

Office 365 Outlook Web App

Room Scheduling Options & Settings

Introduction

As part of Towson University's move to Office 365, room resource calendars will be controlled through Office Web App (OWA). By default, a room will allow anyone to book the room's calendar. This document will explain the process of controlling the options and settings for a room resource calendar. Only users that are part of the resource control group will be able to alter room settings. To be added to a room control group or to request a new resource room calendar contact the help desk at 410-704-5151 or create a tech help ticket at techhelp.towson.edu.

Open the Resource Calendar Settings

To open a resource calendar's settings, you must first login to your own Office 365 account and access OWA. For more information on this process, please see the OWA documents.

1. Log into **Outlook on the Web** from your favorite browser (Outlook.towson.edu).
2. Click on your image in the top right corner of the web browser. If you have not yet added your image it will be a silhouette.
3. Click on **Open another mailbox**.

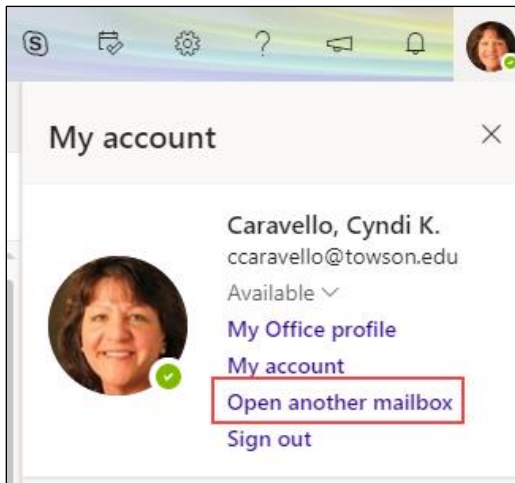


Figure 1

4. The **Open another mailbox** dialog box will appear. Type the full resource room name and click on the result; or type part of the resource room name and click **Search Directory** to find the room. Please note that room names all start with the department abbreviation. For example all Office of Technology Services rooms will start with **OTS -**.

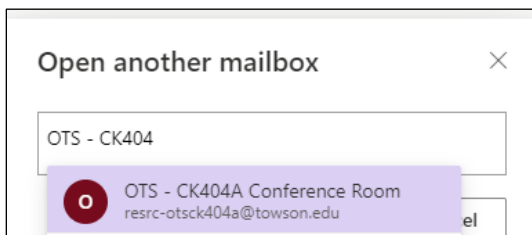


Figure 2

5. Ensure the correct room is selected and click **Open**. A new tab will open in your web browser containing the inbox for the resource room.
6. From the resource room **Inbox**, click the **Settings gear icon**.
7. From the drop-down list, click **View all Outlook settings**.

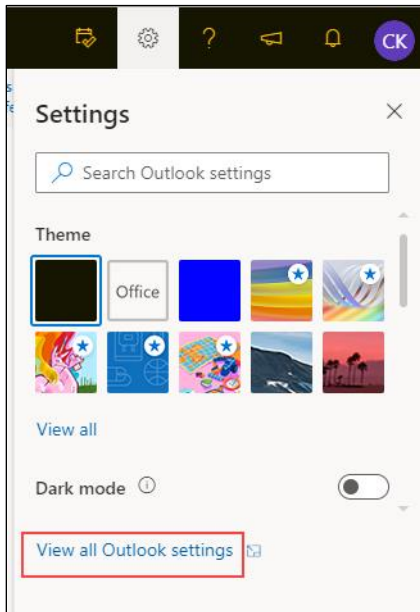


Figure 3

8. From the left navigation pane, click **Calendar**.
9. Click **Resource scheduling** from the middle navigation menu. The **Resource scheduling settings** window will appear.

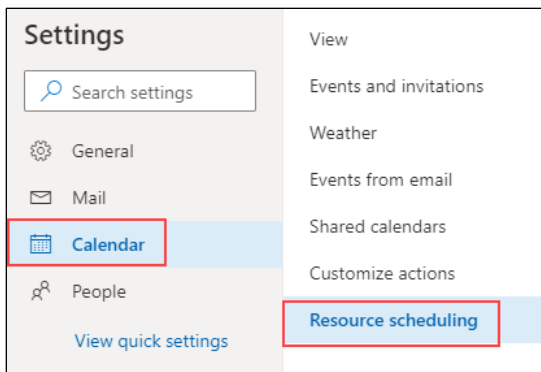


Figure 4

Resource Scheduling Settings

The room resource settings are broken into three section: **Scheduling options**, **Scheduling permissions** and **Response message**.

Scheduling options

Scheduling options

- Automatically process event invitations and cancellations
- Turn off reminders
- Maximum number of days in advance resources can be booked:
- Always decline if the end date is beyond this limit
- Limit event duration
 - Maximum allowed minutes:
- Allow scheduling only during working hours
- Allow repeating meetings
- Allow conflicts
 - Allow up to this number of individual conflicts:
 - Allow up to this percentage of individual conflicts:

Figure 5

- **Automatically process event invitations and cancellations:** enables or disables the calendar from processing meeting requests. If unchecked, the owner of the room must process invitations manually. It is recommended that this option be kept enabled.
- **Turn off reminders:** Disables room reminders. Attendees and organizers will still receive meeting reminders if they have elected to do so.
- **Maximum number of days in advance resources can be booked:** This limits how far in the future the calendar can be booked. By default, **Always decline if the end date is beyond this limit** is checked and will decline attempted meeting requests.
- **Limit event duration:** This check box enables the **Maximum allowed minutes** option, which sets the maximum allowed time for a meeting.
- **Allow scheduling only during working hours:** When checked, this option declines any meeting that is scheduled outside of the rooms working hours. Working hours are set under Calendar appearance from the left navigation pane.
- **Allow repeating meetings:** This options enables or disables whether recurring meetings can be booked in the room.
- **Allow conflicts:** This check box allows for the room resource calendar to be double booked. Double booking can be limited by the number of meeting conflicts by using the **Allow up to this number of individual conflicts** or by using the **Allow up to this percentage of individual conflicts** to specify a double booking percentage. By default this option is disabled.

Scheduling permissions

Scheduling permissions

Choose people and groups that have permission to schedule this resource by sending an event invitation.

These people can schedule automatically if the resource is available.

Everyone

Specific people and groups

OTS - Training × Wynd, Matt × Urand, Rodney J. × Koenig, Don S. ×

Technology Training ×

These users can submit a request for owner approval if the resource is available.

Everyone

Specific people and groups

These people or groups can schedule automatically if the resource is available and can submit a request for owner approval if the resource is unavailable.

Everyone

Specific people and groups

Add contact

Figure 6

- **These people can schedule automatically if the resource is available.**
 - **Everyone** - allows anyone to schedule a meeting in the room resource calendar.
 - **Specific people and groups** - To add, delete, or edit the users with this role, simply click on the users. This will open the permissions window. More information on the permissions window is on the next page.
- **These users can submit a request for owner approval if the resource is available.**
 - **Everyone** - all meetings must be approved by the room resource owner before they will be scheduled.
 - **Specific people and groups** - only the users in this role will need approval before the room resource meeting is scheduled. Other users will be declined and no request will be sent to the room resource owner. Please note that if **Specific people and groups** is selected and left blank all requests are approved automatically.
- **These people or groups can schedule automatically if the resource is available and can submit a request for owner approval if the resource is unavailable.**
 - **Everyone** - all meetings may be scheduled if the room is open and an email will be sent to the room resource owner if the room is already booked.
 - **Specific people and groups** - only the users with this role will be scheduled automatically with an email sent to the room resource owner if the room is booked. Please note that if **Specific people and groups** is selected, all users not listed with this role will be declined if the room is previously booked.

Setting a Response Message

An additional message can be sent to individuals attempting to schedule the calendar of the room resource. This message will be sent regardless of the event being approved or declined. This message will only be sent if the **Add additional text to be included in responses to event invitations** box is checked. The desired message is simply typed in the message box and may include information such as room capacity and a contact name for the room.

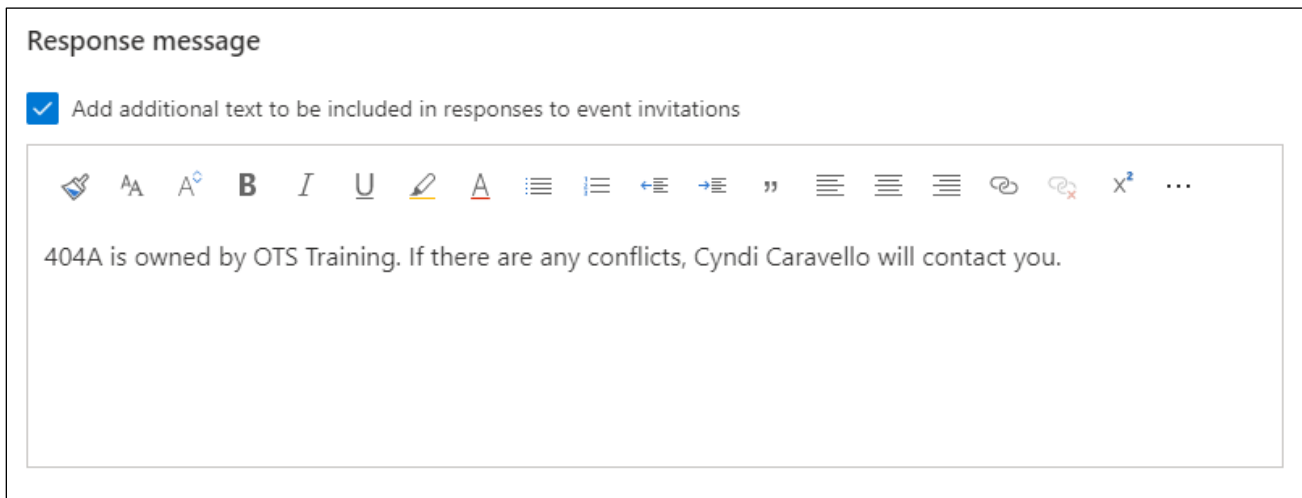


Figure 7

Adding Users to the Delegate Group Role

When altering any of the **Scheduling Permissions**, it may be necessary to create or edit a delegate role. Users within the delegate role have permissions that are different from the default permissions. Please note that this step is optional and it is recommended to keep the default setting of **Everyone** unless absolutely necessary.

Adding Users

1. The delegate role permissions window is accessed by clicking in a blank space in the box of current users and begin to type of the name of the person you want to add and click on the result or click **Select one or more** if no users are currently set.

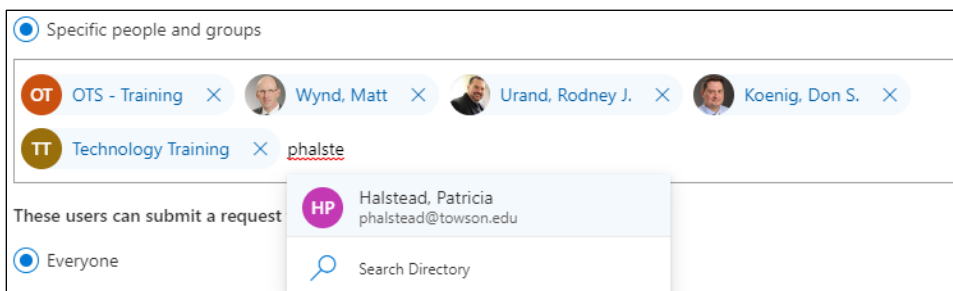


Figure 8

2. The user's name will be added. Click the **Save** button in the upper right hand corner.

Removing Users

To remove a user, click the **X** beside the name of the user. The users name will disappear.