Booking: Unit 75 Trax, Unit 78 Ram

Don Guilbeault - 2023-03-06 - Comments (0) - GENERAL

If you require the use of the Marketing Unit 78 Ram or the Administration Unit 75 Trax, there are some steps required to add the booked time to the Units Shared Outlook Calendar.

1.) Add an appointment to **your** Outlook Calendar

- Click "Calendar"
- Click "New Meeting"
- Add a Title to your meeting example: "Hanna Building Centre Meeting"
- In the "Required" field add the contact Unit75.Trax@westviewcoop.ca or Unit78.Ram@westviewcoop.ca <-- this address is apart of our Global Address List.
- Check the Date and and Times you will require the Unit. "Don't forget to include Travel Time"
- You can add some Notes at the bottom if you would like, but these notes will not be added to the Shared Calendar for the Unit
- Delete the Microsoft Teams information in the bottom notes section of the New Meeting Windows and also Delete Microsoft Teams from the location.
- Click "Send"
- You may be prompted that there is no location set for the this meeting request. You can ignore the warning and click send anyway.

2.) If the Unit you are requesting is available for the Time you have selected you will receive an automated email "Accepted" from the Unit's Shared Calendar and your time will be blocked off in that Unit's Calendar.

3.) If there is a conflict with the selected time you have booked, you will receive an automated email "Declined", with additional information as to who has the Unit booked and what date and time is in conflict. This will provide for you a point of contact to assist in working out scheduling times.

Side Note: If you would like to see the Unit's shared calendar to see when it is book for planning:

1.) in Outlook click on your Calendar

2.) In the left and side, right click on My Calendars and select "+ add Calendar... from address book. and double click on the unit calendar you would like to add.

3.) click "Ok"

This will added the unit calendar to your "My Calendar" section. Clicking the check box beside the Unit's Calendar will turn it off and on from viewing.

If you no longer want to follow that calendar, right click on the unit calendar and select " Delete Calendar"