

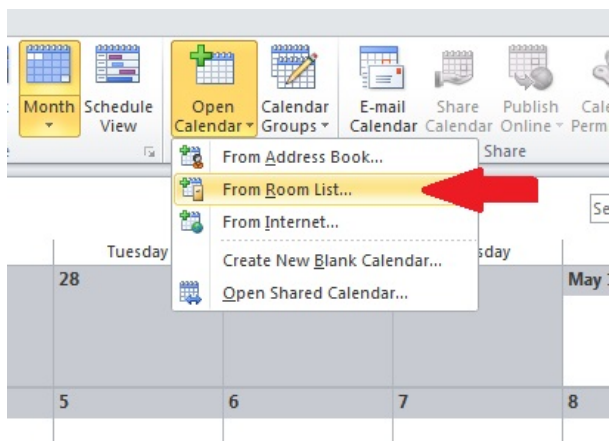
CGRC Room Calendars

This information explains just one of the many ways to view a room calendar and send a reservation request. You are free to access the calendars using any method you are comfortable with. If you are familiar with viewing another person's calendar or a shared calendar in Outlook, the room calendars can be viewed in the same manner.

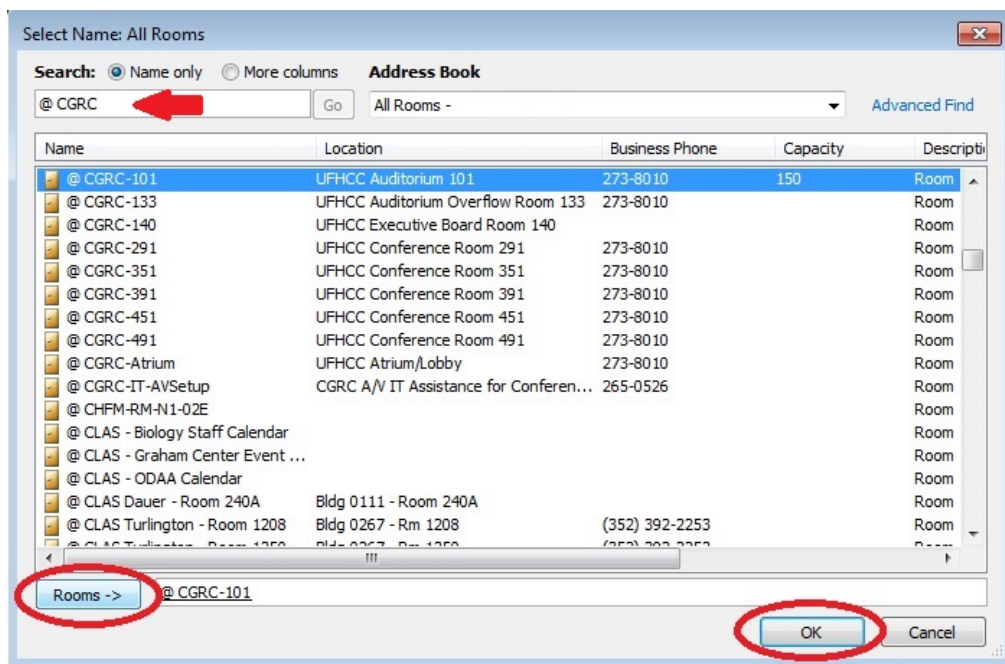
Mac Users Click Here

Outlook Web App Click Here

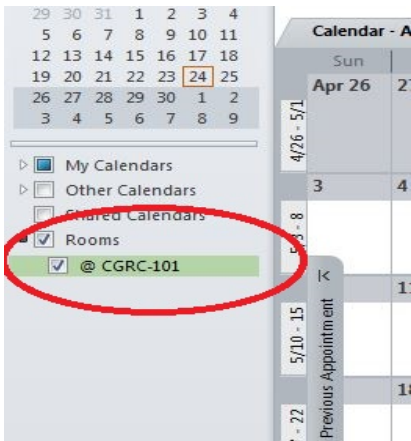
To view a room calendar in Outlook and check availability, select "Open Calendar" from the Menu bar at the top of the window and then select "From Room List"



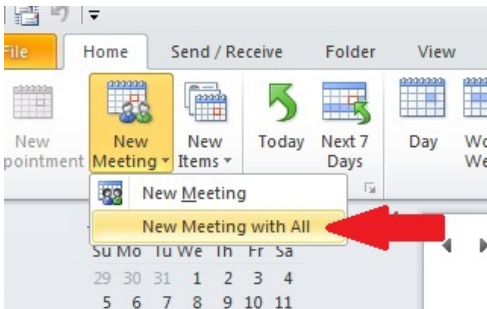
In the search field, type "@ CGRC" to see the list of rooms. Be sure to include the "space" between "@" and "CGRC" or the search will not return the desired results. Select the room calendar that you wish to view and then click "Rooms" at the bottom of the window and then click "OK".



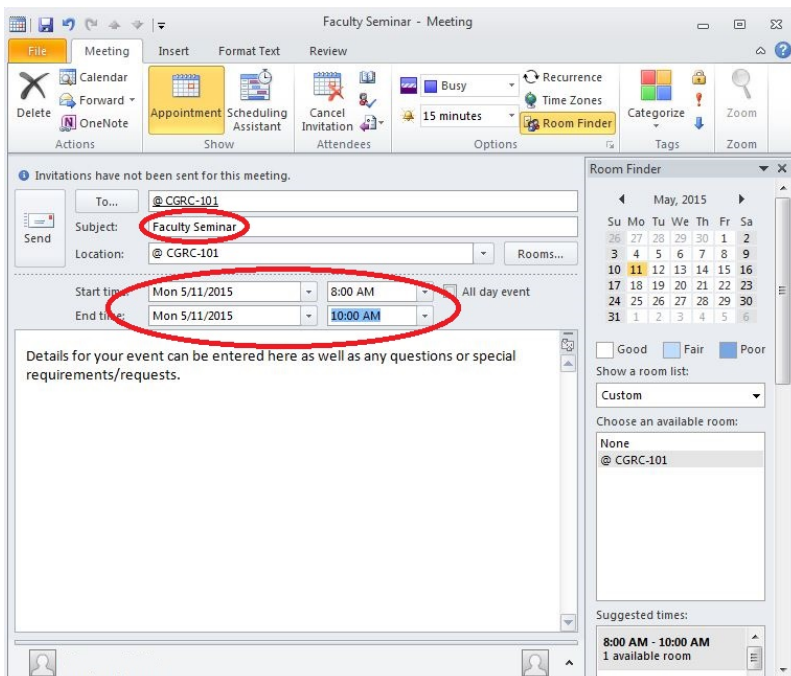
The calendar should now be present in your list of calendars on the left side of your calendar window. Be sure that the calendar is checked and you should now be able to view the calendar and check availability.



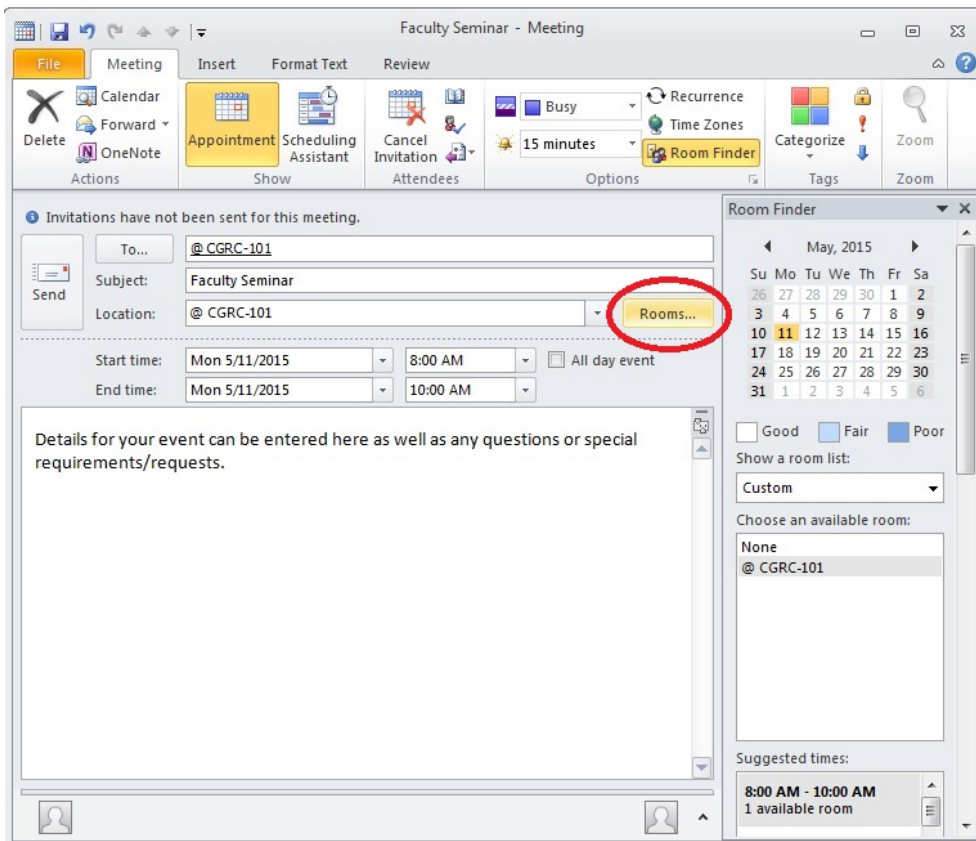
To request a room reservation, select “New Meeting” from the Menu bar at the top of the window and then select “New Meeting with All” in the dropdown menu.



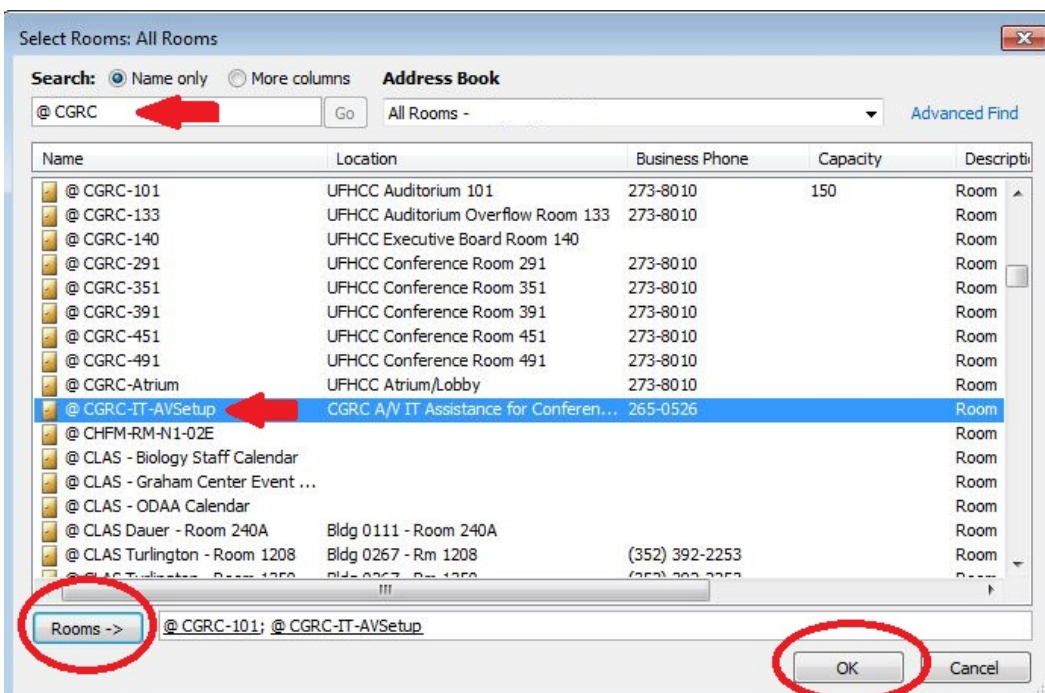
Type the name of your event in the “Subject” field and set the “Date” and “Time” of your event in the appropriate fields as shown below.



If you need IT or A/V setup assistance for your event you will also need to add “@ CGRC-IT-AVSetup” to your room request. To do this, click “Rooms” as shown below.



Type “@ CGRC” in the search field just as you did previously to see the list of calendars. Select “@ CGRC-IT-AVSetup” then click “Rooms” and then click “OK”.



Now you should see the desired room and “@ CGRC-IT-AVSetup” listed in your reservation request.

Faculty Seminar - Meeting

File Meeting Insert Format Text Review

Calendar Forward OneNote Appointment Scheduling Assistant Cancel Invitation Attendees Options

Invitations have not been sent for this meeting.

To... @ CGRC-101; @ CGRC-IT-AVSetup

Subject: Faculty Seminar

Location: @ CGRC-101; @ CGRC-IT-AVSetup Rooms...

Start time: Mon 5/11/2015 8:00 AM All day event

End time: Mon 5/11/2015 10:00 AM

Details for your event can be entered here as well as any questions or special requirements/requests.

Room Finder

May, 2015

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Good Fair Poor

Show a room list:

Custom

Choose an available room:

None

@ CGRC-101

@ CGRC-IT-AVSetup

Suggested times:

8:00 AM - 10:00 AM

2 available rooms

Confirm that all of your information is correct and then click “Send” to send your reservation request to the approvers.

Faculty Seminar - Meeting

File Meeting Insert Format Text Review

Calendar Forward OneNote Appointment Scheduling Assistant Cancel Invitation Attendees Options

Invitations have not been sent for this meeting.

To... @ CGRC-101; @ CGRC-IT-AVSetup

Subject: Faculty Seminar

Location: @ CGRC-101; @ CGRC-IT-AVSetup Rooms...

Start time: Mon 5/11/2015 8:00 AM All day event

End time: Mon 5/11/2015 10:00 AM

Details for your event can be entered here as well as any questions or special requirements/requests.

Room Finder

May, 2015

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Good Fair Poor

Show a room list:

Custom

Choose an available room:

None

@ CGRC-101

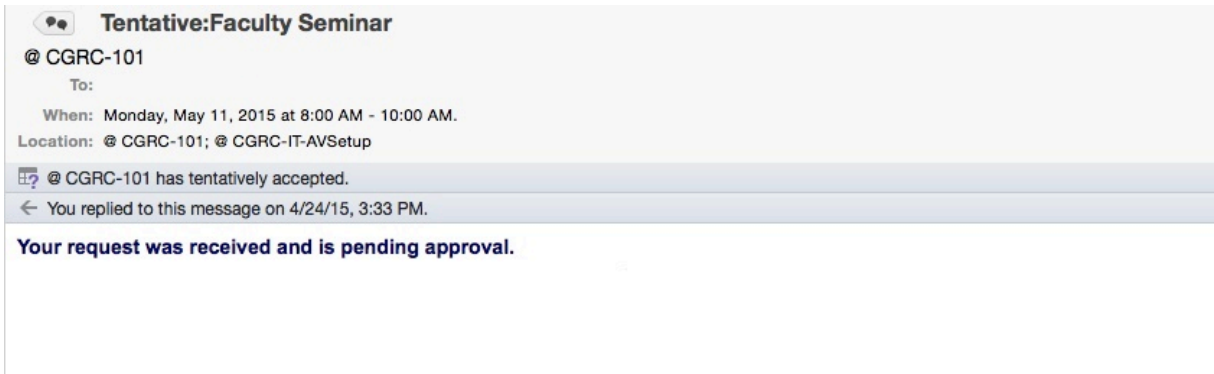
@ CGRC-IT-AVSetup

Suggested times:

8:30 AM - 10:30 AM

2 available rooms

You will receive an email letting you know that your request was received and is pending approval.



The screenshot shows a Slack message interface. At the top, there's a header bar with a speech bubble icon and the text "Tentative: Faculty Seminar". Below this, the message is from "@ CGRC-101". The "To:" field is empty. The "When:" field shows "Monday, May 11, 2015 at 8:00 AM - 10:00 AM.". The "Location:" field shows "@ CGRC-101; @ CGRC-IT-AVSetup". The message body contains a status icon (a small square with a question mark) followed by "@ CGRC-101 has tentatively accepted." Below this, a reply bar shows a left arrow and the text "You replied to this message on 4/24/15, 3:33 PM." At the bottom of the message, there's a bolded text: "Your request was received and is pending approval."

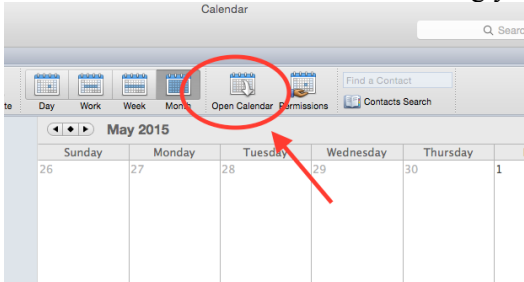
When your reservation request is approved, you will receive another email letting you know that it has been approved. If you also requested A/V setup assistance for your event, you will receive emails for the room reservation and for the A/V setup request. These emails will be sent to the account that the request was created from.

- If you have any questions regarding room reservations you may contact Terry Murphy at 273-8010 or tlmurphy@ufl.edu
- If you have any questions concerning IT assistance or A/V setup for your event, please send an email to CGRC-IT-AVSetup@ad.ufl.edu and someone will respond.

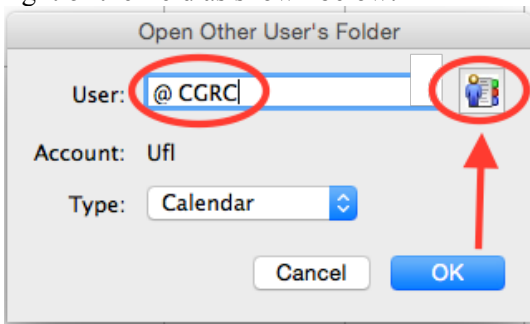
CGRC Room Calendars Using Outlook 2011 For Macs

Outlook 2011 for Macs communicates with the Exchange Servers differently than Outlook 2010 or 2013 on a Windows based computer. Because of the differences in how the applications were developed and designed, the process for accessing a room calendar and submitting a room reservation request is also a little different. These instructions explain how to access and submit a room reservation request using Outlook 2011 for Mac.

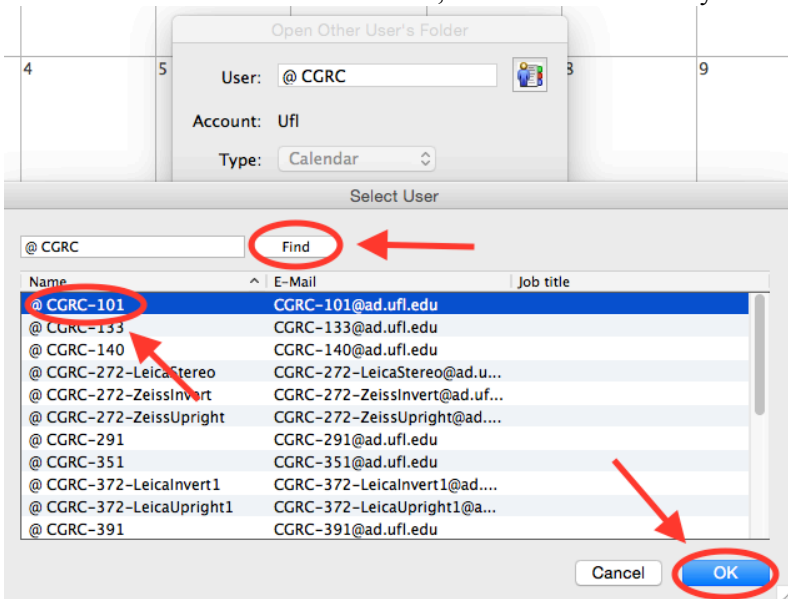
In Outlook 2011 for Mac while viewing your calendar, click “Open Calendar”.



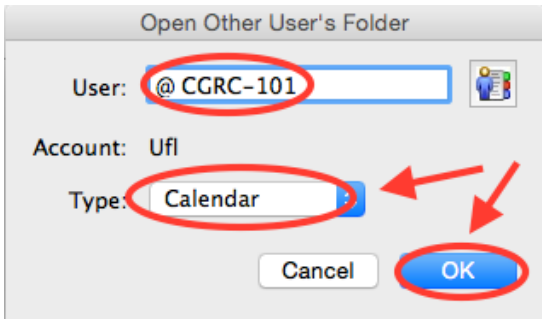
In the “User” field, type “@ CGRC” (make sure to include the space between @ and CGRC), then click the icon to the right of the field as shown below.



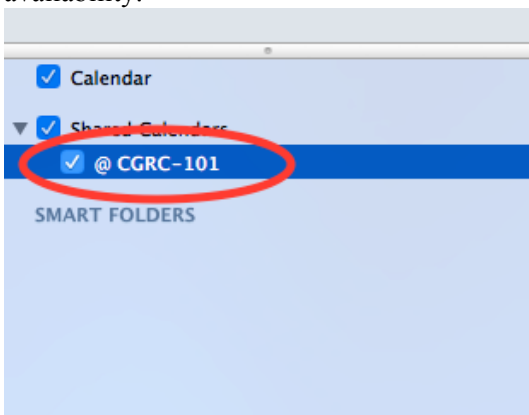
Click “Find” to search for the rooms, select the room that you wish to reserve, then click “OK”.



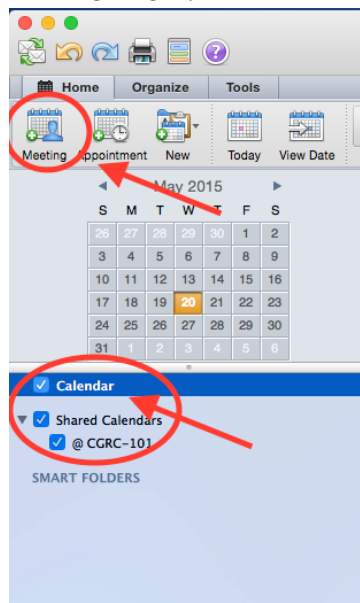
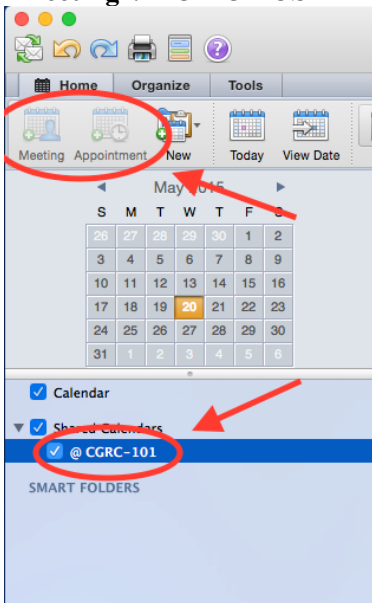
The selected room should now be shown in the “User” field. Make sure “Calendar” is selected in the “Type” field and then click “OK”.



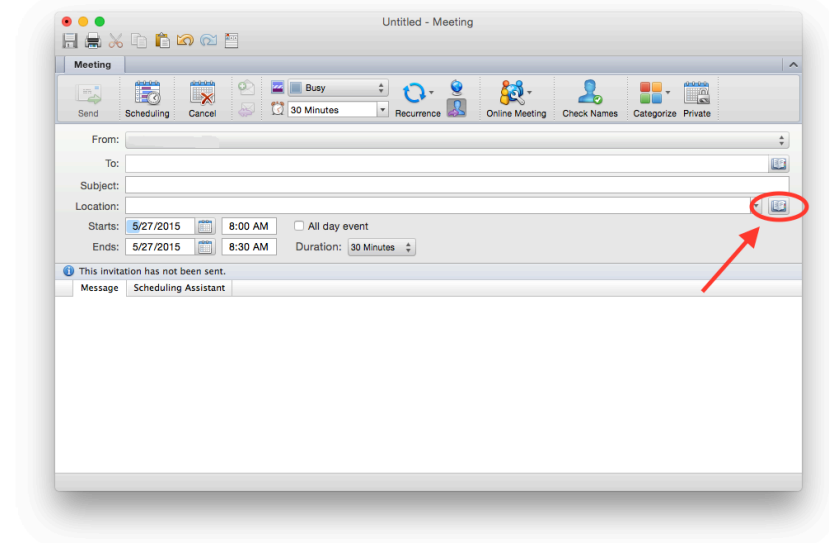
You should now see the selected calendar showing in your list of shared calendars. To check availability, **uncheck** your personal calendar so that **only the room calendar is checked** and you will be able to see the existing reservations and availability.



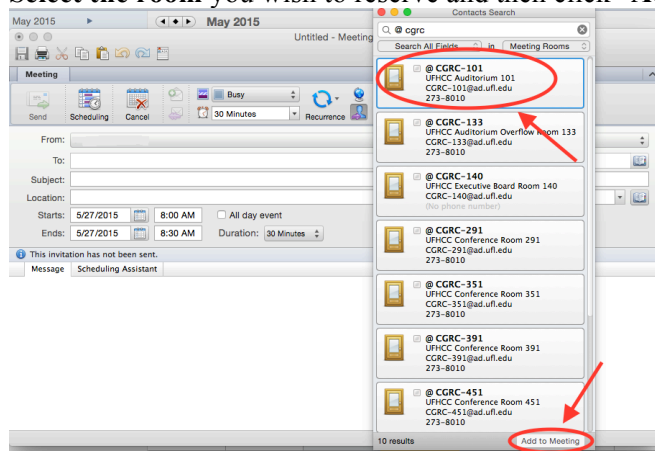
Note that if you have the room calendar highlighted, the “Meeting” and “Appointment” buttons are grayed out and not available but if you highlight your calendar those buttons are now available. To submit a room reservation request, **click “Meeting”**. **DO NOT USE THE APPOINTMENT BUTTON.**



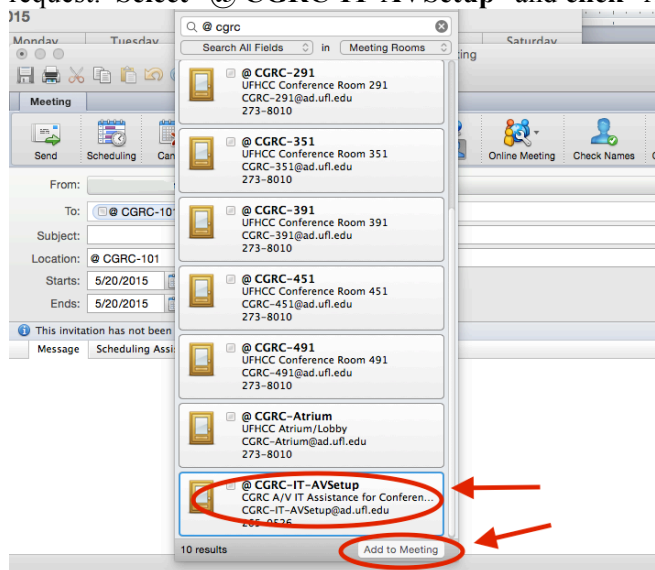
Click the “Address Book” icon to the right of the “Location” field as shown below.



Select the room you wish to reserve and then click “Add to Meeting” at the bottom of the window.



If you need IT or A/V setup assistance prior to your event you need to add “@ CGRC-IT-AVSetup” to your room request. Select “@ CGRC-IT-AVSetup” and click “Add to Meeting” as shown below.



You should now see the room listed in the “To:” field as well as the “Location:” field. If you chose to include IT A/V setup assistance you should see the **A/V Setup calendar** listed in both fields as well.

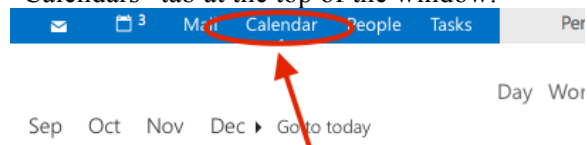
You will receive an email letting you know that your room reservation request was **received and is pending approval**. If you chose to include **IT A/V assistance** you will also receive a similar email for your **IT A/V Setup** reservation request. **Each will be approved separately**. If you check the room calendar you will now see your room reservation as “**Tentative**” until the reservation is approved.

Once your room **reservation request is approved** you will receive an email letting you know that your reservation has been “**Accepted**”. You will receive a similar email **for IT A/V setup assistance** if it was included in your request. You can now check the room calendar and see that your reservation is showing as “**Accepted**”.

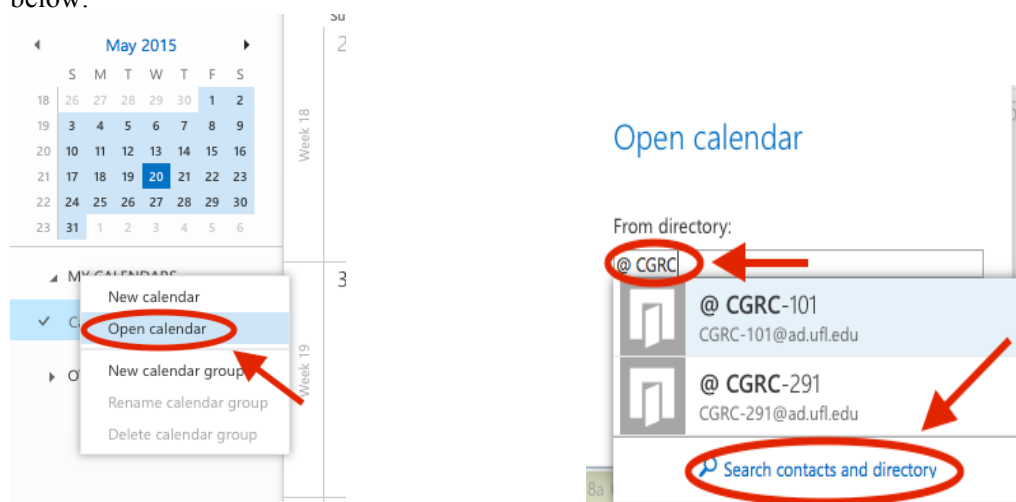
CGRC Room Calendars Using the Online Outlook Web App

Using the Outlook Web App online to access the CGRC room calendars is somewhat different than using Outlook 2010 on a Windows PC or Outlook 2011 for Mac on a Macintosh computer. The good news is the Outlook Web App interface is basically the same whether you are accessing it from a Windows PC or a Mac. These instructions explain how to access the CGRC room calendars and submit a room reservation request using the Outlook Web App.

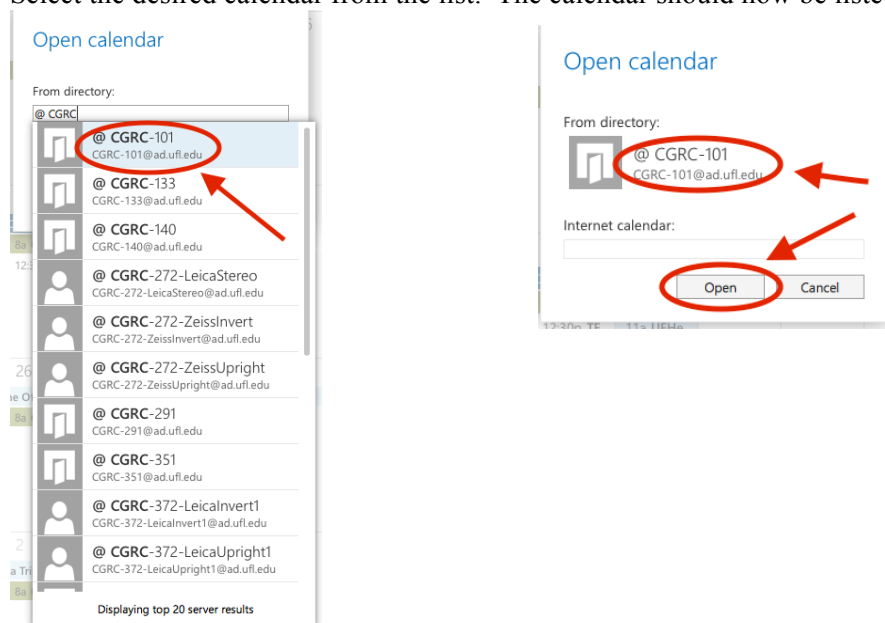
Login to the Outlook Web App by typing mail.ufl.edu/owa or by clicking here: <http://mail.ufl.edu/owa>. Click the “Calendars” tab at the top of the window.



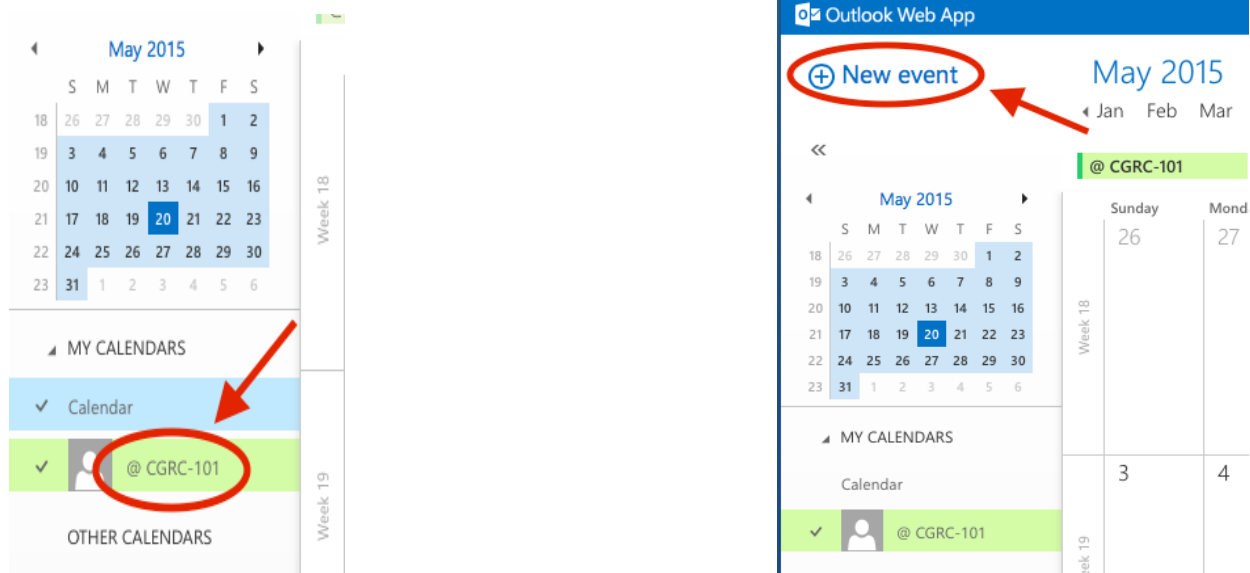
On the left side, right click on your existing calendar and select “Open Calendar”. In the “From directory” field, type “@ CGRC (make sure to include the space between “@” and “CGRC”)”. Click “Search contacts and directory” as shown below.



Select the desired calendar from the list. The calendar should now be listed under “From directory”. Click “Open”.



The selected calendar should now be showing on the left side of the calendar window. Uncheck all calendars listed except for the room calendar you selected and you can now view the existing reservations and availability. To submit a room reservation request, click “New event” at that top left corner of the window.



Click the “+” on the right side of the window as shown below.

SAVE DISCARD SCHEDULING ASSISTANT APPS

Event:

Location: Add room

Attendees:

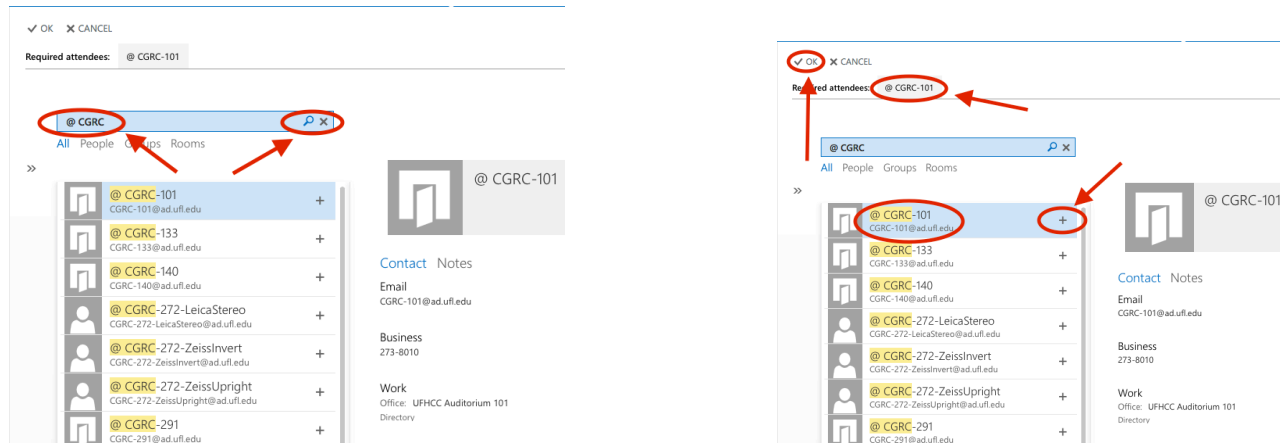
Start: Wed 5/20/2015 1:00 PM Duration: 30 minutes

Show as: Busy Reminder: 15 minutes

Calendar

+

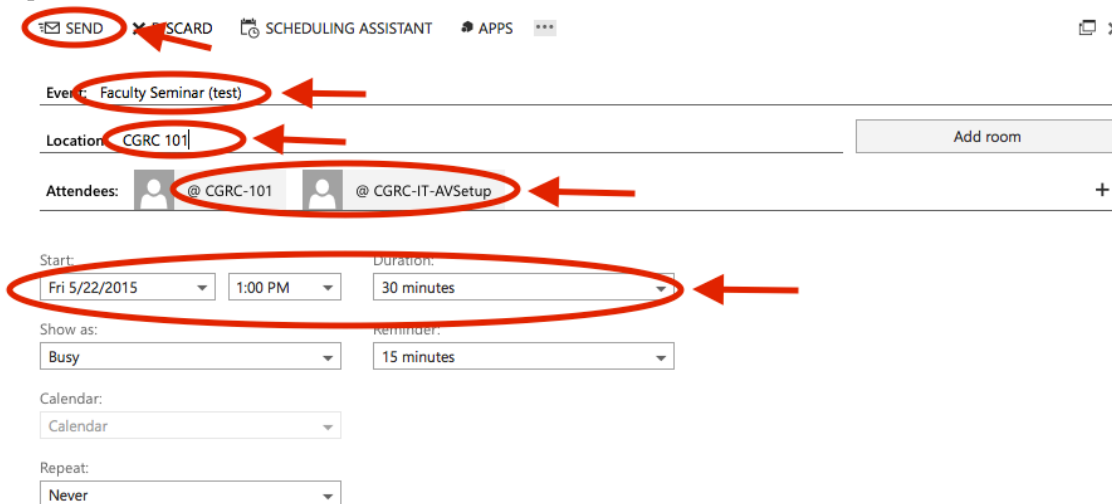
Type “@ CGRC” in the search field and then click the “Search” button at the right of the search field. This will bring up the list of room calendars. Select the desired room and click the “+” to add it to the list of “Required Attendees” and then click “OK”.



If you need **IT or A/V setup assistance** prior to your event you need to add “**@ CGRC-IT-AVSetup**” to your room request. **Select “@ CGRC-IT-AVSetup”** and **click “+”** to add it to the list of “**Required Attendees**”. You should now see your desired room and IT-A/V Setup showing in the list of “Required Attendees” as shown below. Click “OK”.



Type the name of your event in the “**Event**” field. Type the desired room in the “**Location**” field. This is especially important if you chose to add IT-A/V setup assistance as this is the only way to know which room need IT assistance. Make sure your event **date, time and duration are accurate** and then click “**Send**” to send your room reservation request.



You will receive an email letting you know that your room reservation request was **received and is pending approval**. If you chose to include **IT A/V assistance** you will also receive a similar email for your **IT A/V Setup** reservation request. **Each will be approved separately.**

