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# Office 365 Outlook Web App

## Room Scheduling Options & Settings

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### Introduction

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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](http://techhelp.towson.edu).

### Open the Resource Calendar Settings

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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. From OWA, 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 of a person.
2. From the options that appear, click on **Open another mailbox...**

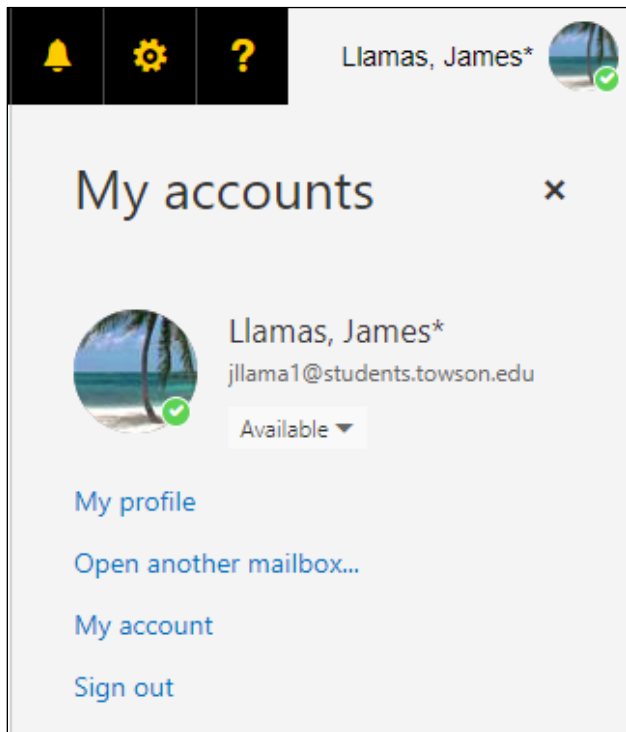


Figure 1

3. The **Open another mailbox** screen will appear. Type the name, or part of the name, of the resource room and click **Search contacts and directory** to find the room. Please note that room names all start with the department abbreviation. For example all Office of Technology Services room will start with **OTS -**.

4. 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.

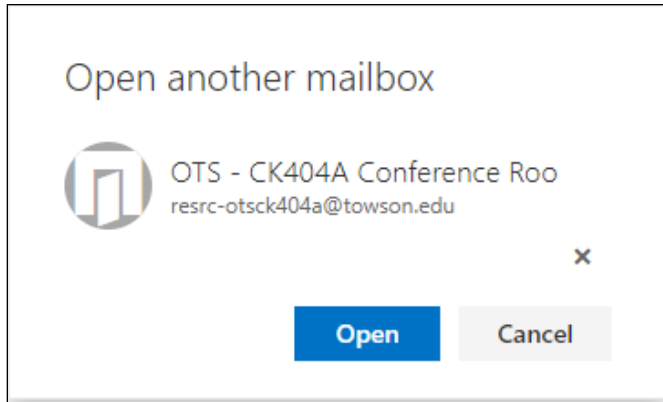


Figure 2

5. From the resource room inbox, click the **settings gear icon**.
6. From the drop-down list, select **Options**.

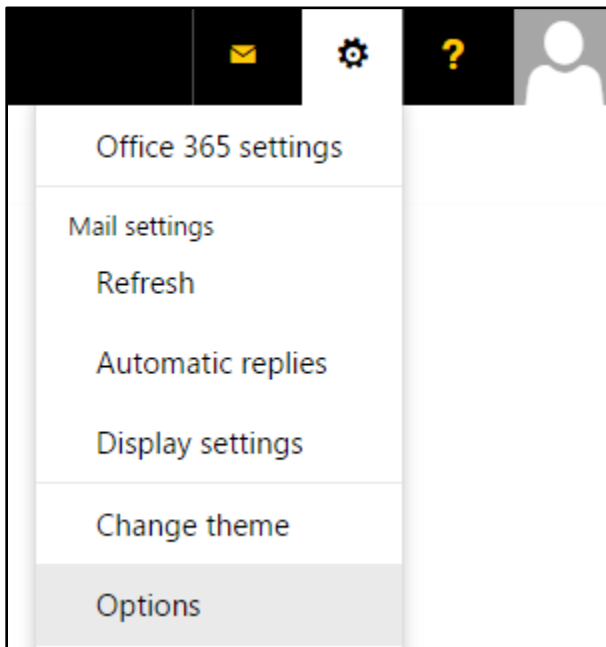


Figure 3

7. From the left navigation pane, click the expand arrow for the **Calendar** options.
8. Click **Resource scheduling**. The **Resource scheduling settings** window will appear.

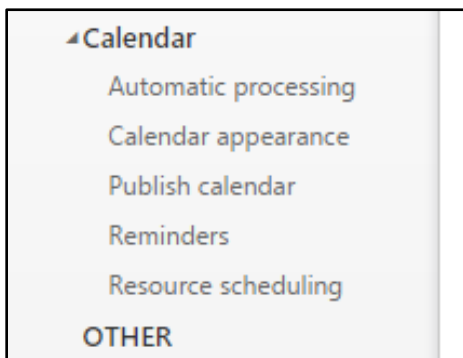


Figure 4

## Resource Scheduling Settings

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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, Halstead, Patricia, Wynd, M--

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

Everyone

Specific people and groups:  
Select one or more...

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:  
Select one or more...

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

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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.

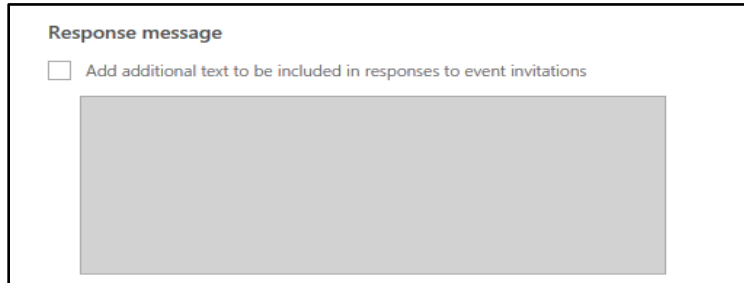


Figure 7

## Adding Users to the Delegate Group Role

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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 on the current users already listed, or by clicking on **Select one or more** if no users are currently set.

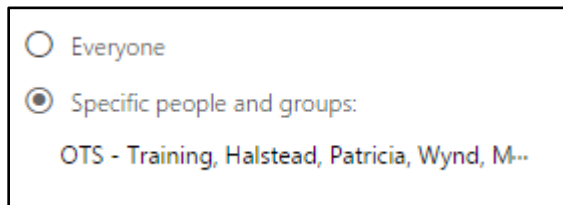


Figure 8

2. Type their name or email address into the **Search People** box.

3. Click the magnifying glass. The user will appear in the search results.
4. Click the + next to the user or users you wish to add. Click **OK**.

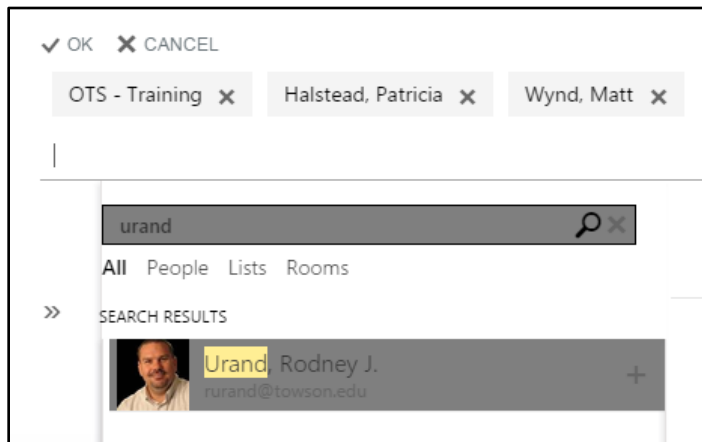


Figure 9

### ***Removing Users***

1. To remove a user, click the **X** next to the name of the user. The users name will disappear.
2. Click **OK**.