

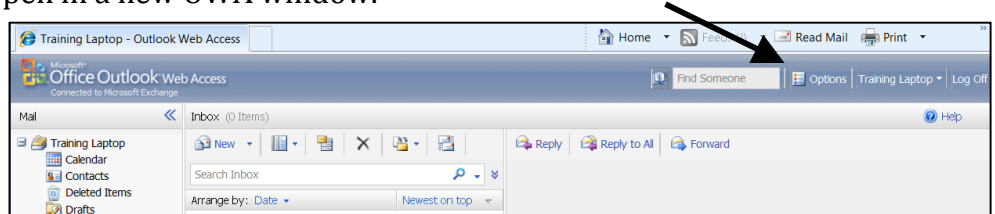
Resource Settings Defaults And Explanations

These are the default settings to ensure the most efficient and effective management of the resource and will be acceptable for most resources.

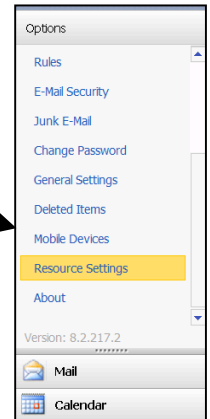
There are two ways that an Outlook Resource can be accessed:

Accessing the Resource Directly:

1. To alter resource settings, log in to your resource in Internet Explorer by going to [http://exchange.jmu.edu/owa/\[resource_name\]@jmu.edu](http://exchange.jmu.edu/owa/[resource_name]@jmu.edu).
2. Login with your **e-ID and password**.
3. The resource will open in a new OWA window.
4. Click on **Options**.

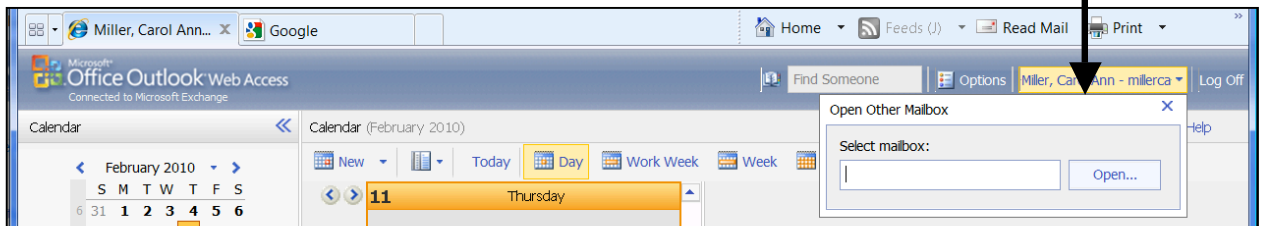


5. A new screen will appear in the navigation bar on the left of the window. Look on the left navigation bar.
6. Scroll down and click on **Resource Settings**.
7. A new window will appear.
8. These are the **resource options** that can be edited.



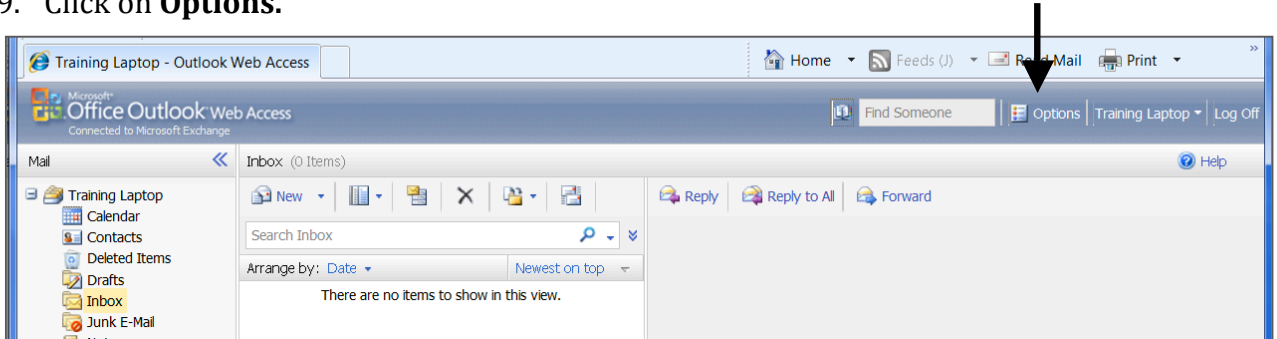
Accessing the Resource through the Owner's Account

1. Open **Internet Explorer**.
2. Type the address <http://exchange.jmu.edu>.
3. Log into the Outlook Web Access by using your **e-ID & password**.
4. When OWA opens, click on your name (in the right side of the blue/grey line).

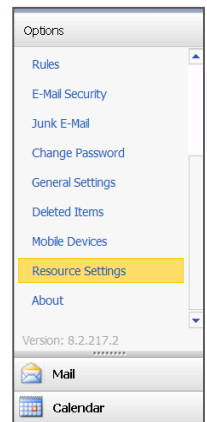


5. A new window will open underneath your name.


6. Type the name of the **Resource** in the **Select** mailbox window.
7. Click on **Open** the resource window.
8. The resource will open in a new OWA window.
9. Click on **Options**.



10. A new screen will appear in the window. Look on the left navigation bar.
11. Scroll down and click on **Resource Settings**.
12. A new window will appear.
13. These are the resource options that can be edited.



Resource Settings Defaults And Explanations

 **Resource Scheduling Options**

- Automatically process meeting requests and cancellations
 - Disable Reminders
 - Maximum number of days:
 - Always decline if end date is beyond this limit
 - Limit meeting duration
 - Maximum allowed minutes:
 - Allow scheduling only during working hours
 - Allow conflicts
 - Allow recurring meetings
 - Allow up to this number of individual conflicts:
 - Allow up to this percentage of individual conflicts:

I. Resource Scheduling Options

- a. **Automatically process meeting requests and cancellations**

- i. Enables or disables all options below. If not checked the owner must manage every request manually. It is recommended that this remain checked.

b. Disable Reminders

- i. Enables or disables reminders for events in this calendar. This applies only for the resource; the organizer and attendees will still receive reminders if they have elected to do so.

c. Maximum number of days

- i. Limits how far in advance an event can be scheduled. The default is one year.

d. Always decline if end date is beyond this limit

- i. Requests beyond the maximum number of days specified will be automatically declined and an explanatory message will be sent to the event requestor.

e. Limit meeting duration

- i. Limits the amount of time for which a room can be scheduled.

f. Maximum allowed minutes

- i. Default is 1440 minutes (24 hours).

g. Allow scheduling only during working hours

- i. If checked, an event can only be scheduled during the hours specified under Calendar Work Week in Calendar Options.

h. Allow conflicts

- i. If checked, the room can be scheduled for two or more events at the same time.

i. Allow recurring meetings

- i. Allows booking of the resource room at a regular interval; the event can be set to repeat over a specified duration of time (i.e. every Tuesday for three weeks)

j. Allow up to this number of individual conflicts

- i. When set to 0, a recurring event will fail to schedule if one or more conflicting appointments already appear.
 - 1. Example: Bob wants to schedule an event to occur every Wednesday for three months. If Sue already has the room scheduled for one of those Wednesdays, Bob's request will be denied.
- ii. If the number is greater than 0, a recurring event is allowed that many conflicts before being denied
 - 1. Example: The number of allowed conflicts is set to 2. Bob wants to schedule an event to occur every Wednesday for three months. If Sue already has the room scheduled for one of those Wednesdays, Bob's request will be accepted for all other Wednesdays and he will be notified of the conflicting date.

k. Allow up to this percentage of individual conflicts

- i. The same idea as with the individual conflicts field applies, but in this instance a percentage of conflicts allowed is specified.

Resource Scheduling Permissions

Specify users and groups which have permissions to schedule this resource by sending a meeting request

These users can schedule automatically if the resource is available:

Everyone

Select Users and Groups:

These users can submit a request for manual approval if the resource is available:

Everyone

Select Users and Groups:

These users can schedule automatically if the resource is available and can submit a request for manual approval if the resource is unavailable:

Everyone

Select Users and Groups:

For requests requiring approval:

Always forward to delegates

Always tentatively accept these requests

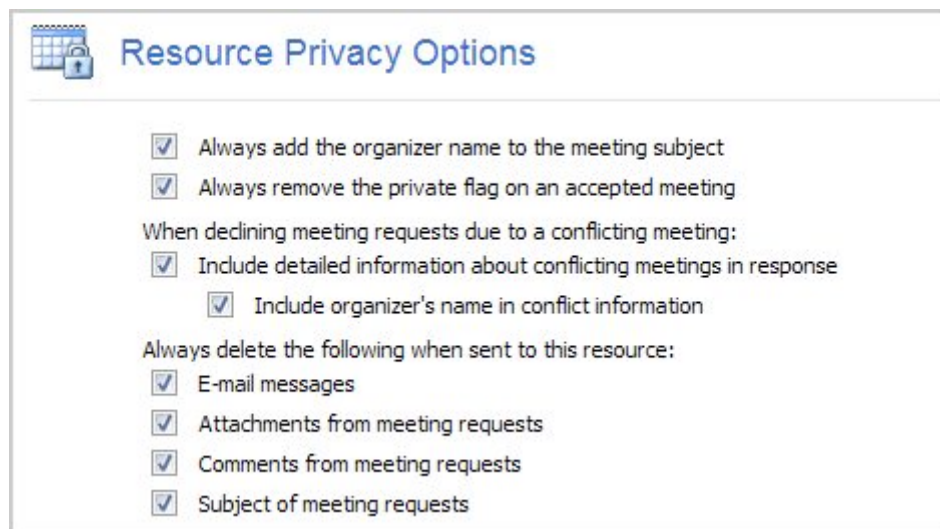
II. Resource Scheduling Permissions

- a. **These users can schedule automatically if the resource is available**
 - i. By default, everyone can schedule this resource without manual approval by the resource owner. If *Select users and Groups* is selected, only users and groups specified can schedule automatically. All others will need to be manually approved by the resource owner.
- b. **These users can submit a request for manual approval if the resource is available**
 - i. If *Everyone* is selected, then all requests must receive manual approval by the resource owner. If *Select Users and Groups* is selected, only the specified users and groups require manual approval by the resource owner. *Select Users and Groups* is selected and left blank by default so that all requests are approved automatically.
- c. **These users can schedule automatically if the resource is available and can submit a request for manual approval if the resource is unavailable**
 - i. When *Everyone* is selected (default) any request during an open time frame will be automatically approved. If the room is booked at the requested time, a form is submitted to the resource owner for manual approval. If *Select Users and Groups* is selected, only those specified will have the option to have the request manually approved; all others will have a conflicting

request denied without the option of manual approval by the resource owner

d. For requests requiring approval

- i. Always forward to delegates
 - 1. This is automatically checked so that requests go directly to the delegates mailbox instead of sitting in the resource mailbox
- ii. Always tentatively accept these requests
 - 1. Requests for manual approval are automatically put on the calendar as tentative. If unchecked, no entry will be made to the calendar until the resource owner approves the request



III. Resource Privacy Options

- a. Always add the organizer name to the meeting subject**
 - i. This allows anyone to view who scheduled the event without opening it.
- b. Always remove the private flag on an accepted meeting**
 - i. If the event scheduler marks the event as private, privacy will be removed and the event will be visible to all viewers of the resource. This will not remove the privacy flag from the event on the organizer's or attendees' calendars. **Important:** If this is checked, even the subject of the event will be masked; the resource owner and other calendar viewers will not be able to see who scheduled the event.
- c. When declining meeting requests due to a conflicting meeting:**
 - i. Include detailed information about conflicting meetings in response
 - 1. The scheduler of the conflicting event is sent information about the existing event
 - ii. Include organizer's name in conflict information

1. In addition to information about the existing event, the owner's name is included to allow compromise between parties.
- d. Always delete the following when sent to this resource:**
- i. E-mail Messages
 1. E-mail messages sent directly to this resource will be automatically deleted after event processing.
 - ii. Attachments from meeting requests
 1. Attachments to e-mail messages will be automatically deleted after event processing. This only applies to the resource calendar; organizer's and attendees' calendar entries will not be affected
 - iii. Comments from meeting requests
 1. Replies to accepted meeting requests will be automatically deleted after event processing
 - iv. Subject of meeting requests
 1. Event subjects are deleted from the calendar event after event processing. **Important:** It is recommended that this box be UNCHECKED to allow viewing of event subject and owner.

Response Message

Add additional text that will be included in responses to meeting requests

Tahoma [dropdown: 10] **B** **I** **U** [Bulleted List] [Numbered List] [Indent Left] [Indent Right] [Link]

[Text Color: A] [Background Color: Grey]

IV. Response Message

- a. **Add Additional text that will be included in responses to meeting requests.**
 - i. All responses to meeting requests will include whatever text is entered here.
 1. Example: "John Doe is the delegate for this resource. For any questions or additional information, please contact him directly at doejx@jmu.edu."