IPSWITCH
IMail Server

Resource Scheduling
Client Guide

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This document is intended as a guide for the Resource Scheduling feature that is available starting with IMail Server version 12.5.3. Using this feature will ensure that valuable company resources, such as conference rooms and office equipment, are reserved and that the reservation is visible to other users.

**Prerequisites**

This guide assumes the following:
- Your system administrator has created one or more resource accounts.
- End users have been made aware of the naming scheme for resource accounts and/or resource account calendars have been made visible as public folders.
  (i.e. meetingroom1@domain.com, companycar@domain.com, etc…)
- Outlook has been properly configured to receive free/busy information.
  Note: Installing the WGS collaboration client software should automatically configure free busy. To manually adjust/configure free busy in Outlook, please refer to the following article:
  Configuring Free Busy in Outlook

If you are unsure of any of these items, please contact your system administrator.

Resource Scheduling with Microsoft Outlook

To schedule a resource using Microsoft Outlook, please use the following steps:

1. From within Microsoft Outlook, Select New Appointment or New Meeting
2. Select the desired date and time for the Appointment/Meeting.
3. Click the "Scheduling Assistant" button.
4. In the Scheduling Assistant dialogue, type the email address of the resource you wish to reserve.
   Example: meetingroom1@domain.com
5. The Scheduling Assistant should display free/busy information for meetingroom1. If the desired time slot is available for the resource, you can proceed by adding other appointment/meeting attendees.
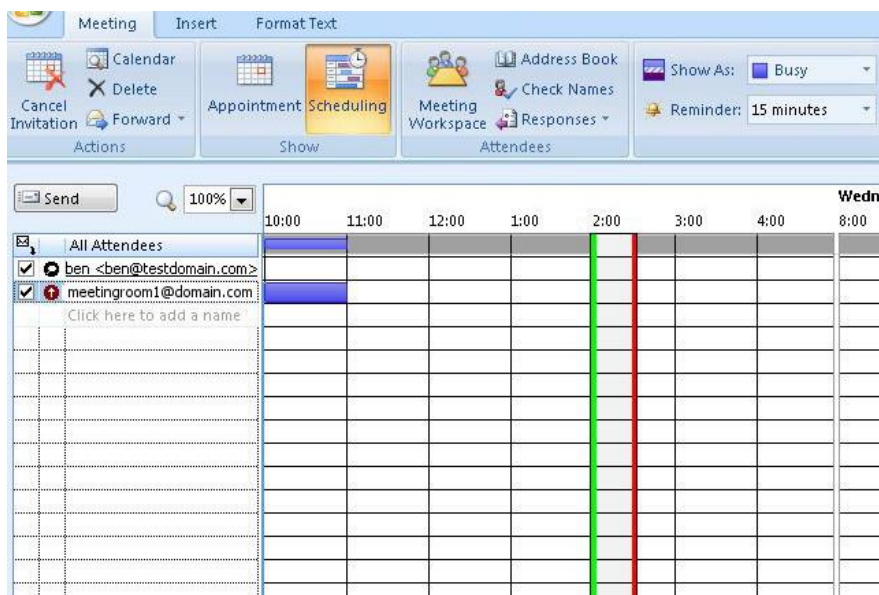
6. Once you have added all attendees, switch back to the appointment details and enter the necessary information such as Subject, Location, etc…
7. Click "Send" and the Meeting Request will be sent to all attendees, including the resource account.
8. You should receive a confirmation email from the resource account confirming that the date/time was reserved. The confirmation email will look similar to the following:

    "ACCEPTED" <meetingroom1@domain.com>,

    Subject: test meeting
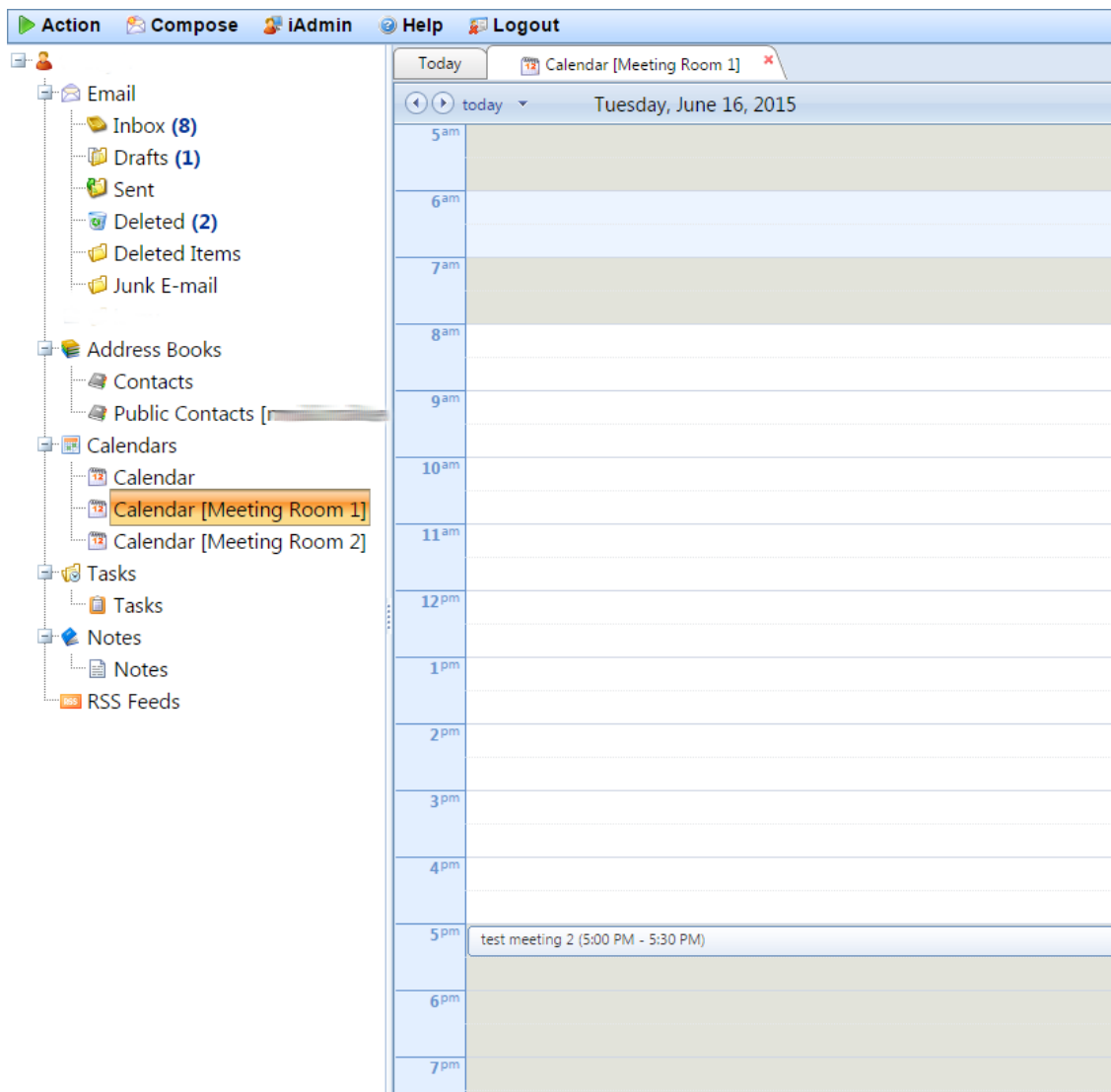   Location:

    Organizer: user@domain.com
    Start: 6/15/2015 5:00:00 PM -04:00
    End: 6/15/2015 5:30:00 PM -04:00

    meeting details

Resource Scheduling with IMail Web Client

1. Log into the IMail Web Client
2. In the left menu, locate Calendars>Calendar [Resource Name]

3. Review the schedule for the resource in question to determine and acceptable date/time.
4. At the top of the web interface, Go to Action>Create New>Appointment/Meeting Request
5. Create the appointment using the date/time that you determined to be available in Step 3.
6. Click Send.
7. You should receive a confirmation email from the resource account confirming that the date/time was reserved. The confirmation email will look similar to the following:

"ACCEPTED" <meetingroom1@domain.com>,

Subject: test meeting
Location:

Organizer: user@domain.com
Start: 6/15/2015 5:00:00 PM -04:00
End: 6/15/2015 5:30:00 PM -04:00

meeting details