

Configuring Outlook for Authorizing Room Scheduling

There are two types of rooms. One is the open-access room and other is the limited-access room. Open-access rooms are available on first-come-first-serve basis. In the case of limited access rooms, the meeting organizer has to wait for the authorization. This document contains information on how to configure Microsoft Outlook for those people who are responsible for authorizing the requests of limited-access rooms.

Configuring Microsoft Outlook

Each room has a separate mailbox on the Microsoft Exchange Server just like other users. To authorize the meeting requests, the room mailbox will have to be configured in Microsoft Outlook. Following are the steps required to configure the room mailbox in Outlook which already has one mailbox account configured on it.

Step 1

From the top menu bar, select **Tools > Email-Accounts**. The following dialog box will be displayed (see Figure 1 below). Select the **View or change existing e-mail accounts** option and click on **Next**.

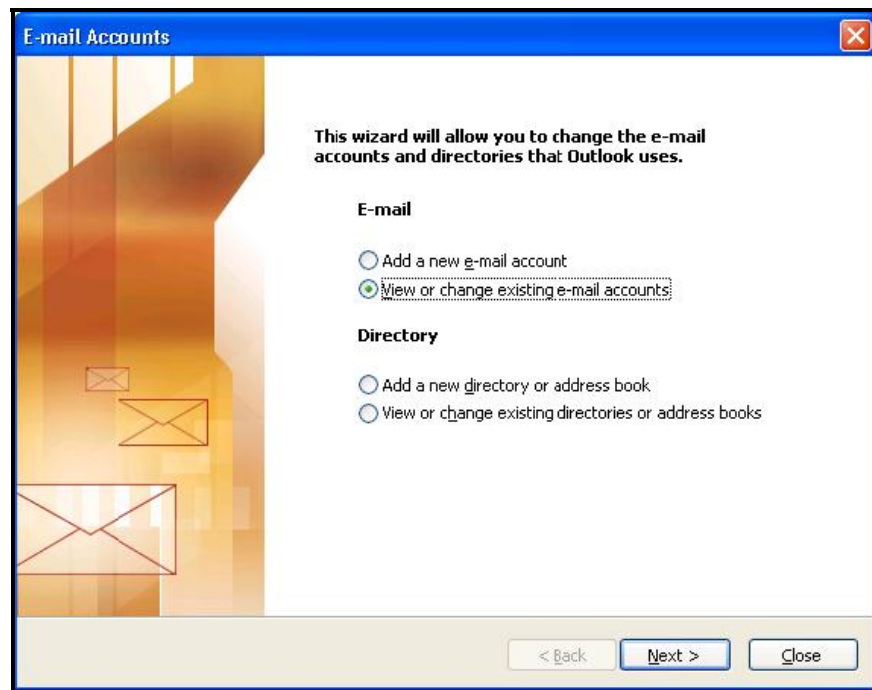


Figure 1

Step 2

From the E-mail Accounts screen, highlight the **Microsoft Exchange Server** option and click on **Change** (see Figure 2 below).

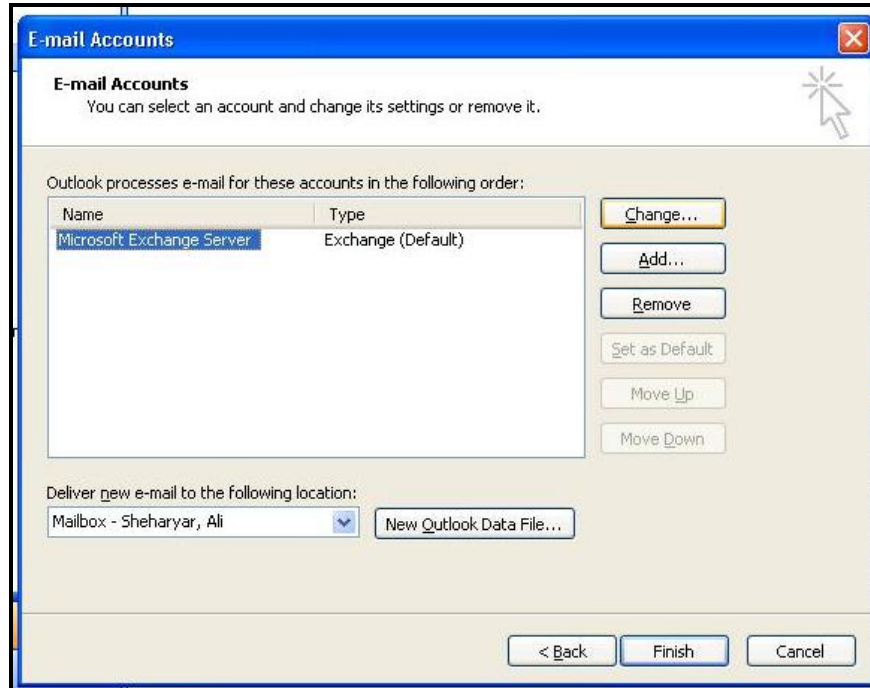


Figure 2

Step 3

When the Exchange Server Settings window appears, click on the **More Settings** button located near the bottom right-hand side of the window (see Figure 3 below)..

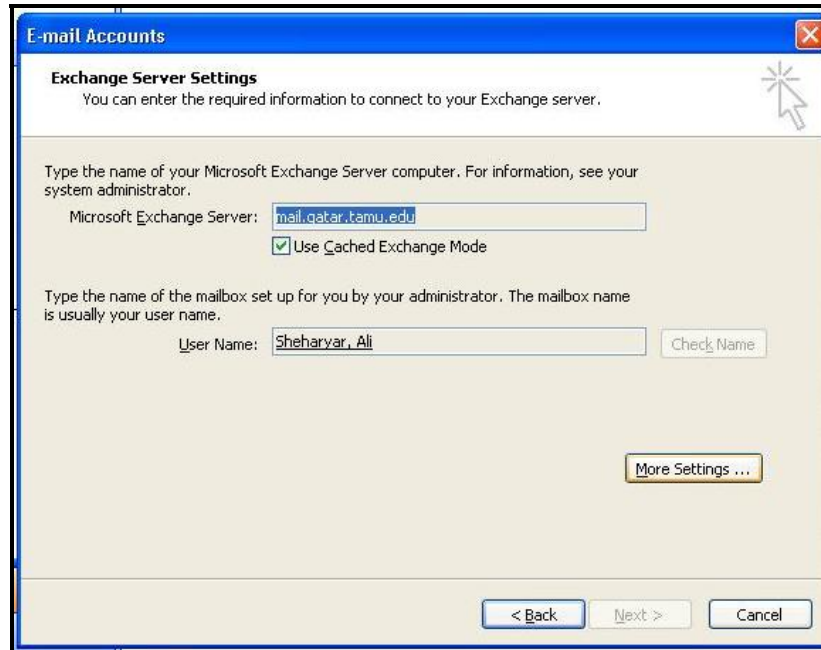


Figure 3

Step 4

From the Microsoft Exchange Server window, select the **Advanced** tab located at the top of the window (see Figure 4 below).



Figure 4

Step 5

When the Advanced tab window appears, click on the **Add** button (see Figure 5 below).

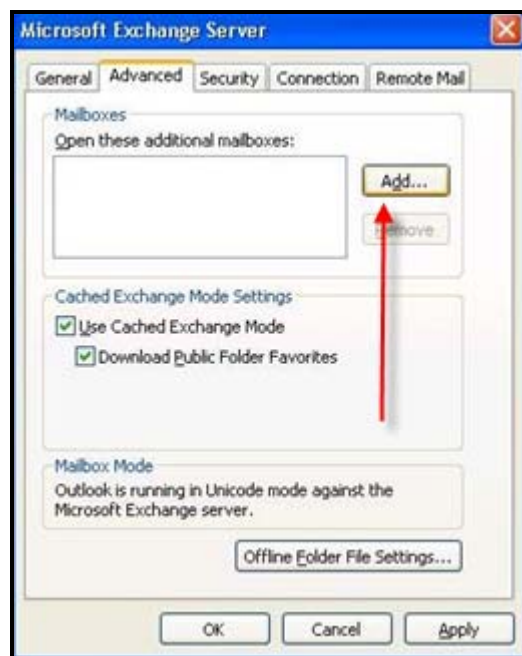


Figure 5

Step 6

The Add Mailbox window will appear. Enter the room name in the space provided (Example: Conference Room 253M) and click on **OK** (see Figure 6 below).

After you have click on OK from the Add Mailbox window, you will be back on the **Advanced** window. Click on the **Apply** button. Next, on the Microsoft Exchange Server window, click on **OK**. In the next windows click on **Next** and **Finish**.



Figure 6

Step 7

The room mailbox will now appear in the Outlook interface as shown in the screen shot below (see Figure 7 below). To configure **other** room mailboxes, repeat the above steps.

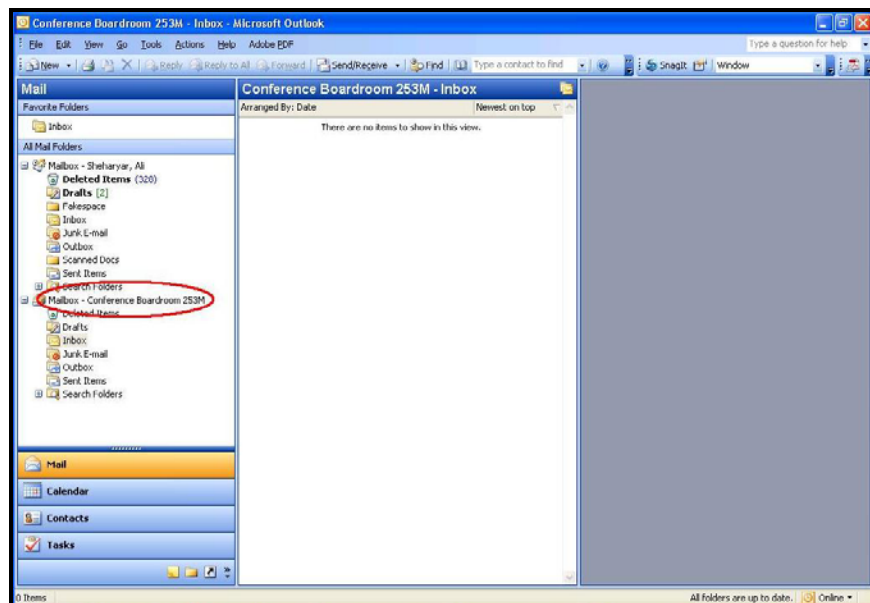


Figure 7

Authorizing Room Scheduling Requests

Once the room mailbox is configured, it is similar to the regular mailbox. When a user schedules the room, i.e. by inviting the room (Conference Boardroom 253M) to the meeting, a meeting request will appear as an unread message in the 'Inbox' folder of the room mailbox (see Figure 8 below).

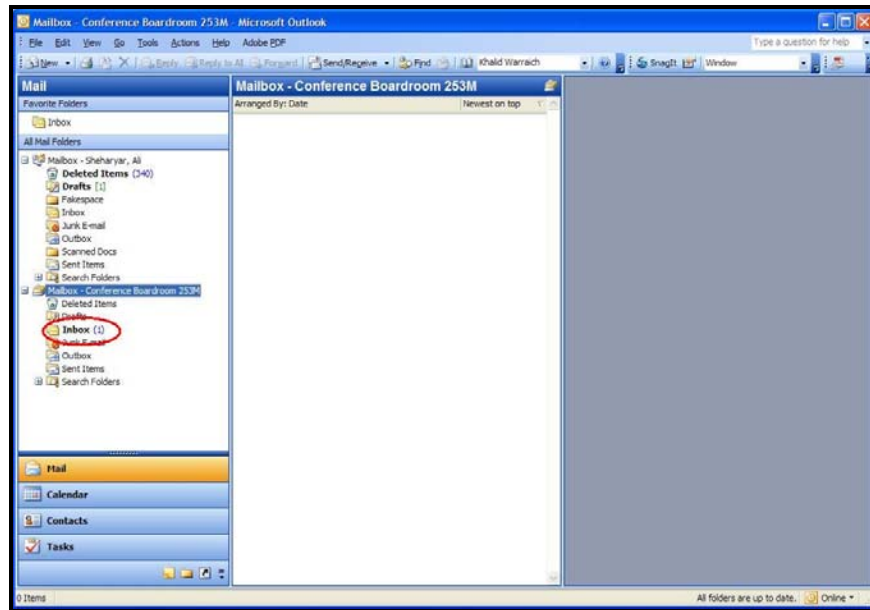


Figure 8

To accept or reject the request, go to the Inbox folder, open the request and press the **Accept** button, or the **Decline** button (see Figure 9 below).

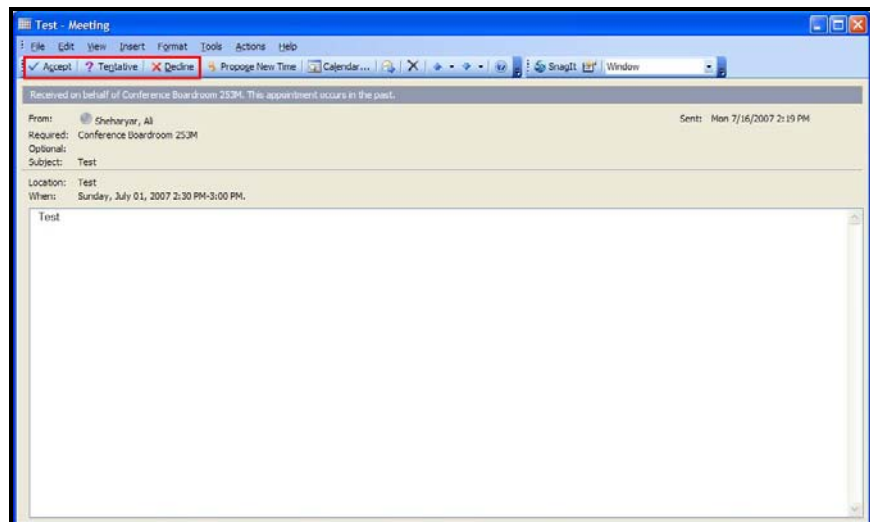


Figure 9

The meeting organizer will now receive a notification from the room mailbox. Each room mailbox is like a regular user mailbox. The procedure for handling meeting requests is exactly like it is for the regular user mailbox.