# **General Access PC Suite Booking**

Introduction – You carry out all bookings for a PC Suite through your own Calendar.

It is like inviting a colleague to a meeting through your own calendar with the difference being you are inviting the Resource PC Suite instead of a person to the meeting

#### Note - These procedures are for Outlook 2010/13 - Outlook 2007 is NOT supported.

Please update your version of Office or follow the OWA instructions



#### STEP1- Add Calendar

All bookings made through calendars will have the name of the person who made the booking.

**Note:** If you are making the booking on behalf of someone, your name will appear rather than the name of the person whom the booking is for.

Therefore it is important in this instance to clearly **name the class tutor/lecturer & Course Code** in the body of the booking.

Click on the Calendar tab

- Add Calendar
- From Room List

Select Name: All Rooms					X
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Rooms ->	te - Aras na Gaelig	e; <u>General Acces</u>			
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# STEP2 - Pick GA Suite

In the example above, we have chosen to view two room calendars.

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#### STEP3 - Calendar View

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End time: Mon 2	06/2014 - 12:00 -				
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	your				
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#### **STEP4** - Enter Reservation Time

Make the reservation for the period you need to book.

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**STEP5** - Enter Subject

In the **Subject Field** - type in your course code/module code and Subject. This is what will be displayed when a user looks at the public page.

# e.g: MA345-Numerical Analysis

# Click on Invite Attendees

Then click on the **TO** button.

Select Attendees and Resources:	Globa	ıl Address List	
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# STEP6 - Browse to All Rooms

In the Address Book, click on the drop down list

Choose All Rooms

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Name	Location	Business Phone	Capacity	Des
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**STEP7 -** Pick Resource to book

Pick your Room and click on **Resources** 

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**STEP8** - Update Location if the field doesn't populate itself when you have chosen your room.

Click **Yes** to update the current location.

Type of Booking	Choose an item.	
Course Code		
Tutor		
Department	Choose an item.	
Contact No		
Tutor Email Address		
Admin Name		
AdminEmail		
AdminContact Number		
No of Students		
Module Code		

STEP9- Download the Windows Template

Download the template file. Copy the table from Word and paste into your Outlook booking.

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**STEP10** - Fill in the appropriate details. There are a couple of drop down boxes that you need to make a choice on.

### How to Book a PC Suite on Windows

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STEP11 - Click on Recurrence.

This enables you to **block book** a suite for a certain time on a certain day for a certain amount of weeks.

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	OK Cancel Remove Recurrence

**STEP12** - Fill in the appropriate details.

For example the booking will happen once a week for 12 weeks.

You can also specify an end date

Click OK

At the next screen Save & Close and Send.

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# STEP13 - Tentative Email

You will receive an email **tentatively** accepting your booking and is sent to the PC Suites Booking administrator for approval

**NOTE** - If booking is made where **there is already a tentative/approved** booking in place, **your request is automatically declined.** 

Once approved, you will receive an email accepting your booking.

# How to Book a PC Suite on Windows

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# **STEP15** - Booking Updated

Your booking will be visible in the resource calendar and also in the public page of the calendar.



# STEP16 - Public View of Booking

Booking is on the public page. Double click on it to review details of the booking.

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https://mail.nuigalway.ie/owa/calendar/suite-education@uds.nuigalway.ie/Calenda	r/calendar.htm
Joe-Bloggs-CT000-Computer Systems	
When: 01 September 2014 10:00-12:00.	
Location:	
Type of Booking: Class/Tutorial Course Code: Computer Systems Tutor: Joe Bloggs Department: ISS Contact No: 1234 Tutor Email Address: joe.bloggs@nuigalway.ie Admin Name: An Admin Admin Email: aadmin@nuigalway.ie Admin Contact Number: 5678 No of Students: 80 Module Code: n/a	

# STEP17 - Entry view of Booking

List of PC Suites

Click on the links below to get to your PC Suite

Suite			
<u>Áras na Gaeilge - 1st Floor - Room 206</u>			
Arts Faculty - 1st Floor - 229/229A			
<u>Arts Millennium - 1st Floor – 201</u>			
Arts & Sciences - 1st Floor - Room 229/229A			
Block E - Ground Floor - E102 (Formerly Civil Eng)			
Cairnes - 1st Floor - 112			
Clinical Science - 1st Floor			
Education Lower - Ground Floor - D101			
Engineering Lab 2016 - 2nd Floor			
Engineering Lab 2017 - 2nd Floor			
Engineering Lab G0046 - Ground Floor			
Env. Science - Arts & Science - 209			
Finnegan - Áras Uí Chathail - 101			
Friary - St Anthony's - Ground - 105			
IT Lab - IT Ground Floor - 106			
Menlo - St Anthony's - Ground 102			
MIME - Clinical Science Terrapin - Ground			
Software Eng - Arts & Sci - 1st F- 228A			