Book a PC Suite Using Outlook Web Access on Office 365

Introduction

This procedure outlines how to book a PC Suite utilising a web browser on Outlook Web Access on Office 365.

The screens are the same regardless of which browser you use. They are also the same if using an Apple Macintosh or Windows PC.

The Browser utilised in the procedures below was Firefox on a MAC computer.

Please check the published timetables here in order to identify what time slots are free to book.

NOTE ALL BOOKINGS ARE MADE IN YOUR OWN CALENDAR NOT THE PC SUITE CALENDAR.

STEP 1 – Logon on to https://webmail.nuigalway.ie

Your login details are staffid@nuigalway.ie e.g. 0123456s@nuigalway.ie

STEP 2 – Click on the Apps Button

STEP 3 – Click on Calendar
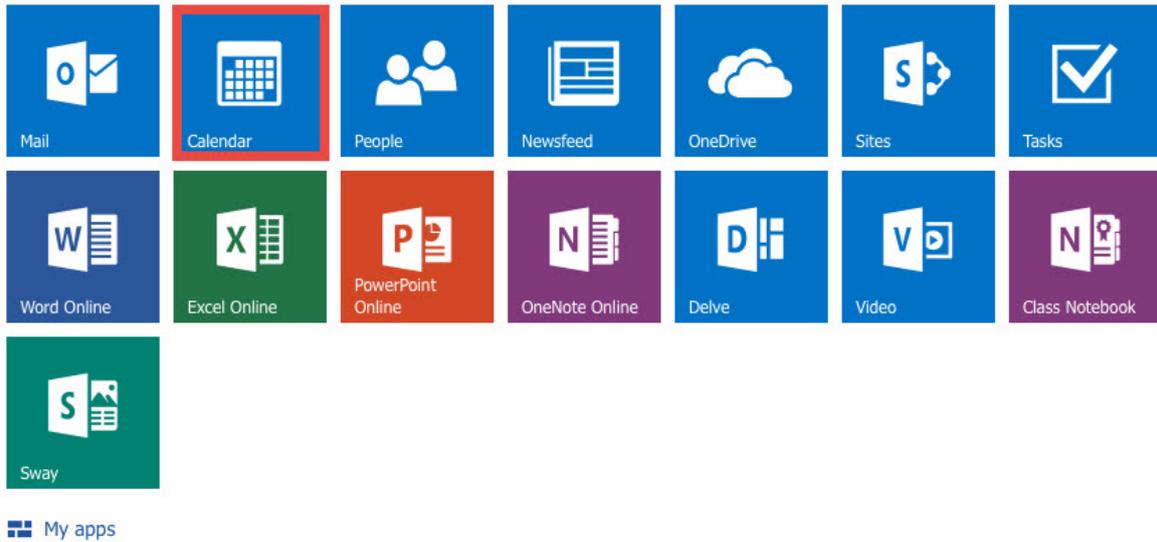
STEP 4 – Download the Windows Template / Mac Template and fill in the appropriate details regarding the booking

When completed, highlight the details of the booking and click COPY

Fill in all appropriate details for the booking

Type of Booking:	Continiuous Assessment Exam
Course Code:	CT000
Tutor/Department:	Computer Systems
School:	Administration and Services
Contact No:	091 4966666
Tutor Email Address:	another@nuigalway.ie
Admin Name:	ANAdmin
Admin Email:	anadmin@nuigalway.ie
Admin Contact Number:	091 49555555
No of Students:	35
Module Code:	MD010

STEP 5 – Fill in appropriate information about the booking to include

- **Details** or name of the booking – generally person giving the class/lecture/tutorial - subject and module/class code e.g. - Computer Systems – CT000 – Dr AN Other
- **Start** or time for the booking
- **Body of Booking** – Paste in the details from the Windows/Mac Template from **Step 4**
- **Add Room –** When ready click on Add Room

STEP 6 – Click on **Add Room**

The system will see what rooms are free at the time requested.

If you don't get any options, click on **Choose a new room list** and choose General Access PC Suites

STEP 7 – Choose the Room you wish to book by clicking on it

STEP 8 – Review information and when ready, click **Send**

STEP 9 – You will see the entry made in YOUR OWN calendar for the booking
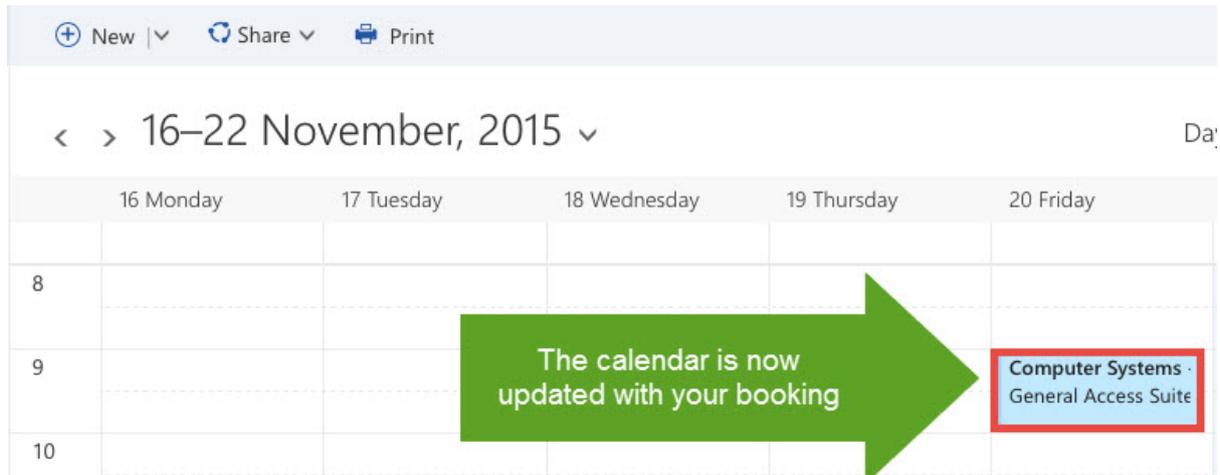
STEP 10 – You will receive an acceptance email for your booking.

Your booking may be declined if you are trying to book to far in advance (over 12 month) or if you are trying to book the PC Suite for 24 consecutive hours.

Your booking will be published to the PC Suites public timetable which can be found here