calendar shortly after creating the event.