Adding UU Video-Conference Room Calendars into Your Outlook

(Note - the list of all current UU centrally-managed video conference rooms can be found in the list of Supporting Materials on the UU website page here: <u>https://www.ulster.ac.uk/ds/services/media-services/videoconferencing-service</u>)

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Introduction

UU Staff usually book out video-conferencing rooms using the "Room Finder" option in Outlook. Sometimes, however, there are problems with the Room Finder and the rooms are not visible.

This document explains a different way of viewing the availability of rooms. The document has three sections:

1.) How to create "groups" in your Outlook Calendar

This section explains how to create "groups" in your Outlook Calendar, one group for each Campus. This is so you can place, for example, all the Belfast rooms under the "Belfast" heading:

~	Coleraine Endpoint	S		
	H113A			
	H215			
	J611			
	🗌 J813c			
_				
~	Jordanstown Endpo	DINTS	5	
	08H09			
	12G02			
	02D09			
	Belfast Endpoints			
×П	BA_02_003			
	BA_02_012			
	LegalIC			
~□	Magee Endpoints			
	ME203			
	MD008A			
	MD122			
	MD021			
	MC114			
	TeamsRoom1			

2.) How to add the Room calendars

This section explains how to add the calendar for each Video-conference Room into its Campus group. You will then be able to see quickly what rooms are already booked at any time on any day. For example:

	10 March 202	2													
	08:00	09:00	10:00		11:00	12:00	13:00	14:00	15:00		16:00		17:00	18:00	
<u>H113A</u>		GBD Project Board Microsoft Teams N	Meeting N lecting	o. 101						VCEG 08H09; B MD008A	A_02_012;	H113A;			
<u>H215</u>															
<u>J611</u>															
<u>J813c</u>															
<u>08H09</u>		GBD Project Board Microsoft Teams M	Meeting N leeting	o. 101						VCEG 08H09; B MD008A	A_02_012;	H113A;			
<u>12G02</u>															
<u>02D09</u>															
<u>BA 02 003</u>		International Stud Microsoft Teams M	ent Appoint leeting; BA_I	ments 02_003		Sheffield BA_02_00	it								
<u>BA 02 012</u>		GBD Project Board Microsoft Teams N	Meeting N leeting	o. 101						VCEG 08H09; B MD008A	A_02_012;	H113A;			
<u>ME203</u>															
MD008A		GBD Project Board Microsoft Teams M	Meeting N	o. 101						VCEG 08H09: B	A_02_012;	H113A:			

3.) How to use these new calendars

The third section explains how to use these new calendars to find available rooms for a meeting.

The process below should take perhaps 15-20 minutes, but once done, the calendars will be in your Outlook for immediate access always.

There are different versions of Outlook around the University - for example, the Windows version and the Mac version. This document will use the web version of UU Outlook to set up the calendars as that version should be the same for everyone. However, the same techniques should work in all versions. If you use another version of Outlook, it may look slightly different from what follows.

Process

To use the online version, go to login.microsoftonline.com and use your email address and password to login. You may need to use your Microsoft Authenticator app to approve your login.

Once logged in, click on the Outlook icon on the left - - and then click on the Calendar icon



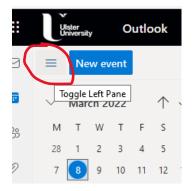


I. This will open your Outlook Calendar.

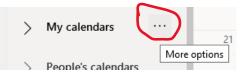
1.) How to create "groups" in your Outlook Calendar

This section explains how to create "groups" in your Outlook calendars section, one group for each Campus.

1a.) Click the "Toggle Left Pane" icon - = - at the top left so you can see your left pane:



1b.) Now click on the three dots beside "My calendars" to see more options:



1c.) Choose "New calendar group" from the options that appear:

>	GBD Endpoints	New calendar group	
>	Xblock Endpoints	Add public folder	
	Net ICD Other End	Move up	
>	Not ISD - Other End	Move down	
>	My calendars	21	

1d.) This will open a new blank field in the left pane. In here, type in the name for the new group - for example:

>	Test
	Belfast

1e.) Hit return and that new group will appear in your left pane.

1f.) Repeat the same process to create groups for the other three Campuses.

Now you can add the room calendars into these groups.

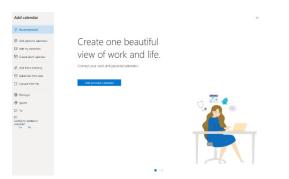
2.) How to add the Room calendars

This section explains how to add the calendar for each Video-conference Room into its Campus group.

🗄 Add calendar

2a.) On the left, click on "Add Calendar":

A new screen appears:



2b.) Here click on "Add from directory" on the left:

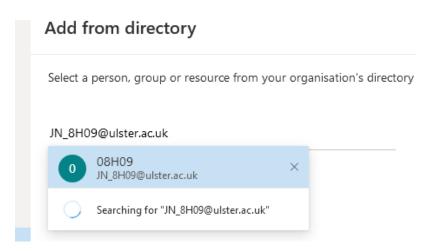
 g^{Q}_{+} Add from directory

2c.) You then get a page asking you to select the account to add. Here, type in the email address of the room you need. The addresses of our current video-conference rooms are as follows:

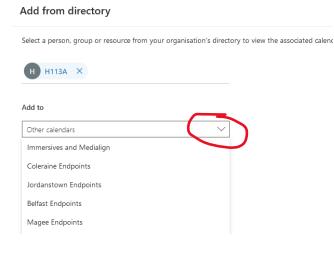
Belfast Rooms		
	BA_02_012 - Immersive Room	BT_BA_02_012@ulster.ac.uk
	BA_02_003 - V-shaped table	BA_02_003@ulster.ac.uk
	BA_02_008	BA_02_008@ulster.ac.uk
	BD_03_019 -not yet online	BD_03_019@ulster.ac.uk
	BD_03_036 - not yet online	BD_03_036@ulster.ac.uk
Magee Rooms		
	MD008a - Immersive Room	MG_MD008@ulster.ac.uk
	MD122 - V-shaped table	MD122@ulster.ac.uk
	MD021	MD021@ulster.ac.uk
	MC114	MC114@ulster.ac.uk
Coleraine Rooms		
	H113a - Immersive Room	CE_H113@ulster.ac.uk
	H215 - V-shaped table	H215@ulster.ac.uk
	J611	J611@ulster.ac.uk
	J813c	J813c@ulster.ac.uk
Jordanstown Rooms		
	08H09 - V-shaped table	JN_8H09@ulster.ac.uk
	12G02	12G02@ulster.ac.uk
	02D09	02D09@ulster.ac.uk

(Note - the list of all current UU centrally-managed video conference rooms can be found in the list of Supporting Materials on the UU website page here: <u>https://www.ulster.ac.uk/ds/services/media-services/videoconferencing-service</u>)

As you type, the name of the room should show up and you can click on it:



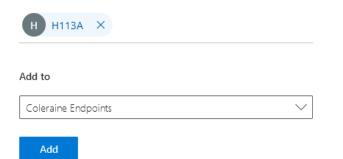
2d.) Once you've chosen the room name, you choose what group to add it to. Hit the down arrow in the "Add to" field to see a list of the groups you created earlier, and choose one of those groups:



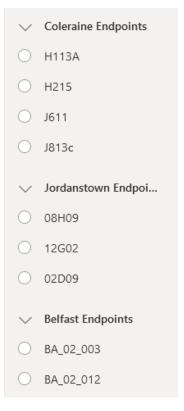
2e.) Finally click "Add" to add that room to the group:

Add from directory

Select a person, group or resource from your organisation's directory to vie



Now repeat for all the other rooms of which you need to see the calendars. You should then end with a list of Campus groups in your left pane with all the rooms assigned to those groups:



If you now return to your Outlook calendar on your PC or Mac, you should see the same groups and rooms in your left pane. You may need to wait a few minutes and / or restart your Outlook.

Ticking the button next to a room will show its calendar. For example:

New Appointment	Today 🗸 🗲	10 March 20	022						Londonder	ry, Northern Irel	and • 💮 Toda	y C/-2*C
< March 2022 >												
MO TU WE TH FR SA SU		10 March 2022										
28 1 2 3 4 5 6		08:00	09:00	10:00	11:00	12:00	1	13:00	14:00	15:00	16:00	17:00
7 8 9 10 11 12 13												
14 15 16 17 18 19 20	O H113A		GBD Project Board	Meeting No. 101							VCEG	
21 22 23 24 25 26 27			Microsoft Teams M	eeting							08H09; BA_02_012; H MD008A	1113A;
28 29 30 31 1 2 3												
4 5 6 7 8 9 10												
Coleraine Endpoints												
✓ H113A	O8H09_		GBD Project Board	Meeting No. 101							VCEG	
H215			Microsoft Teams M	eeting							08H09; BA_02_012; H MD008A	H113A;
J611												
□ J813c												
Jordanstown Endpoints												
V 08H09	O BA 02 003		International Stude	ent Appointments		Sheffield	Hallam Visit					
12G02	0 01 01 000		Microsoft Teams M	eeting; BA_02_003		BA_02_00						
02D09												
Belfast Endpoints												
✓ BA_02_003												
BA_02_012	O MD008A		GBD Project Board	Meeting No. 101							VCEG	
LegallC			Microsoft Teams M	eeting							08H09; BA_02_012; H MD008A	1113A;
Magee Endpoints												
ME203												
✓ MD008A												
MD122	Calendar - sc.pember			osoft Teams Meeting;	DA 02.000 Damb							0
MD021	Calendar - sc.pember	t	Maintenance; Mich	osore reams meeting;	BA_02_000; Pemb		Hallam Visit;	BA_02_003; Pembe	r			U.
MC114												
TeamsRoom1												

3.) How to use these new calendars

This section explains how to use these new calendars to find available rooms for a meeting.

3a.) In the small calendar on the top left, go to the day on which you want to book a meeting. Then tick all the rooms on the campuses you need to book. For example, the 16th of March has been chosen below, and all the rooms on the Coleraine, Jordanstown, and Belfast Campuses have been ticked. You can now see immediately what rooms are already booked on that day:

< March 2022 > MO TU WE TH FR SA SU	н	1113A ×	← H215 ×	← J611 ×	← J813c ×	← 08H09 ×	← 12G02 ×	← 02D09 ×	← BA_02×	← BA_02×	← BA_02×	← Calen
28 1 2 3 4 5 6		Vednesday	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed
7 8 9 10 11 12 13												
14 15 16 17 18 19 20	16	6	16	16	16	16	16	16	16	16	16	16
21 22 23 24 25 26 27												
28 29 30 31 1 2 3	07:00											
4 5 6 7 8 9 10												
	08:00											
Coleraine Endpoints												
✓ H113A	09:00								BRP appointments		Maintenance Microsoft Teams	Maintenance Microsoft Tea
✓ H215	10:00								Microsoft Teams Meeting:		Meeting; BA 02 008	Meeting; BA_02_008
✓ J611	10:00			P&C SMT					BA_02_003	P&C SMT		Pemberton, Se
✓ J813c	11:00			Meeting BA_02_012; J611;					-	Meeting BA_02_012; J611;		
				MD021					·····	MD021		
Jordanstown Endpoints	12:00			-						-	-	
✓ 08H09				••••					•••		•••	
V 12G02	13:00									-		
✓ 02D09												
Belfast Endpoints	14:00 V	/CEG 8A_02_012; 08H09; H113A; MD008A				VCEG BA_02_012; 08H09; H113A;				VCEG BA_02_012; 08H09; H113A;		
☑ BA_02_003		1113A; MD008A				08H09; H113A; MD008A				08H09; H113A; MD008A		
✓ BA_02_012	15:00											
LegallC	16:00											
	10.00											

Make a note of what rooms you are going to use for the booking.

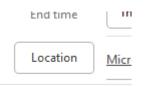
3b.) To book the meeting, create a new meeting as you usually do. That will open the booking page:

	ointment Sche	duling Assistant	Insert	Format Text	Search Review Help									Tomorrow 8° C / -2° (
Delet	. Calendar œ → Forward ~	meening	Teams Meeting	Attendees	Show As: Busy	Recurrence	 Private High Importance Low Importance 	U. Dictate	Immersive Reader	Meeting Notes	View Templates		_02×	← We 16
	Actions	Skype Meeting Tea	ams Meeting	g Attendees	Options		Tags	Voice	Immersive	OneNote	My Templates	~		
This app	ointment conflicts v	vith another one on y	our calenda	ir.										
F	Title													
we &														
lose	Start time	Wed 16/03/2022		09:30	💌 🗌 All day 🗌 🧕 T	ime zones								Ma
	End time	Wed 16/03/2022		10:00	A Make Recurring									Mi Me BA
	Location													
													2; J611;	
													2; 113A;	
	older 🖒 Calendar 18:00	- sc.pemberton@uls	ter.ac.uk											
	19:00													

3c.) Give your meeting its title, times, and date. Hit the "Teams Meeting" button to add the Teams details to the bottom of the Invite:

	intment conflicts	ing invitation yet. with another one on yo		dar.			
\geqslant	Title	Test Meeting					
Send	Required						
	Optional						
	Start time	Thu 12/05/2022	Ē	08:00	-	🗌 All day 🔄 👰 Time zones	
	End time	Thu 12/05/2022	Ē	18:00	-	↔ Make Recurring	
	Location	Microsoft Teams Mee	eting				Room Finder
		s meeting					

3d.) Now to add the rooms - first hit the "Location" button on the middle left:



This will bring up a list of all our rooms:

Name			ulster.ac.uk 🗸	Advanced Find		
	Location	Business Phone	Capacity	Description	Email Address	
02D09	Jordanstown			Room	02D09@ulster.ac.uk	
08H09	Jordanstown			Room	JN_8H09@ulster.ac.uk	
12G02	Jordanstown			Room	12G02@ulster.ac.uk	
BA_02_003	Belfast			Room	BA_02_003@ulster.ac.uk	
BA_02_008	Belfast			Room	BA_02_008@ulster.ac.uk	
BA_02_012	Belfast			Room	BT_BA_02_012@ulster.ac.uk	
BD_03_019	Belfast			Room	BD_03_019@ulster.ac.uk	
BD_03_036	Belfast			Room	BD_03_036@ulster.ac.uk	
GBDVC				Room	GBDVC@ulster.ac.uk	
H113A	Coleraine			Room	CE_H113@ulster.ac.uk	
H215	Coleraine			Room	H215@ulster.ac.uk	
J611	Coleraine			Room	J611@ulster.ac.uk	
J813c	Coleraine			Room	J813c@ulster.ac.uk	
MC114	Magee			Room	MC114@ulster.ac.uk	
MD008A	Magee			Room	MG_MD008@ulster.ac.uk	
MD021	Magee			Room	MD021@ulster.ac.uk	
MD122	Magee			Room	MD122@ulster.ac.uk	
ME203	Magee			Room	ME203@ulster.ac.uk	
Project10_A				Room	Project10_A@ulster.ac.uk	
TeamsRoom1				Room	TeamsRoom1@ulster.ac.uk	
TeamsRoom2				Room	TeamsRoom2@ulster.ac.uk	
Trio_H147				Room	Trio_H147@ulster.ac.uk	
X003	Coleraine			Room	X003@ulster.ac.uk	
X050	Coleraine			Room	X050@ulster.ac.uk	

3e.) Double-click each room you know is available.

You no longer need the Room Finder. You have already used the Room Calendars to find out when the rooms are free.

As you double-click a room, it be added into the "Rooms" field at the bottom of the window:

er.ac.uk	<u>Click her</u>	Trio_H147 X003	Coleraine
			Coleraine
	Join with	- X050	Coleraine
	9037762(
	Video Co		
	Alternate	<	
		Rooms	BD 03 019; J813c; MD008A

3f.) Once you have added all the necessary rooms to that field, click "OK" on that window to return to your Invite. You should now see that those rooms have been added into both the "Required" and the "Location" fields of your Invite:

\triangleright	Title	Test Meeting
Send	Required	○ <u>BD 03 019;</u> ○ <u>J813c;</u> ○ <u>MD008A</u>
	Optional	
	Start time	Thu 12/05/2022 📇 08:00 🔻 🗌 All day 🗌 🍥 1
	End time	Thu 12/05/2022 👘 18:00 🔻 🕂 Make Recurring
	Location	Microsoft Teams Meeting; BD 03 019; J813c; MD008A

Once all the above has been added, it is best to send the Invite BEFORE you add any people. You will get an email from each room confirming the booking. This means that you know those rooms are booked before you send the Invite to guests.

Once the rooms are confirmed, go back into the Invite, add the guests, and then hit "Send Update". That will be your meeting booked.