

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

Firefox File Edit View History Bookmarks Tools Window Help

Sign in to Office 365

Microsoft Corporation (US) | <https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=4&ct=1446030596&rve>

snagit free

NUI Galway
OÉ Gaillimh

Office 365

Sign in with your work or school account

o365testuser1@nuigalway.ie

.....

Keep me signed in

Sign in Cancel

[Can't access your account?](#)

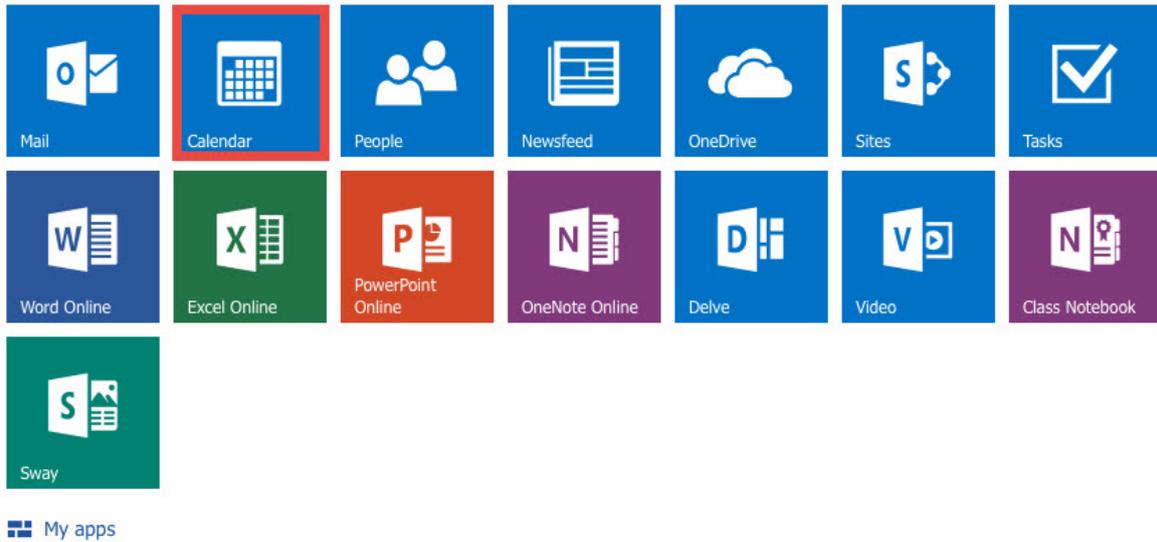
Staff: login using staffid@nuigalway.ie (e.g. 0123456s@nuigalway.ie) Students:
login using your email address (e.g. a.oconnor1@nuigalway.ie)

Your work or school account can be used anywhere you see this symbol.
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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:	Continuous 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

How to Book a PC Suite on Office 365 using a Web Browser

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

The screenshot shows the 'Details' section of the booking interface. The title field contains 'Computer Systems - CT000- Dr AN Other'. The start date is 'Fri 20/11/2015' and the start time is '09:00'. The end date is 'Fri 20/11/2015' and the end time is '10:00'. The body text area contains the following information:

Type of B | Insert | Delete | Merge | Split | Style

Course Code: CT000
Tutor/Department: Computer Systems|
School:
Contact No: 091 4966666
Tutor Email Address: another@nuigalway.ie
Admin Name: ANAdmin

A blue arrow points to the 'Add room' button, and a callout box says 'Fill in all appropriate details Then Click ADD ROOM to choose PC Suite'.

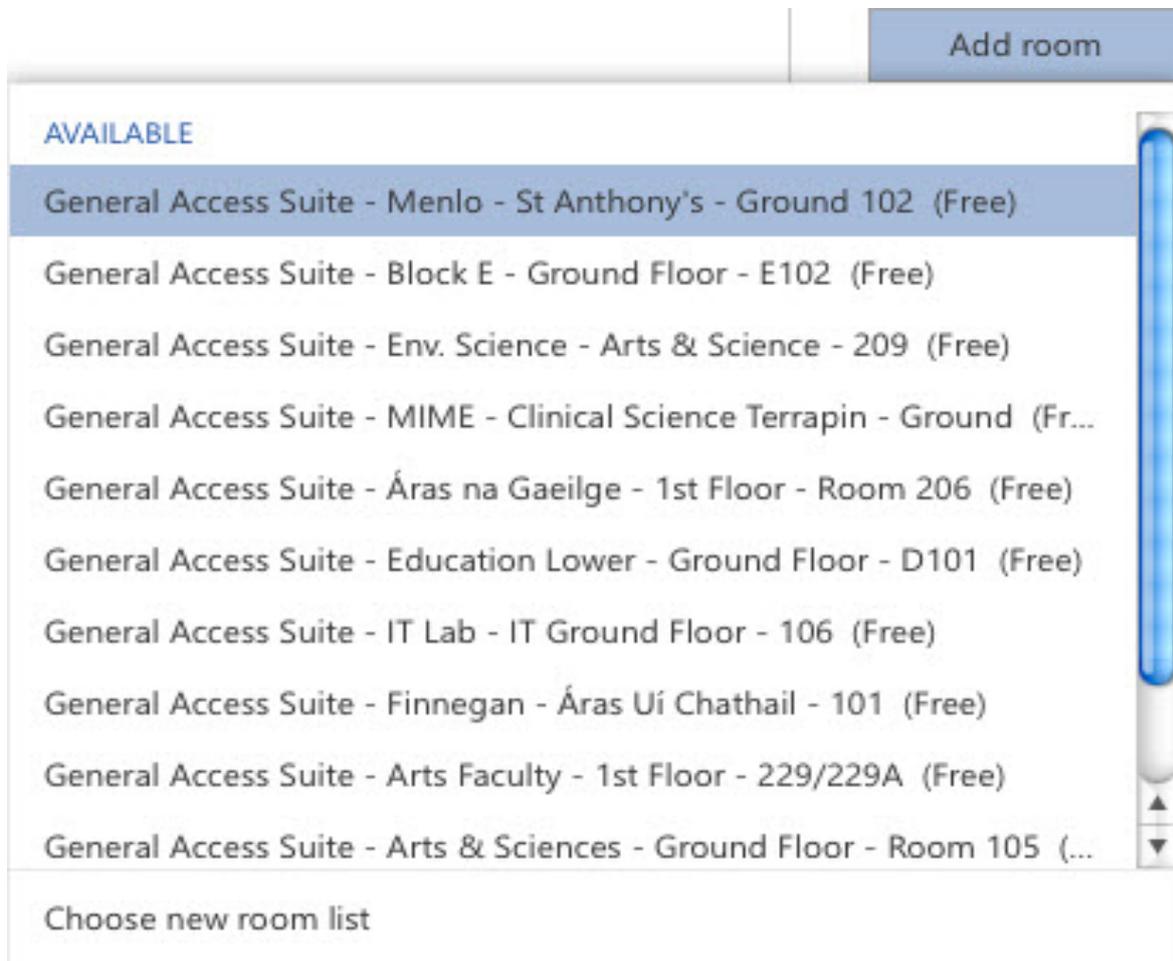
STEP 6 – Click on **Add Room**

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

The screenshot shows the 'Add room' dialog box. The 'Add room' button is highlighted. Below it, a loading spinner is visible with the text 'Finding rooms in General Access PC Suites...'. Below the spinner is a button labeled 'Choose new room list'.

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



The screenshot shows a web interface for selecting a room. At the top right, there is a blue button labeled "Add room". Below it, a list of available rooms is displayed under the heading "AVAILABLE". The first room in the list is highlighted in blue. The list includes various room names and their locations, all marked as "(Free)". At the bottom of the list, there is a link that says "Choose new room list".

Room Name	Location	Status
General Access Suite - Menlo - St Anthony's	Ground 102	(Free)
General Access Suite - Block E	Ground Floor - E102	(Free)
General Access Suite - Env. Science - Arts & Science	209	(Free)
General Access Suite - MIME - Clinical Science Terrapin	Ground	(Fr...)
General Access Suite - Áras na Gaeilge	1st Floor - Room 206	(Free)
General Access Suite - Education Lower	Ground Floor - D101	(Free)
General Access Suite - IT Lab - IT Ground Floor	106	(Free)
General Access Suite - Finnegan - Áras Uí Chathail	101	(Free)
General Access Suite - Arts Faculty	1st Floor - 229/229A	(Free)
General Access Suite - Arts & Sciences	Ground Floor - Room 105	(...)

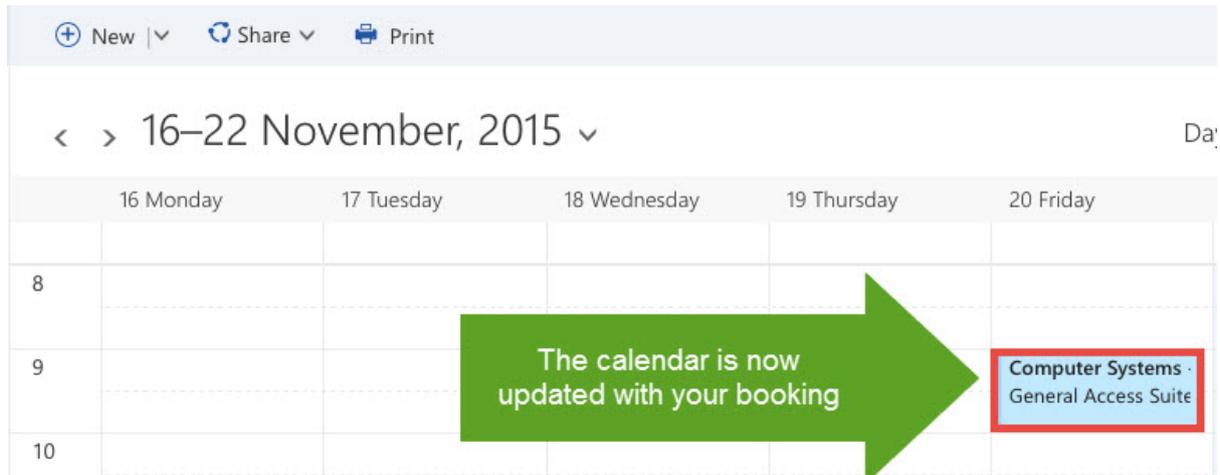
[Choose new room list](#)

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

The screenshot displays the Office 365 meeting booking interface. At the top, a ribbon contains buttons for 'Send', 'Discard', 'Attach', 'Add-ins', 'Charm', and 'Categorize'. The 'Send' button is highlighted with a red box. Below the ribbon, the 'Details' section shows the meeting title 'Computer Systems - CT000- Dr AN Other' and the location 'General Access Suite - Block E - Ground Floor - E102'. The start and end times are set for Friday, 20/11/2015, from 09:00 to 10:00. The 'Repeat' option is set to 'Never', and the 'Reminder' is set to '15 minutes'. The 'Attendees' section shows 'O365TestUser1' as the organizer and 'General Access Suite - Bl' as a new attendee. A rich text editor is visible at the bottom, containing a table with contact information.

Type of B	Insert	Delete	Merge	Split	Style
Course Code:	CT000				
Tutor/Department:	Computer Systems				
School:					
Contact No:	091 4966666				
Tutor Email Address:	another@nuigalway.ie				
Admin Name:	ANAdmin				

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 too far in advance (over 12 months) 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](#)

