

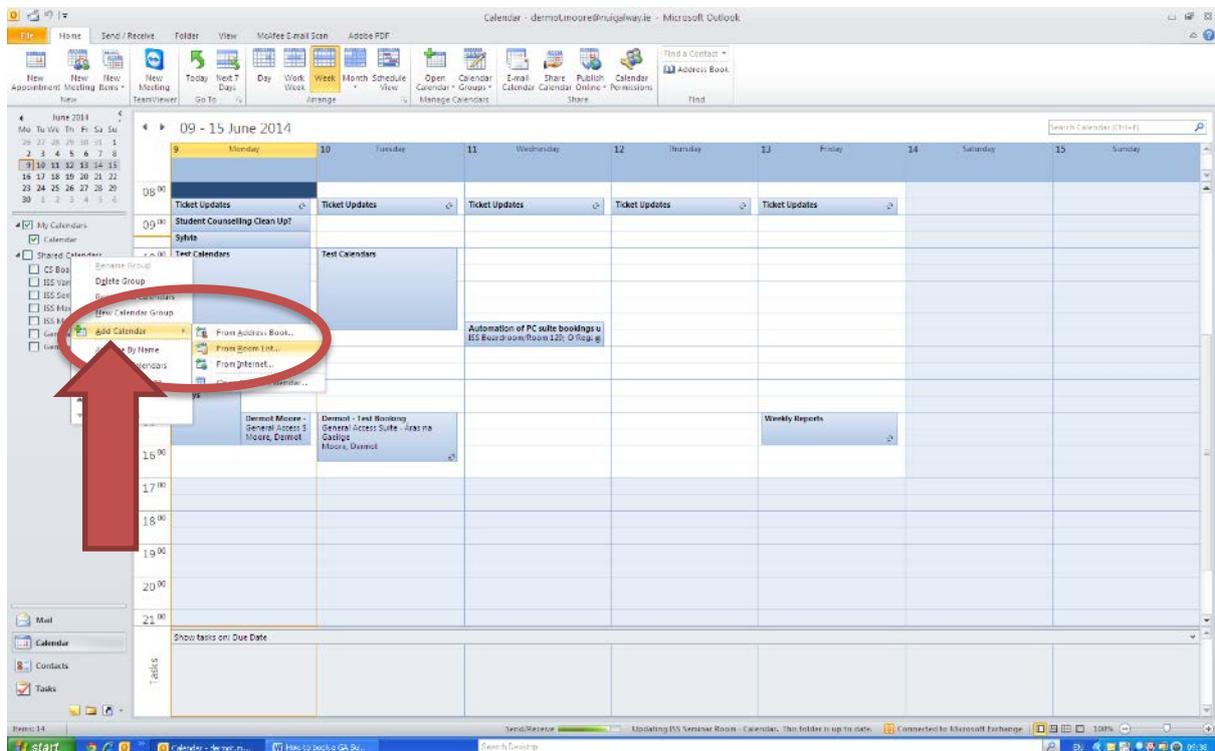
General Access PC Suite Booking

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.

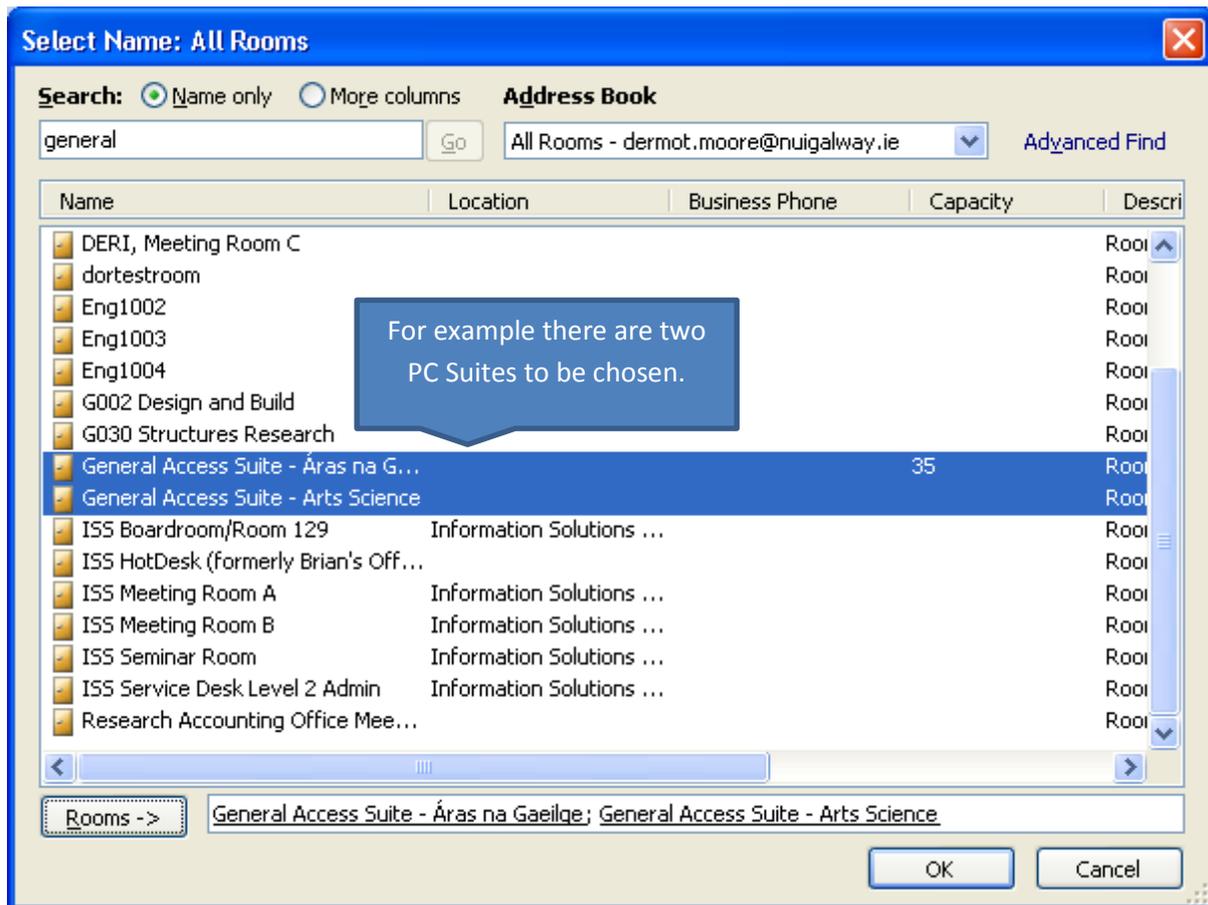
Note: If you are making the booking on behalf of someone, your name will appear rather than the name of the person whom the booking is for.

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

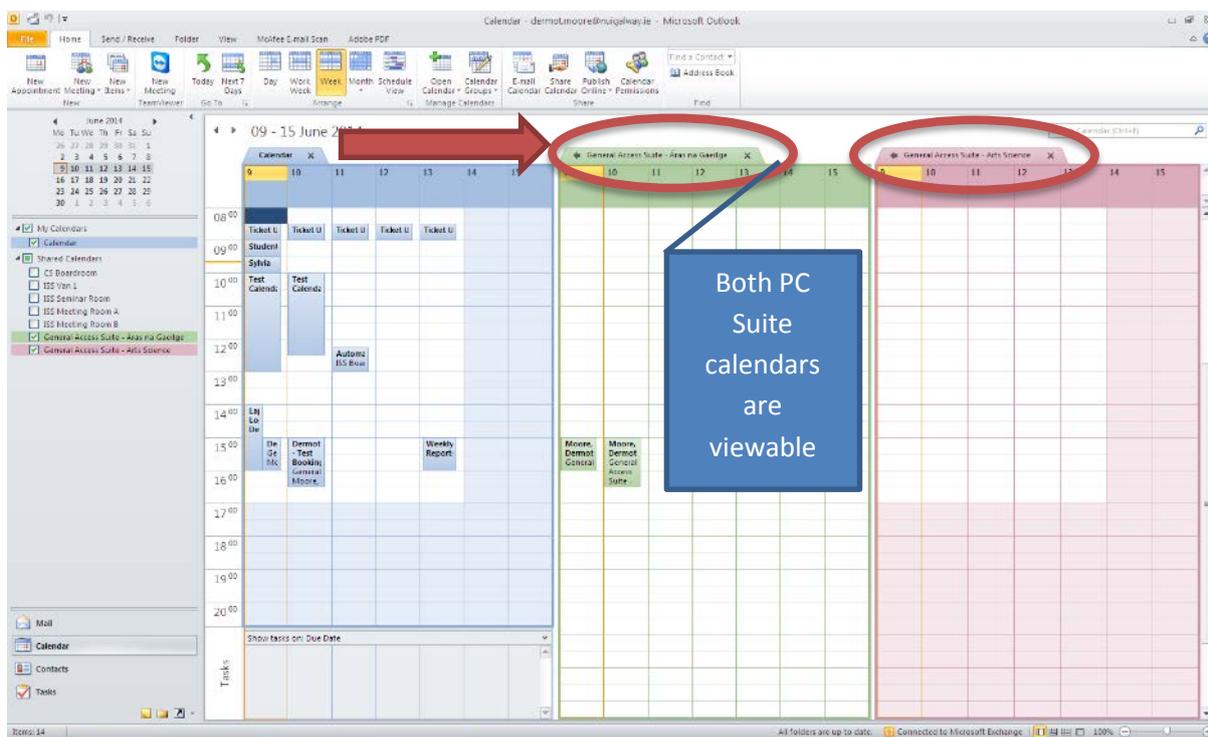
- Add Calendar
- From Room List

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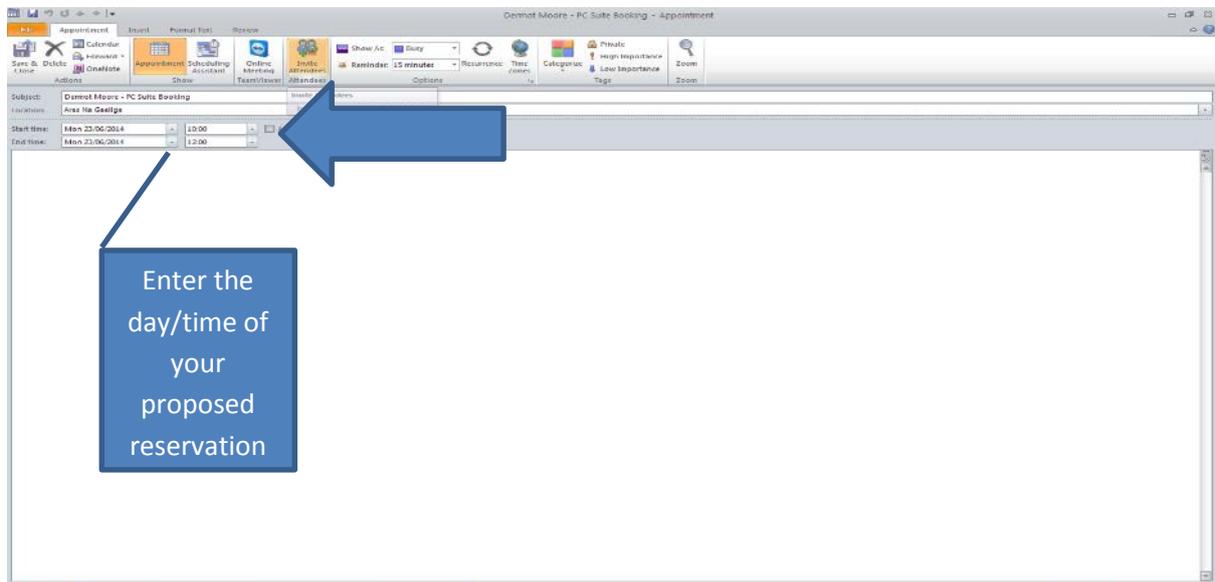
STEP2 - Pick GA Suite

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



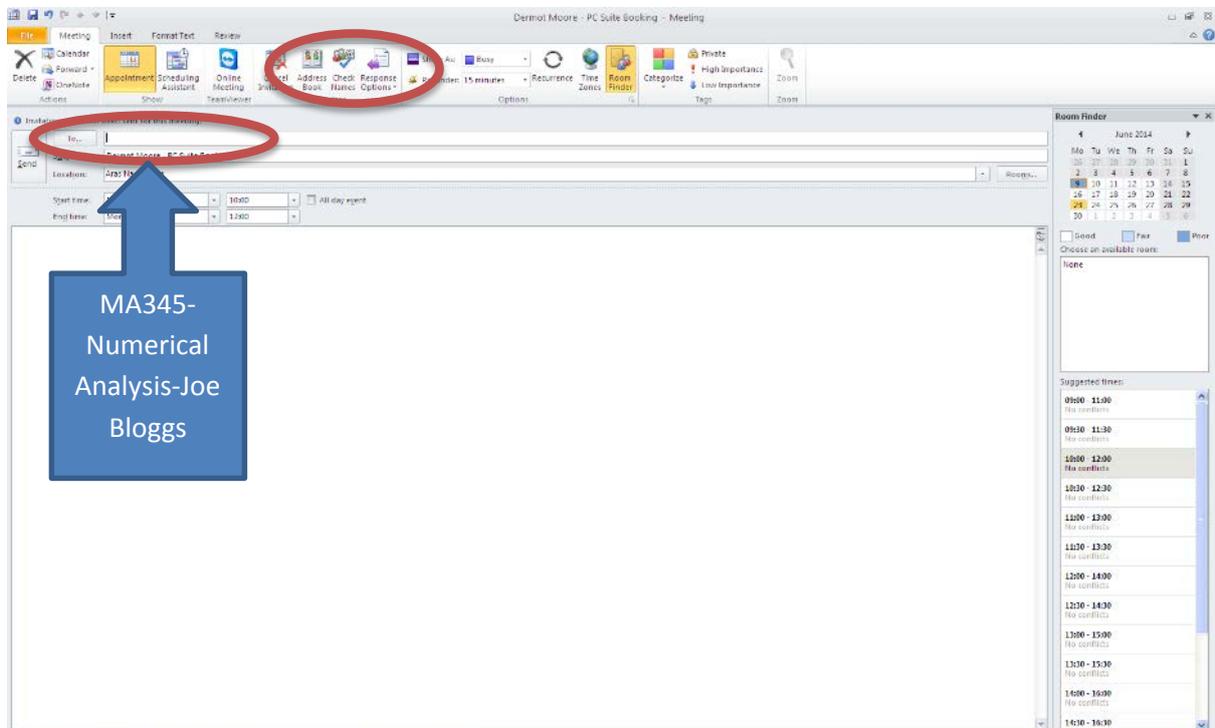
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STEP3 - Calendar View



STEP4 - Enter Reservation Time

Make the reservation for the period you need to book.



STEP5 - Enter Subject

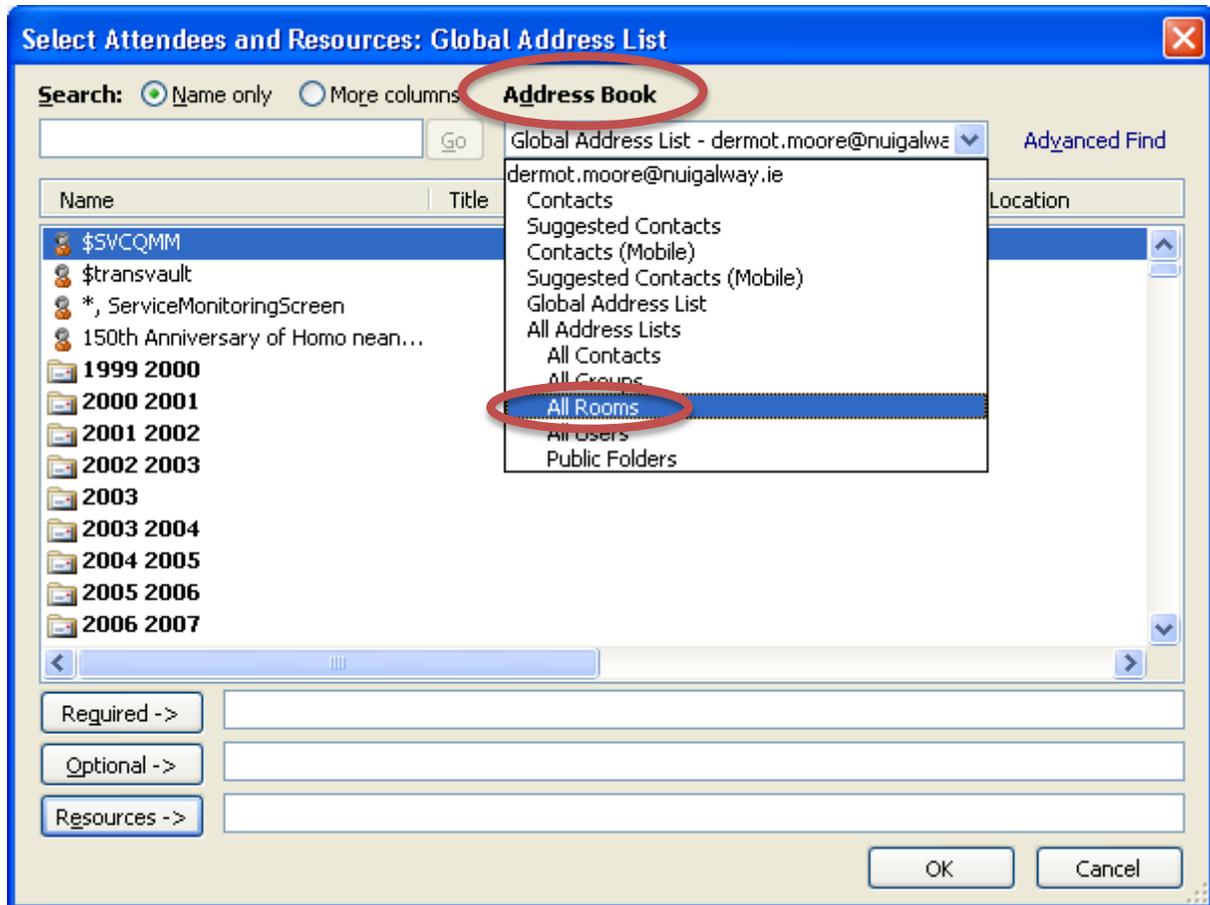
In the **Subject Field** - type in your course code/module code and Subject. This is what will be displayed when a user looks at the public page.

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e.g: MA345-Numerical Analysis

Click on **Invite Attendees**

Then click on the **TO** button.

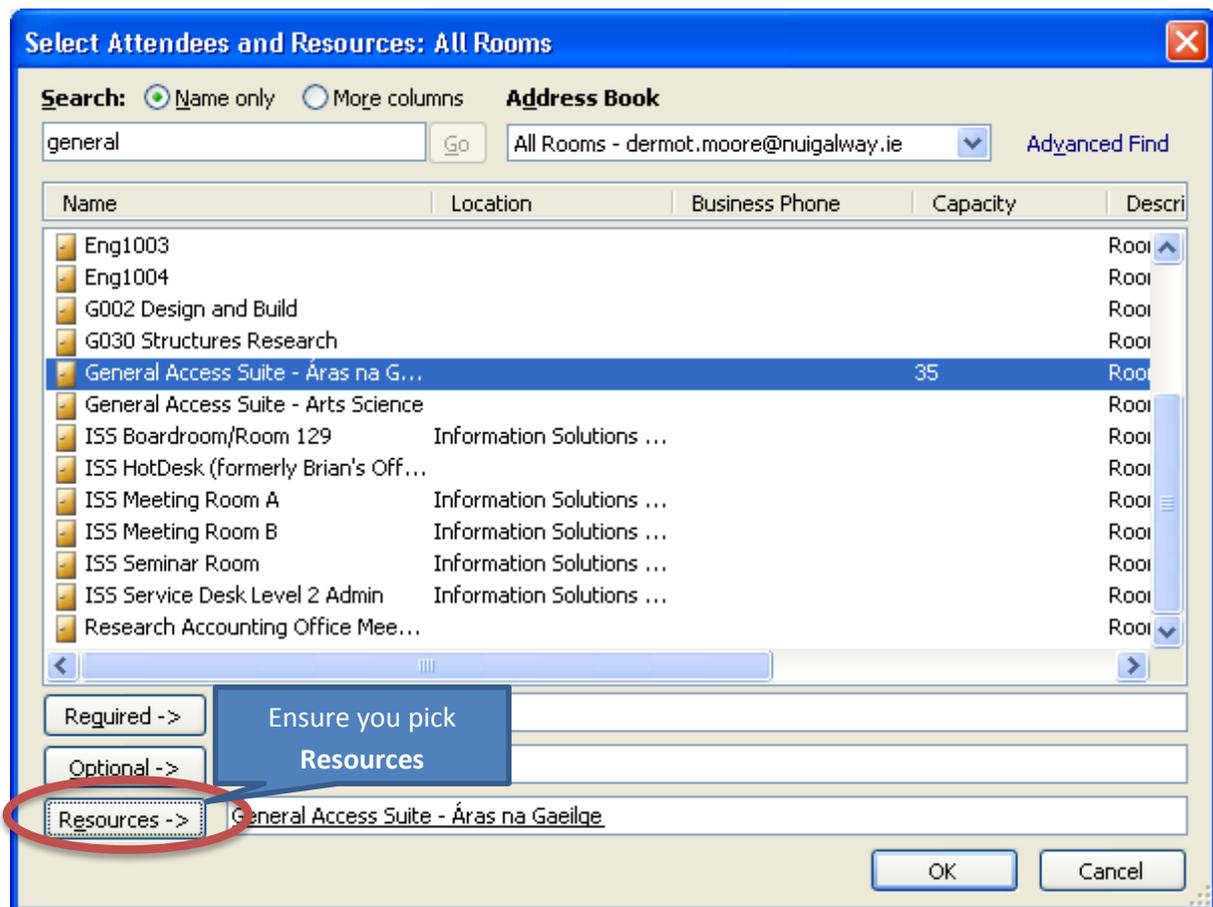


STEP6 - Browse to All Rooms

In the Address Book, click on the drop down list

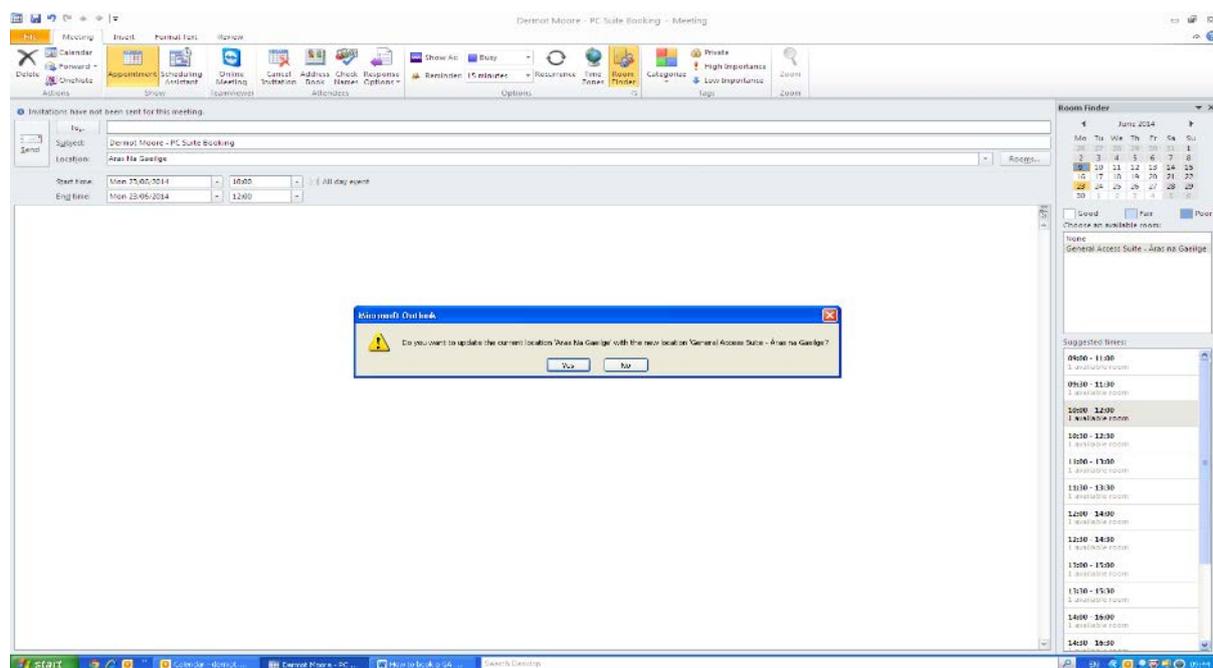
Choose **All Rooms**

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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	
Admin Email	
Admin Contact Number	
No of Students	
Module Code	

STEP9- Download the [Windows Template](#)

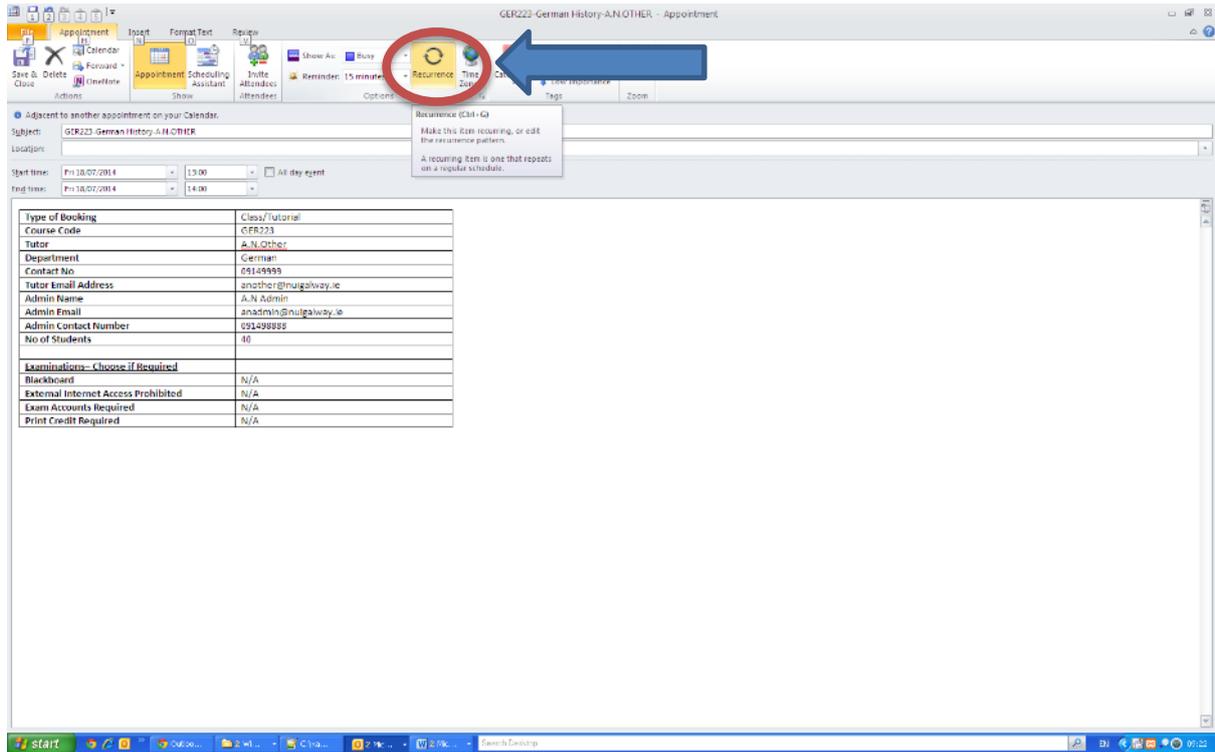
Download the template file. Copy the table from Word and paste into your Outlook booking.

The screenshot shows the Outlook Appointment window with a table of booking details. A red circle highlights the 'Type of Booking' dropdown menu, which is currently set to 'Choose an item.'. A blue callout box with a black arrow pointing to the dropdown contains the text: 'Fill in all the details of your booking. This is how people will identify the class on the public website'. The table below is a copy of the one shown in the previous image.

Type of Booking	Choose an item.
Course Code	
Tutor	
Department	Choose an item.
Contact No	
Tutor Email Address	
Admin Name	
Admin Email	
Admin Contact Number	
No of Students	
Module Code	
Examinations - Choose if Required	
Blackboard	Choose an item.
External Internet Access Prohibited	Choose an item.
Exam Accounts Required	Choose an item.
Print Credit Required	Choose an item.

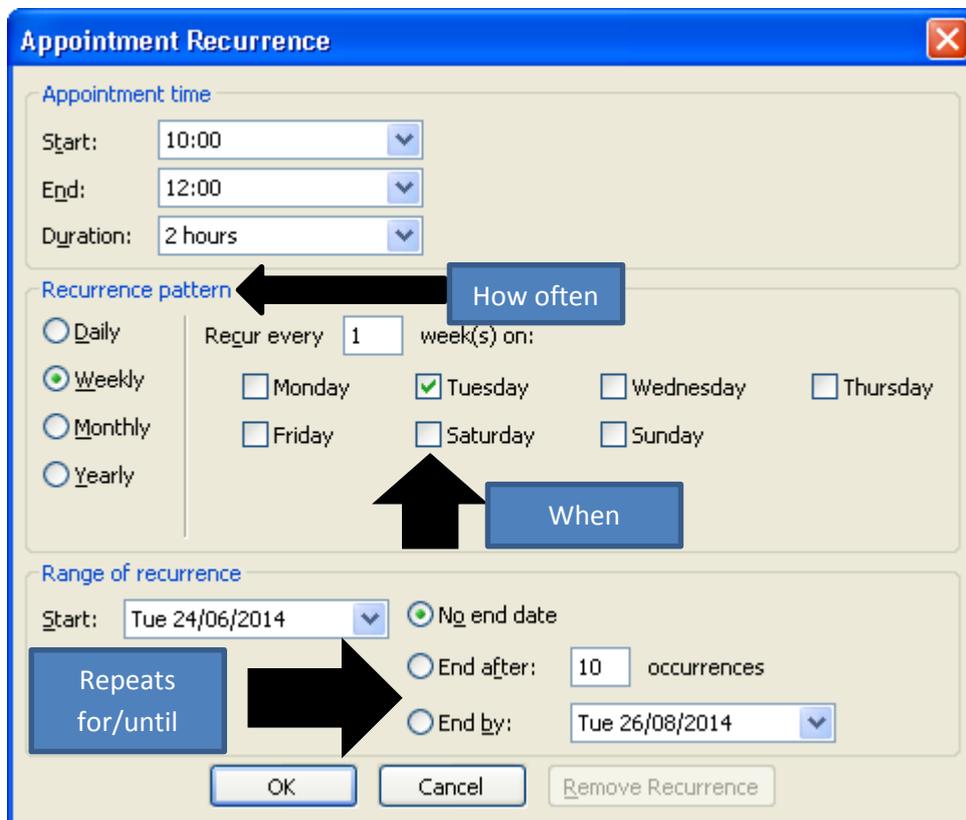
STEP10 - Fill in the appropriate details. There are a couple of drop down boxes that you need to make a choice on.

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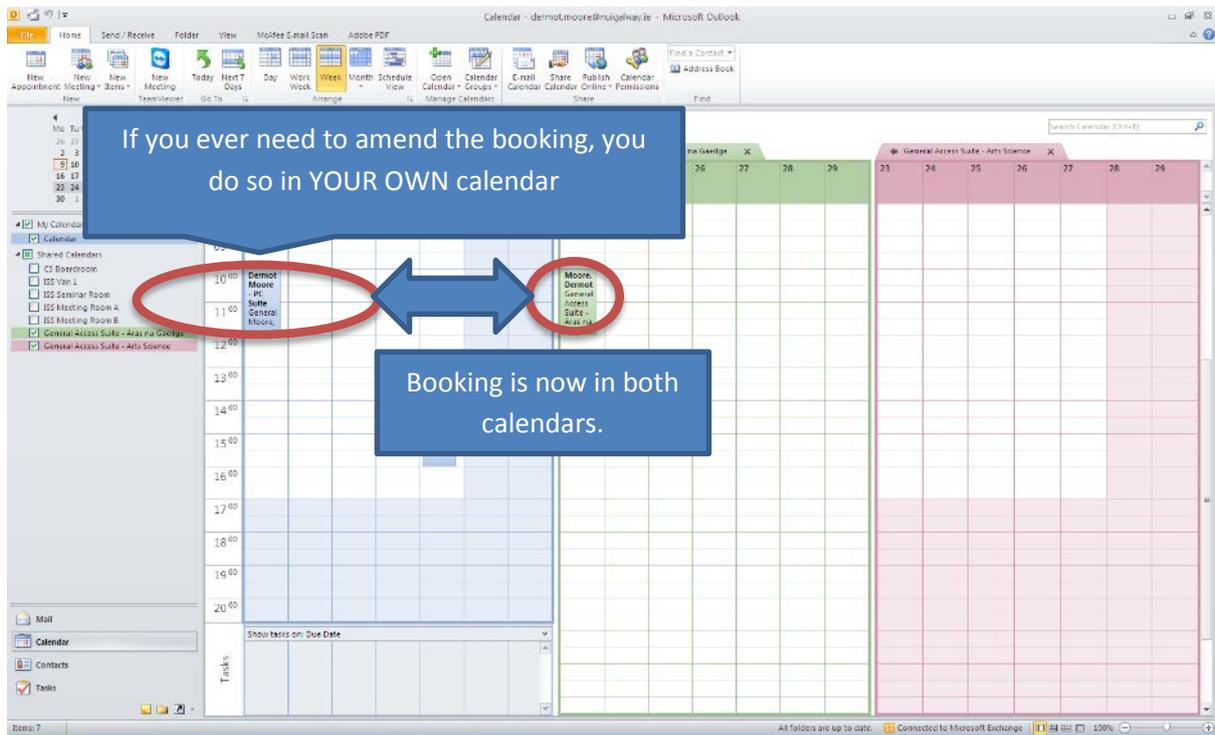
STEP11 - Click on **Recurrence**.

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



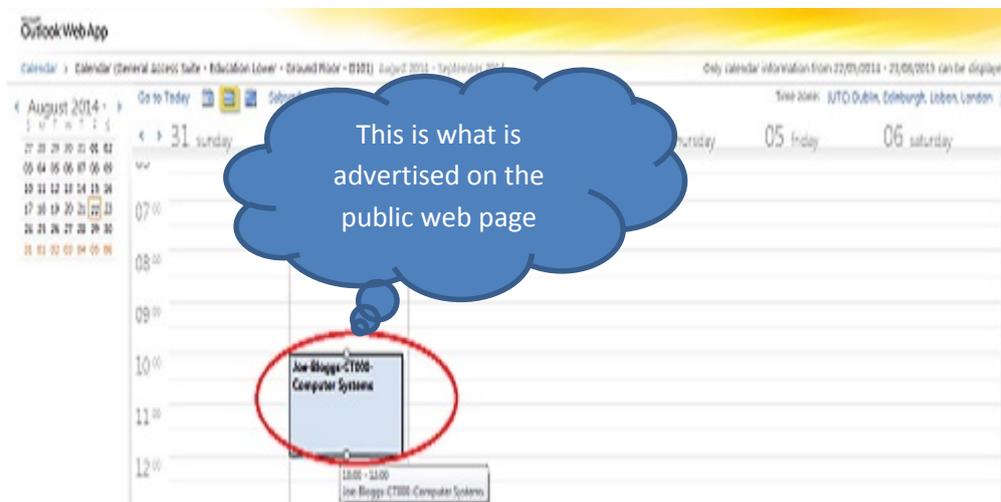
STEP12 - Fill in the appropriate details.

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STEP15 - Booking Updated

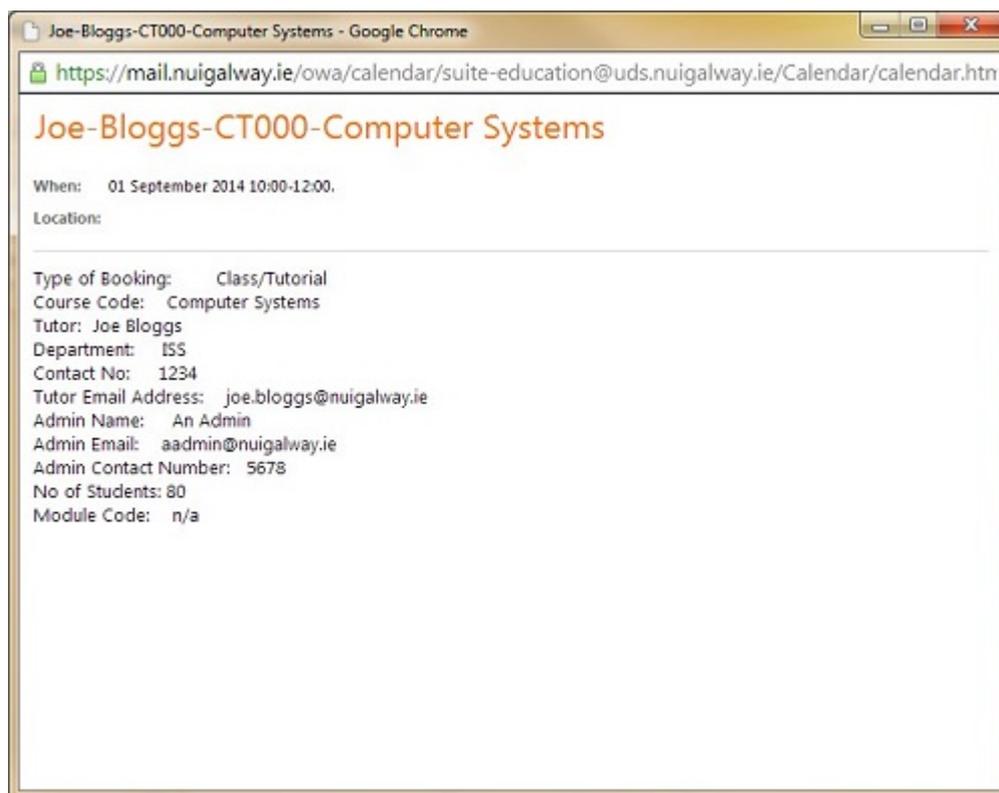
Your booking will be visible in the resource calendar and also in the public page of the calendar.



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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STEP17 - Entry view of Booking

List of PC Suites

Click on the links below to get to your PC Suite

Suite
Áras na Gaeilge - 1st Floor - Room 206
Arts Faculty - 1st Floor - 229/229A
Arts Millennium - 1st Floor – 201
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