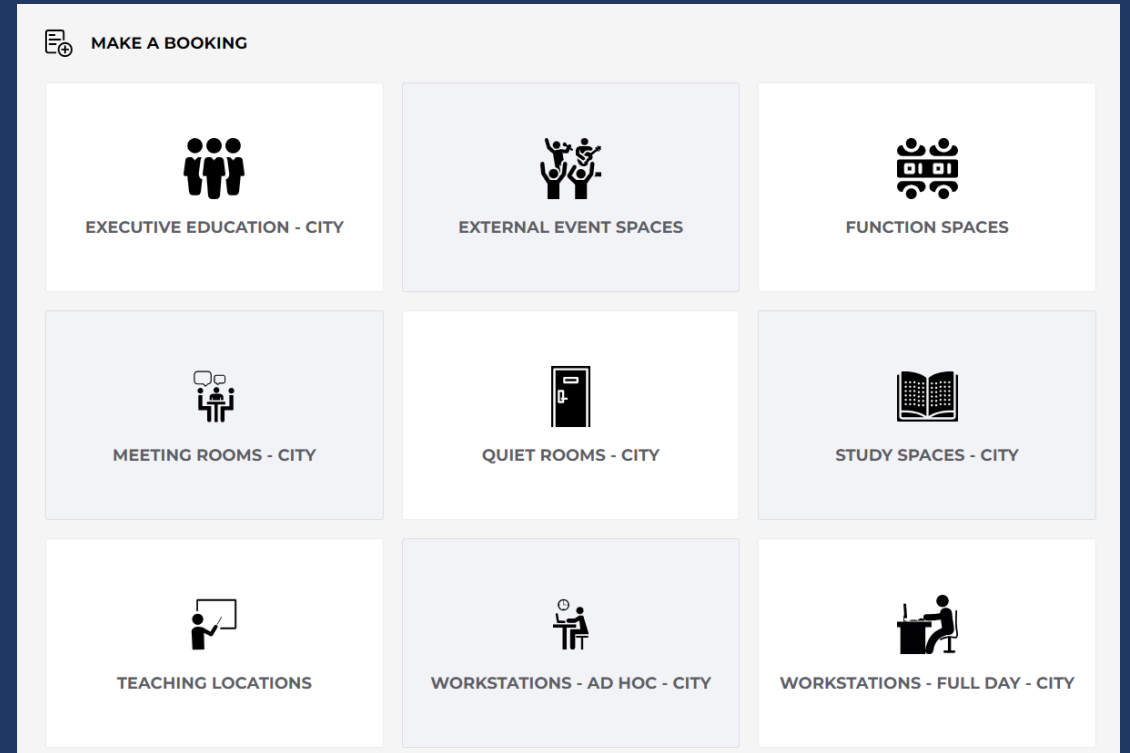


Resource Booker: Quick Guide

- Subscribe – add resource bookings to outlook calendars

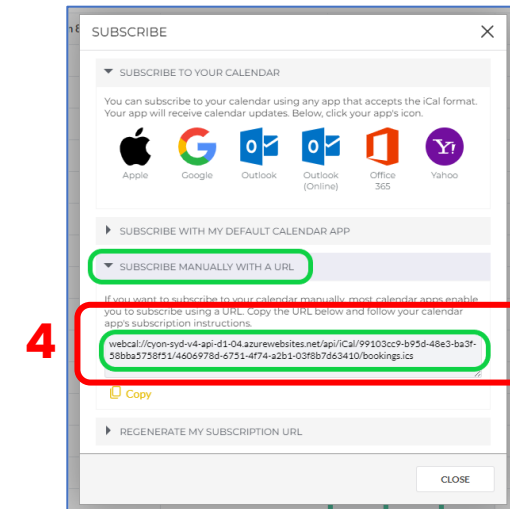
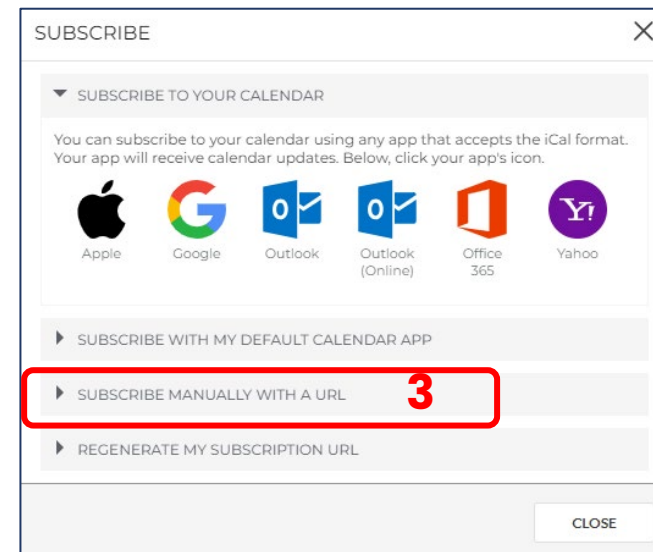
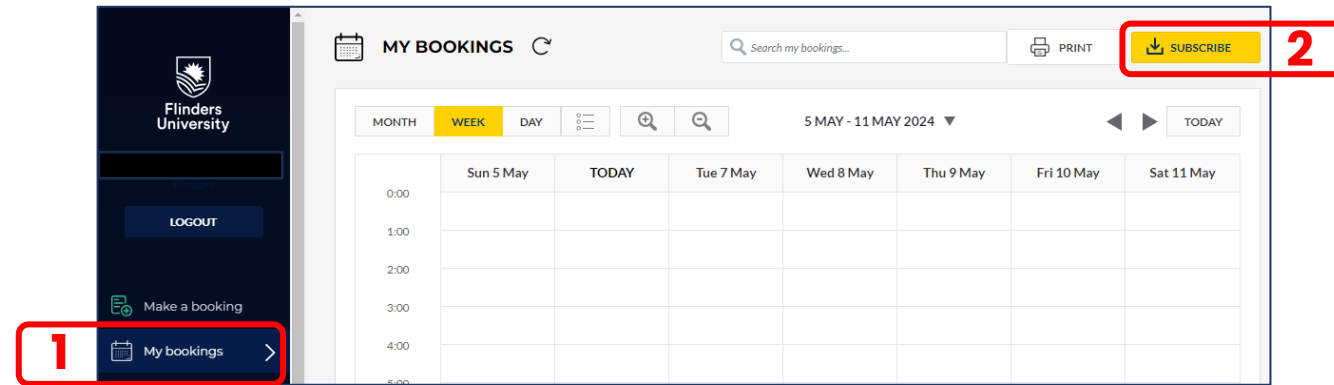


Subscribe

Bookings listed in your 'My Bookings' calendar in Resource Booker, can be copied to an Outlook calendar to enable you to invite others to a meeting.

To do this you need to 'Subscribe', a one-time process that does not need to be repeated.

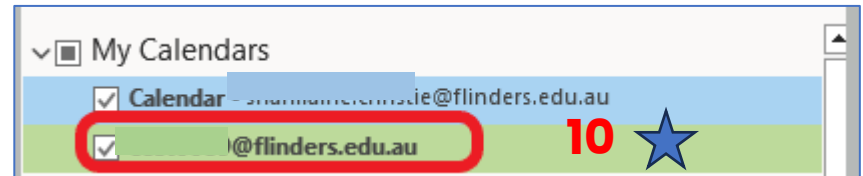
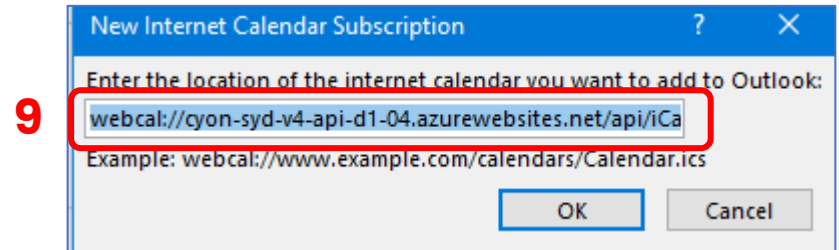
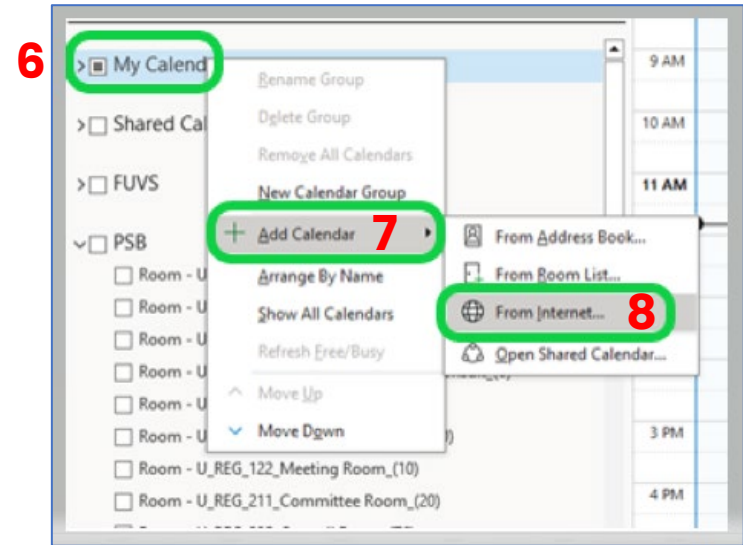
1. Select My Bookings
2. Select Subscribe
3. Select Subscribe manually with a URL
4. Copy the URL



Subscribe

5. Open Outlook calendar
6. Right click on My Calendars
7. Select Add Calendar
8. From Internet
9. Add URL in the New Internet Calendar Subscription
10. Creates a clone of your Resource Booker My Bookings calendar named as your FAN@flinders.edu.au

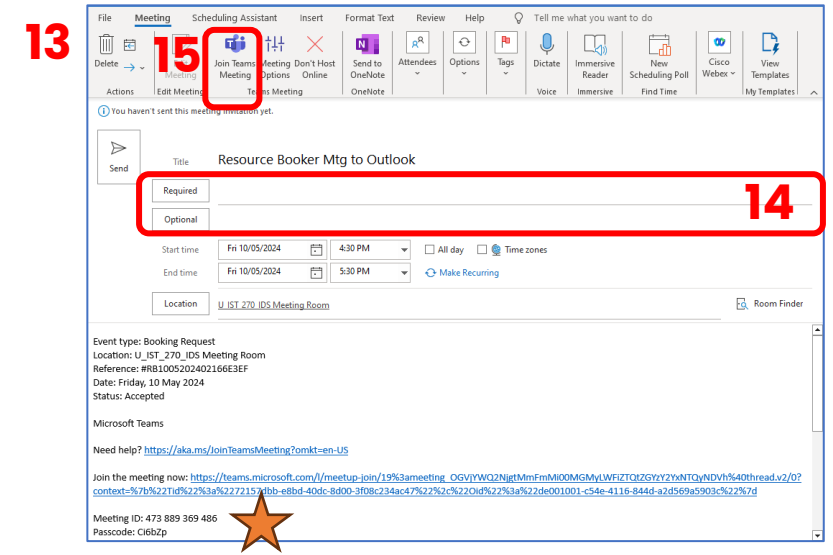
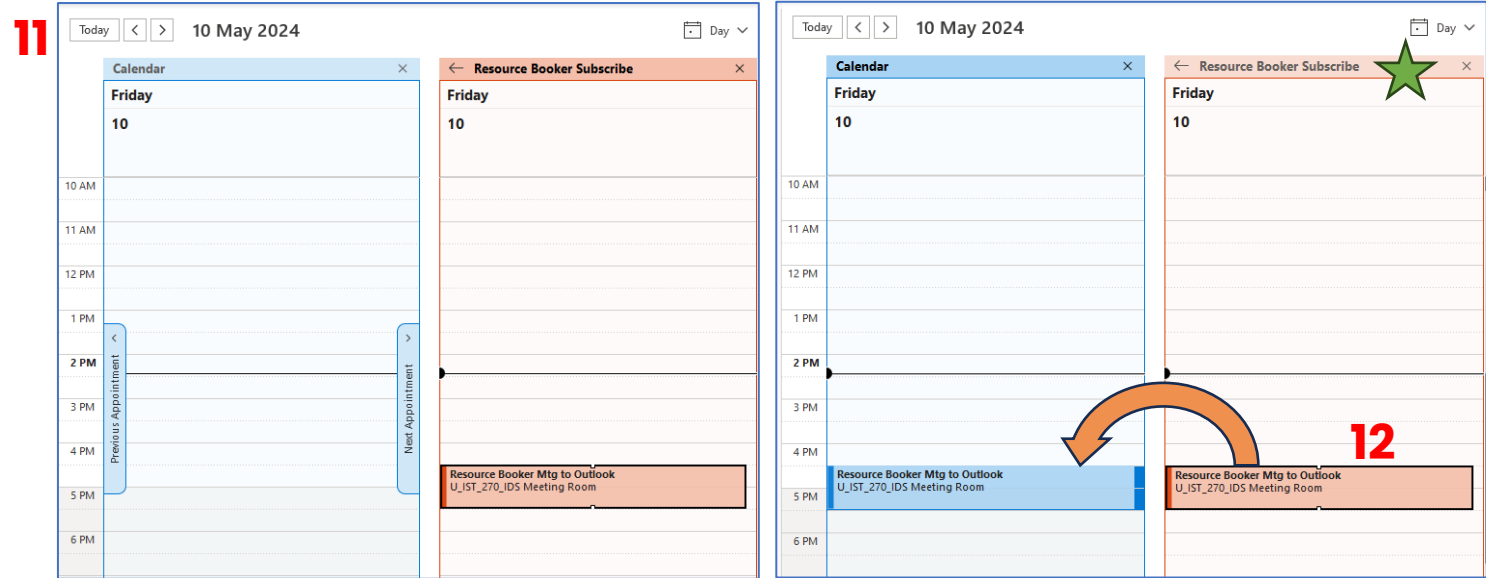
★ Rename calendar to something more useful for example Resource Booker Bookings



Invite people to a meeting

The My Bookings clone calendar can take time to show the booking as the exchange calendar refresh is not instant.

11. In Outlook calendar view open both your personal outlook calendar and My Bookings clone calendar on the day of the booking.
12. Select the meeting you want to invite people too and drag a copy to your personal or shared calendar (e.g. College event calendar).
13. Open the meeting from your personal calendar.
14. Add the people you are inviting
15. Add Teams to the meeting invite if required.



★ Only changes made in Resource Booker will update the My Bookings cloned calendar

★ To join a Teams meeting from a Teams enabled meeting room use the Meeting ID and Password to join the room to the meeting.