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: https://www.ulster.ac.uk/ds/services/media-services/videoconferencing-service)

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:
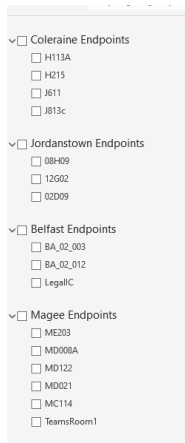
2.) How to add the Room calendars

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:
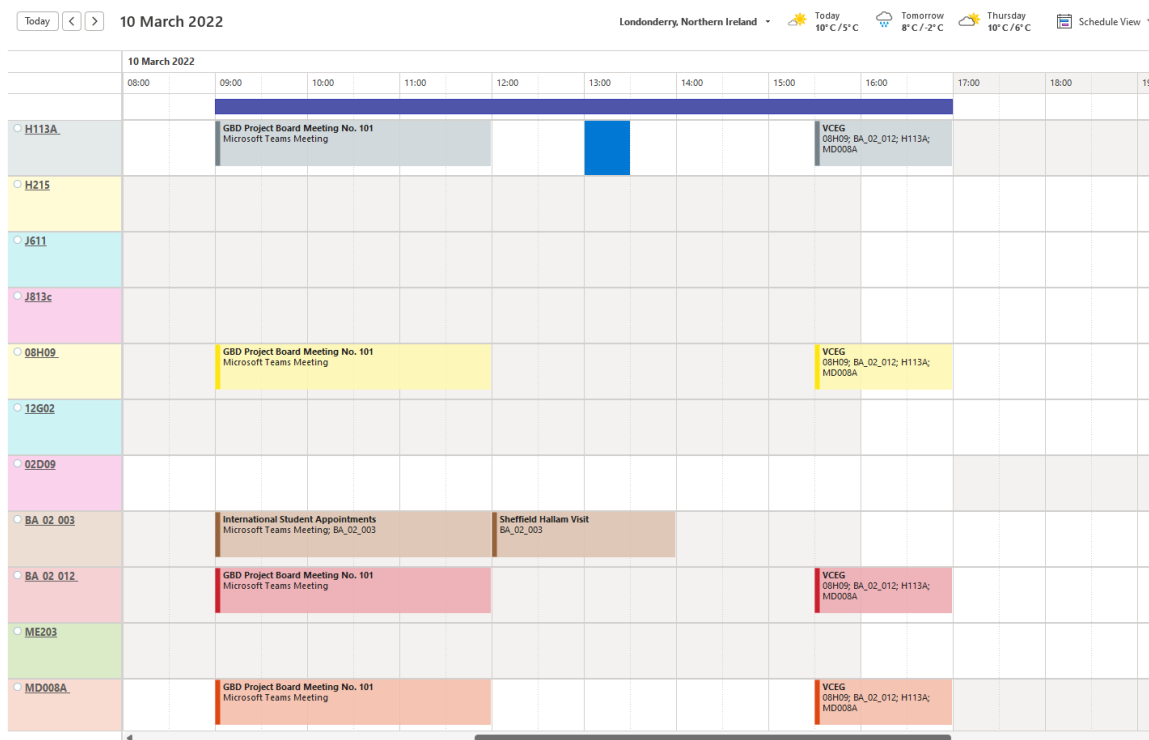
3.) **How to use these new calendars**

 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
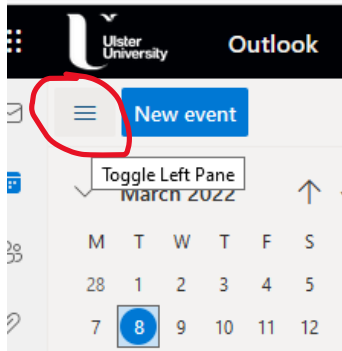
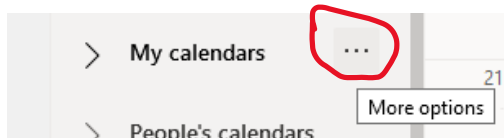-   . This will open your Outlook Calendar.

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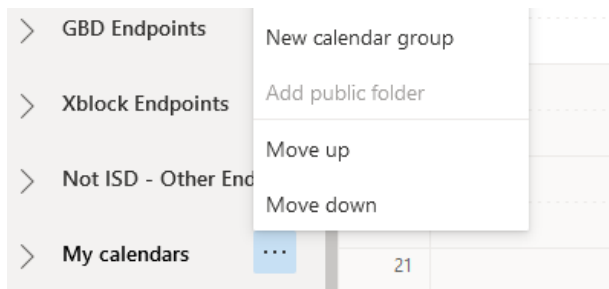
1a.) Click the "Toggle Left Pane" icon - - at the top left so you can see your left pane:
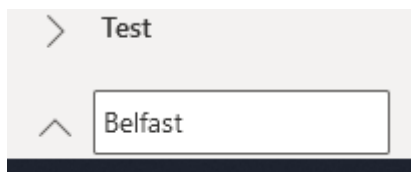

1b.) Now click on the three dots beside "My calendars" to see more options:

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

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

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.

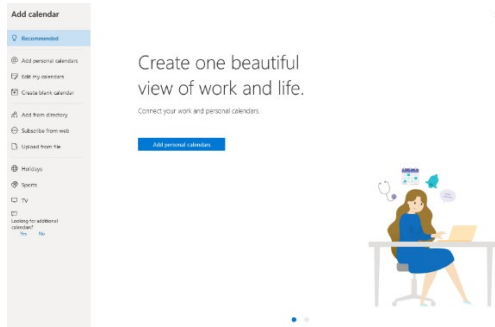Now you can add the room calendars into these groups.

2.) How to add the Room calendars

This section explains how to add the calendar for each Video-conference Room into its Campus group.
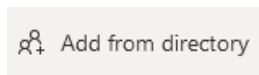
2a.) On the left, click on "Add Calendar":
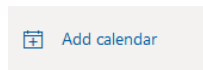
A new screen appears:

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

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

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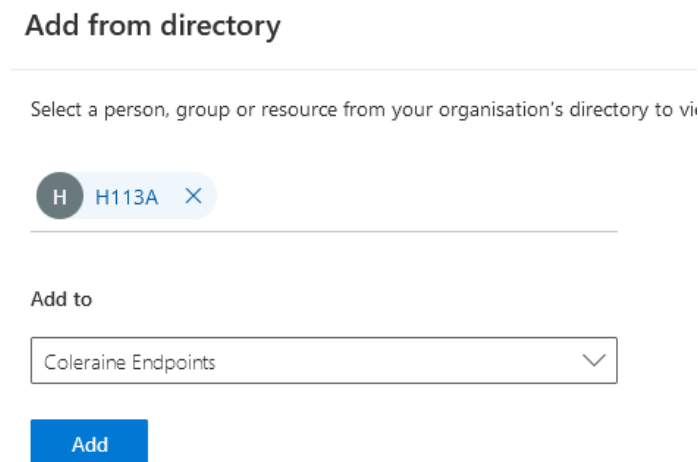
As you type, the name of the room should show up and you can click on it:
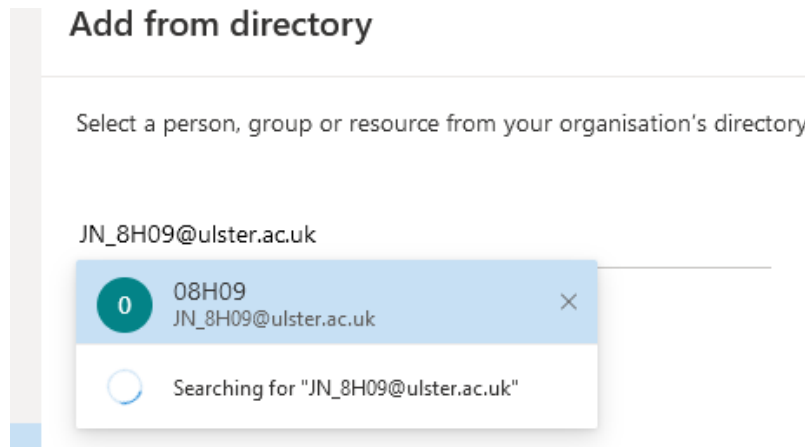
2d.) Once you've chosen the room name, you choose what group to add it to. Hit the down arrow in the "Add to" field to see a list of the groups you created earlier, and choose one of those groups:
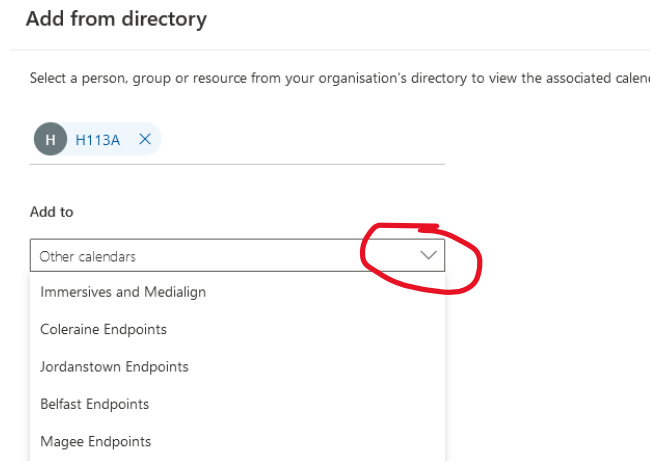
2e.) Finally click "Add" to add that room to the group:

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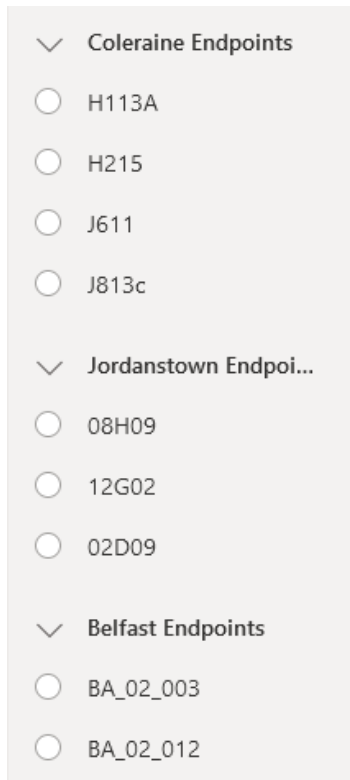
If you now return to your Outlook calendar on your PC or Mac, you should see the same groups and rooms in your left pane. You may need to wait a few minutes and / or restart your Outlook.

Ticking the button next to a room will show its calendar. For example:
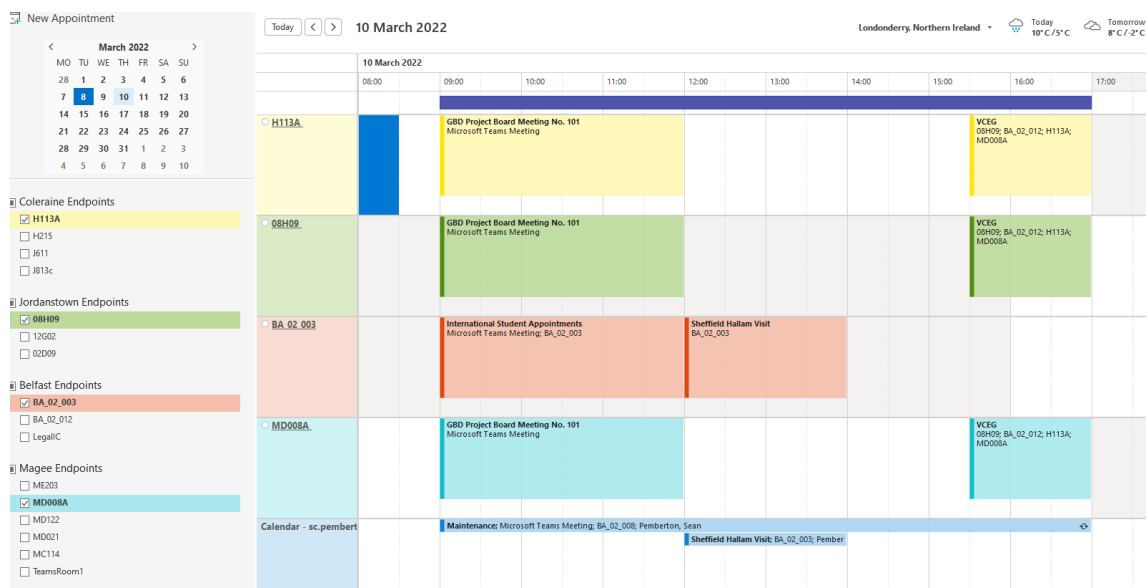
3.) **How to use these new calendars**

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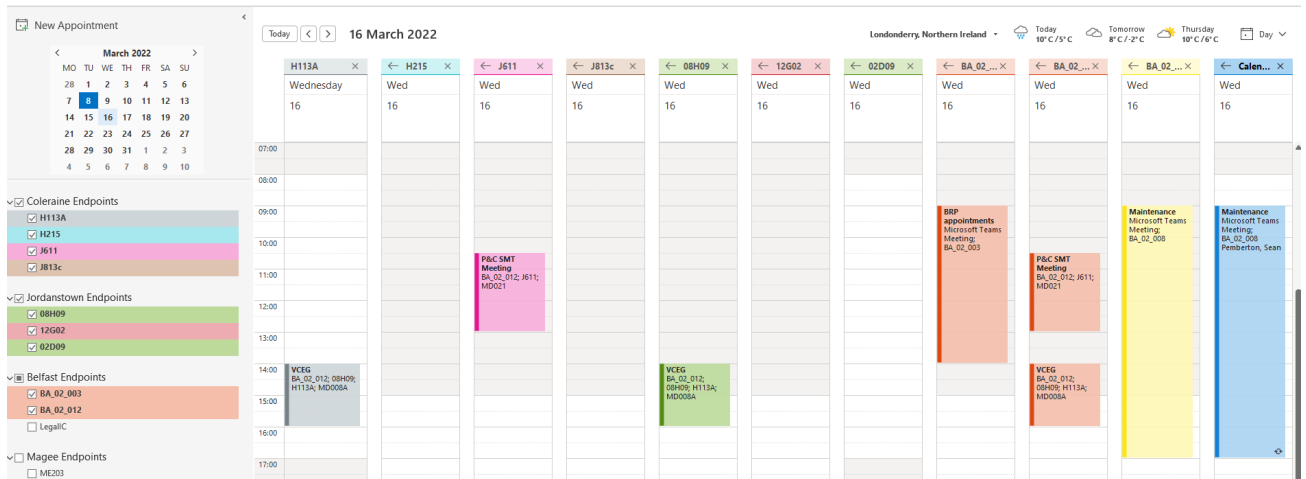
Make a note of what rooms you are going to use for the booking.

3b.) To book the meeting, create a new meeting as you usually do. That will open the booking page:
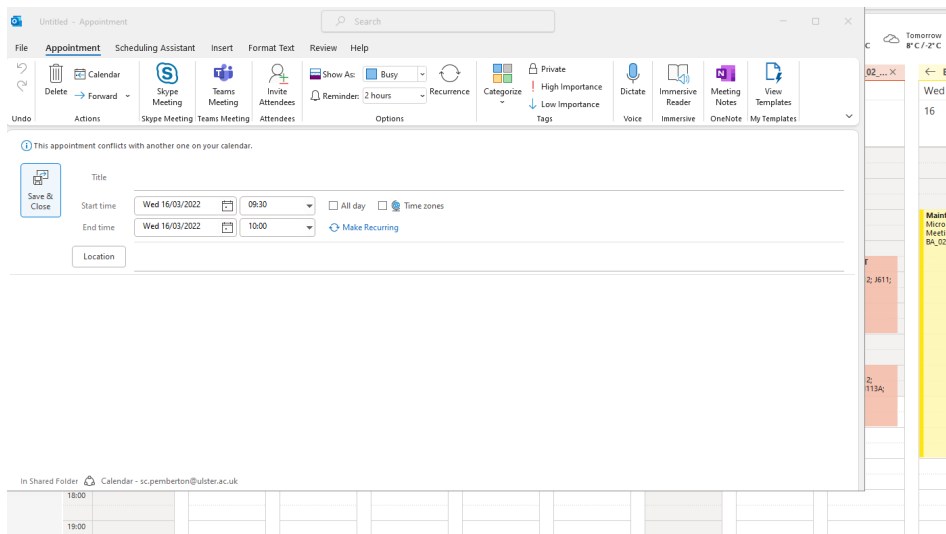
3c.) Give your meeting its title, times, and date. Hit the "Teams Meeting" button to add the Teams details to the bottom of the Invite:

3d.) Now to add the rooms - first hit the "Location" button on the middle left:
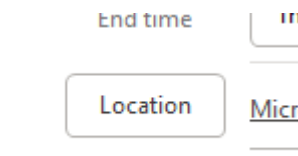
This will bring up a list of all our rooms:

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:
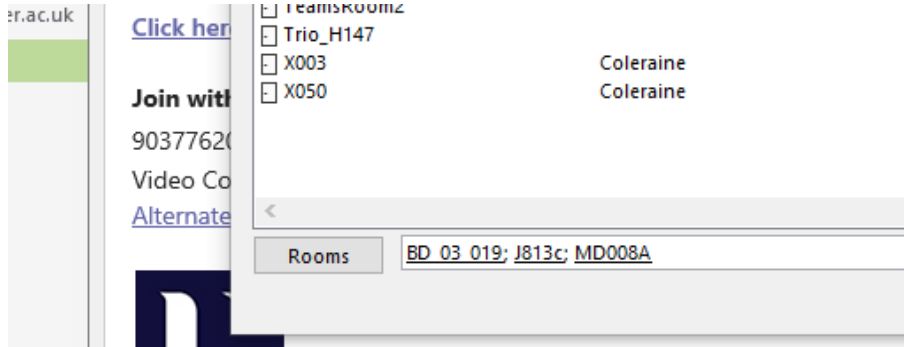
3f.) Once you have added all the necessary rooms to that field, click "OK" on that window to return to your Invite. You should now see that those rooms have been added into both the "Required" and the "Location" fields of your Invite:
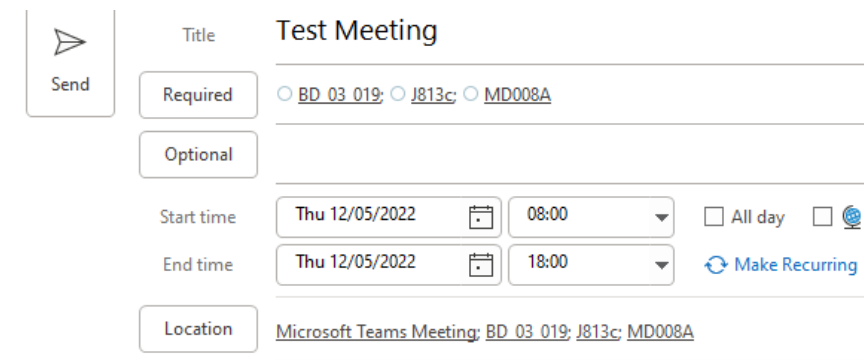
Once all the above has been added, it is best to send the Invite BEFORE you add any people. You will get an email from each room confirming the booking. This means that you know those rooms are booked before you send the Invite to guests.

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