

Physics Research Building Room Calendars in Outlook

Using Outlook 2016 for Mac

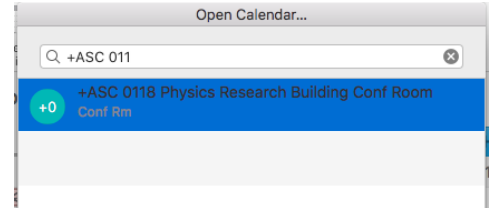
Prerequisite: You're already using OSU email in the Outlook 2016 program (not the Web App) on your Mac. This uses the University Email System, NOT Buckeyemail. Contact action@physics.osu.edu if you have questions or need assistance connecting.

Add rooms to Outlook Calendar

1. When in Outlook – Click the Icon next to the envelope at the bottom that looks like a calendar:



2. Click “Open Shared Calendar” at the top of the screen:
3. Start typing the room you want. They all begin with +ASC and then the room number. See end of this document for room list.
4. Click Open and then it will add this to your list of “Shared Calendars”. You can now view this calendar by checking its box.



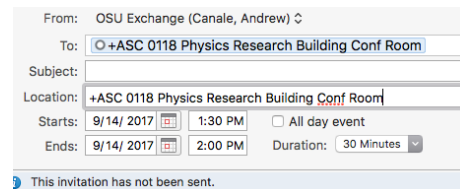
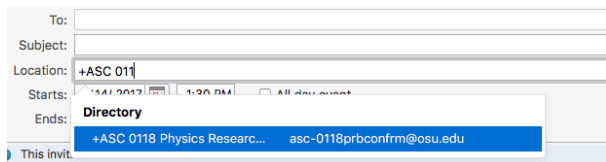
You can choose to load all of the rooms in the PRB or only those that you need to reserve.

- All faculty and admins have the ability to reserve any room in the building
- Graduate Students past candidacy can reserve the small conference rooms only
- If you need to reserve spaces and are not one of these groups, please ask an admin to help or contact Kris Dunlap or Shelley Palmer for permission

Scheduling a room



1. Click “Meeting”
2. Start typing the room in the “Location:” field. It should offer to auto-complete, and then add the room automatically in the “To:” field.



3. Fill out the Subject line, typically the name of meeting or event.
4. Set the Start Date/time and End date/time.
5. (optional) If this is a recurring meeting, you can select the “Recurrence” option above and schedule recurrence for up to 180 days. Contact Shelley or Kris for longer recurrences.
6. (optional) Add additional recipients by name.n@osu.edu email address in the To: field, if you want it to automatically email them an invitation linked to this meeting, which they can Accept or reject. If you look at the event in the calendar later, it may show the attendance (but this is not reliable sometimes).
7. (optional) Type in any details about the meeting into the blank message area below the start/end times.
8. When you're satisfied, click SEND
9. Assuming the room is available at the times you requested, you will get a message in your inbox from the room's email address, which confirms it has accepted your meeting. It will then appear in the room's calendar.



You may not change or cancel any existing meeting without the permission of the original owner. If you do, you will lose meeting room access. Do not make appointments for groups outside of the Department without permission. All outside meetings (not involving Physics personnel) must be cleared through Kris Dunlap or Shelley Palmer (i.e. Chemistry Christmas Party, Astronomy Colloquium, etc).

Rooms available to be reserved are:

- | | | | |
|-----------------------------|-----------|--------------------------------|--|
| +ASC X100L (ATRIUM) | +ASC 0118 | +ASC 1080 (Smith Seminar Room) | +ASC 1136 |
| +ASC 2015 | +ASC 2061 | +ASC 2128 | +ASC M2015 +ASC M2035 +ASC M2061 +ASC 3041 |
| +ASC 4138 (Conference Room) | | | |
| +ASC 3100 (Wellness Room) | | | |
- will have specific persons with ability to reserve directly – others with permission.