

# Resources in Outlook 2003

## *Topics in this handout*

- What is a resource?
- Types of resources
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- Schedule a resource

## *WHAT IS A RESOURCE?*

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Extension IT is proud to present a new service for Extension Exchange users: online shareable, schedulable calendars for all types of resources – typically a room or an object. A resource can be a conference room, equipment (like a data projector), an ISU vehicle, etc...

How does it work?

A special Exchange calendar is created to represent a specific resource. Individuals who wish to use the resource “invite” the resource as a meeting participant. Thanks to Exchange’s free/busy calendar information, staff can determine whether a resource is free before attempting to schedule it, just like scheduling time with other people.

There are two types of resource calendars provided by Extension IT: **AutoAccept** and **Delegate Controlled**.

## *TYPES OF RESOURCES*

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### **AutoAccept**

This type of calendar is the easiest to use and requires no ongoing management. Most resources fall into this category. AutoAccept resource calendars are configured at the server to automatically process meeting invitations. If the resource is free, the invitation will be accepted; if busy, declined. A response will immediately be sent to the meeting organizer indicating the status.

In addition to the free/busy information that all Exchange users are permitted to view, the local staff group will also be granted Reviewer permission—the ability to see details of appointments scheduled on the resource calendar. This staff group is the same as that used for access to your file share (S:\).

A one-time setup fee of \$25 will be charged for each AutoAccept resource calendar.

### **Delegate Controlled**

This type of calendar is useful for resources that must be approved or denied by a real person. Like all resource calendars, individuals who wish to use the resource invite the resource as a

meeting participant. However, in this configuration the human delegate who controls the resource must manually respond to the request.

In addition to the free/busy information that all Exchange users are permitted to view, the local staff group will also be granted Reviewer permission—the ability to see details of appointments scheduled on the resource calendar. This staff group is the same as that used for access to your file share (S:\).

A one-time setup fee of \$50 will be charged for each delegate controlled resource calendar. Additionally, any change will be subject to a per-change fee of \$50. A typical change might be altering the delegate responsible for the resource, or adding a new delegate.

## **CREATE A RESOURCE**

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Extension's policy is that each county office, area office or office/department on campus has the opportunity to set up one resource free of charge.

To create a resource:

1. Decide what **room/object** you need a resource for. A resource can be for a room, a piece of equipment, a vehicle, etc....
2. Decide which **type** of resource it will be; AutoAccept or Delegate Controlled. (Refer to previous section of this handout entitled : "Types of Resources".) If Delegate Controlled, decide who will control the schedule.
3. Follow the **naming convention**.  
*countyname resource* (i.e. Story Conference Room, or Marshall Data Projector).  
Campus rooms will be identified by *Building Room# Description* (i.e. Scheman 160 ICN)
4. The office Director (AEED or CEED) should **contact** Darin Dugan (515-294-8658 or [dddugan@iastate.edu](mailto:dddugan@iastate.edu)) with the request. You will need to provide an account number if the new resource is beyond the one provided free of charge.

## **SCHEDULE A RESOURCE**

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This feature requires you to be using a Microsoft Exchange Server e-mail account.

This procedure works only if you have been given permission to schedule this resource.

1. In **Calendar**, on the **Actions** menu, click **Plan a Meeting**.
2. Click **Add Others**, and then click **Add from Address Book**.
3. In the **Type name or select from list** box, enter the name of a resource you want at the meeting.
4. After you enter each resource, click **Resources**.
5. Click **OK**, and then use the scroll bars to view the free/busy time (free/busy time: In Calendar, time status and user defined labels are indicated by colors and patterns.) for invitees.