SFU Mail, OWA Web Client, and FHS Meeting Room Calendars

How to Book, View, and Manage

Contents

Permissions Overview

Free/busy information for most FHS rooms is available to all SFU Mail users and can be seen when booking a room. FHS faculty and staff can also see additional limited details (title, location) for meetings/appointments in most FHS rooms.

FHS faculty and staff are free to add room calendars for frequently used rooms to their list of calendars

FHS administrative staff can manage room calendars directly, including moving/deleting existing meetings/appointments and booking meetings/appointments directly in the room's calendar
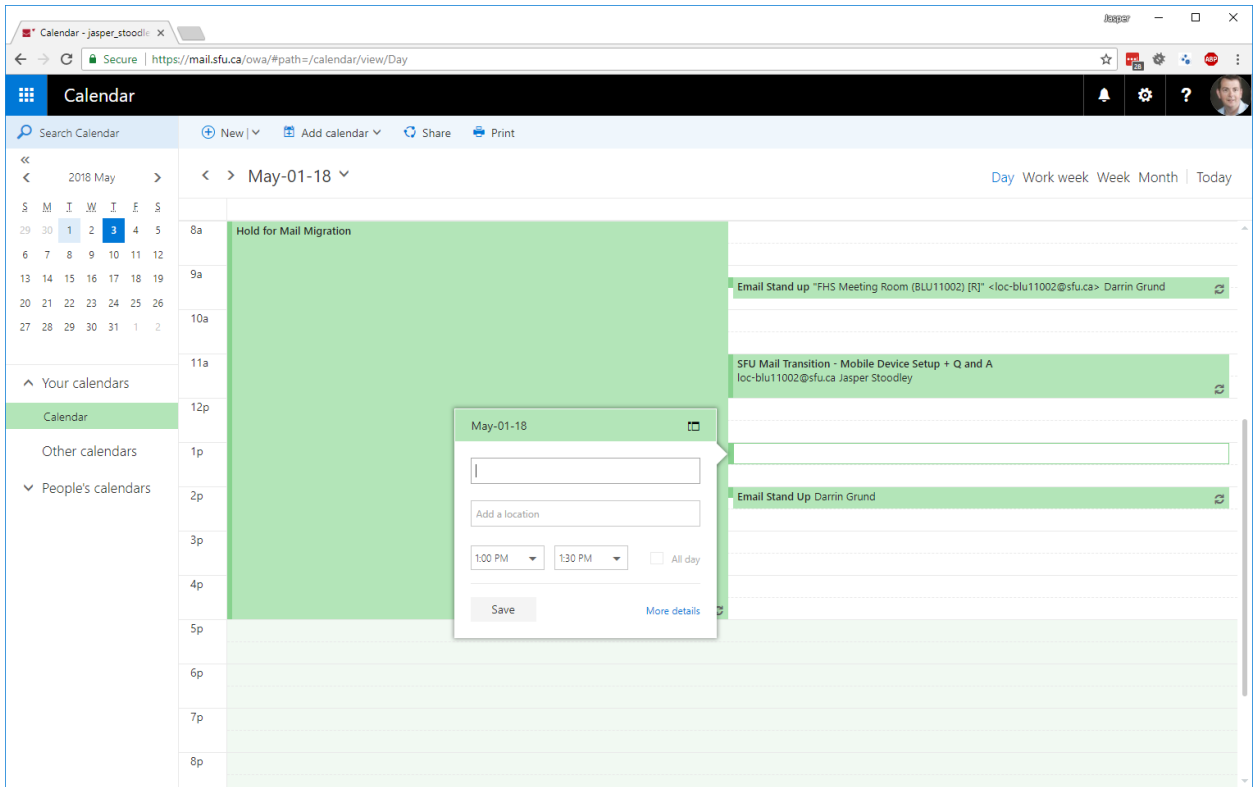
Web Client (OWA) – mail.sfu.ca

Booking a meeting room

Faculty and staff can book meetings/appointments in most FHS meeting rooms, as follows:
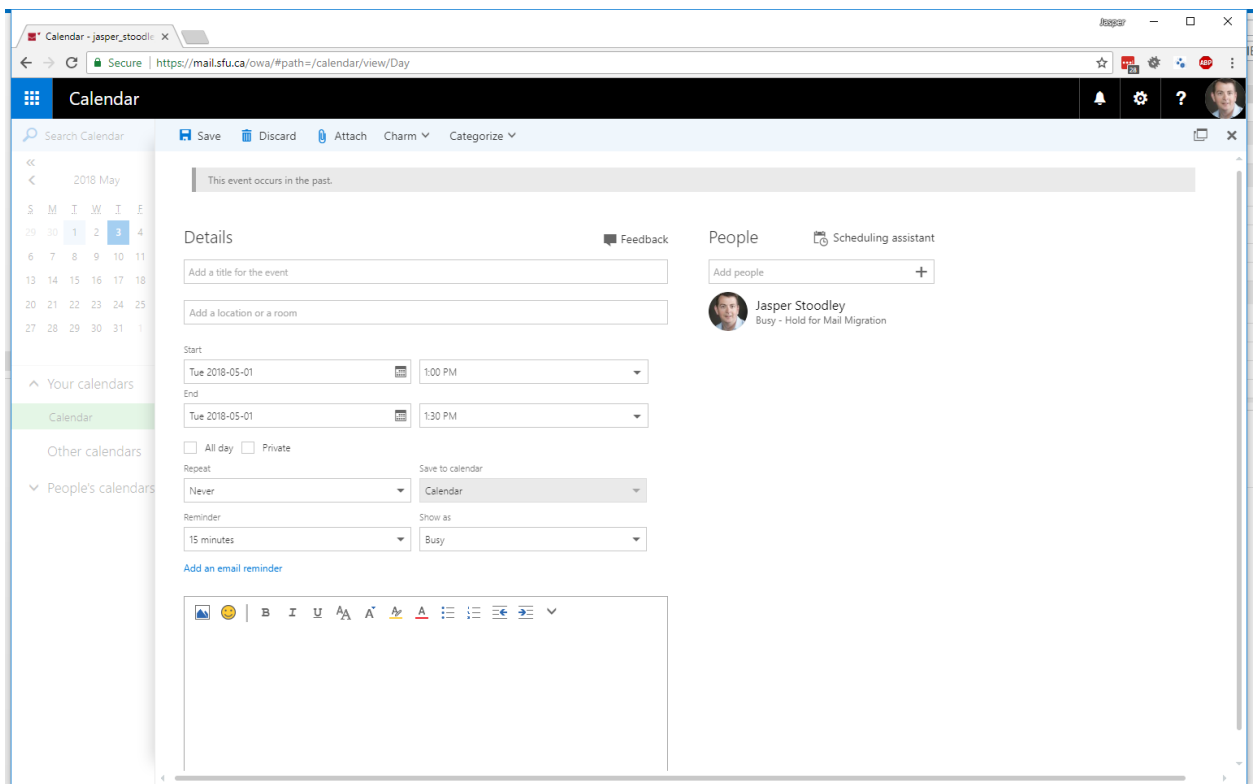
1. In the OWA calendar view, ensure your personal calendar (called *Calendar)* is visible
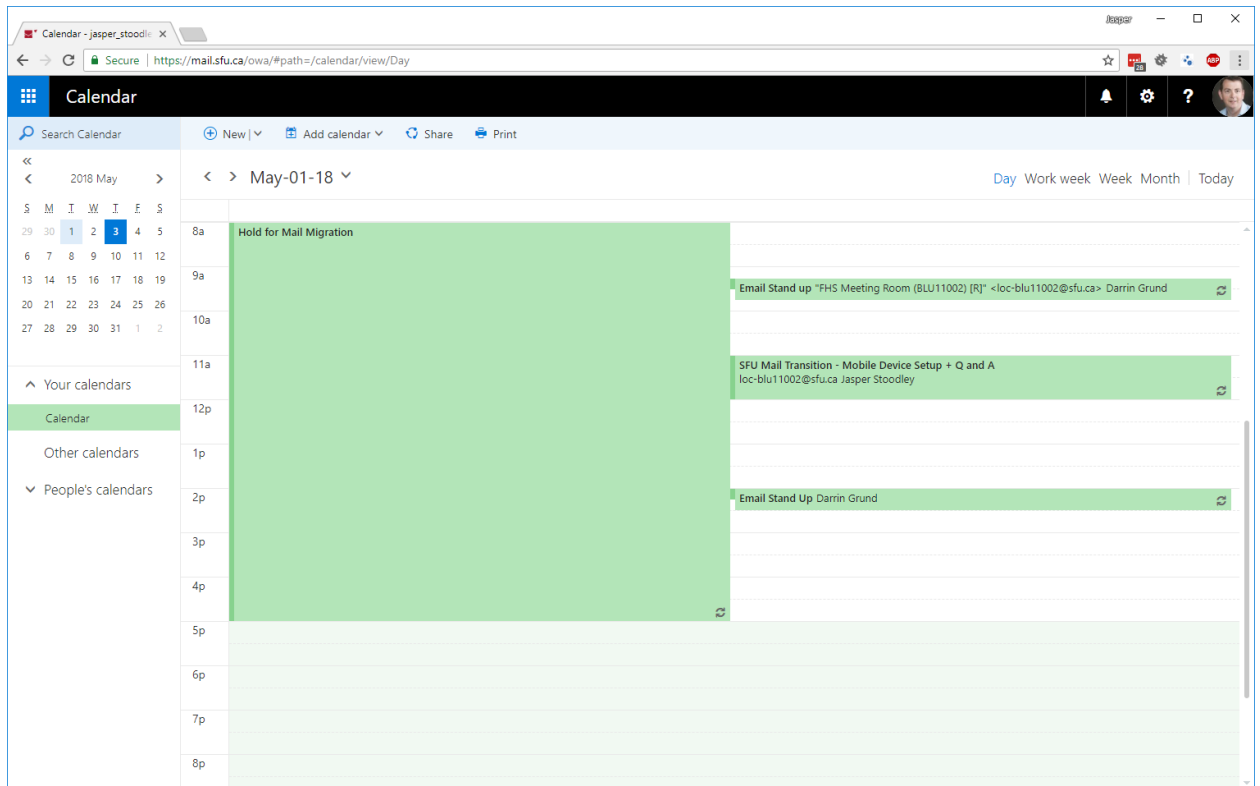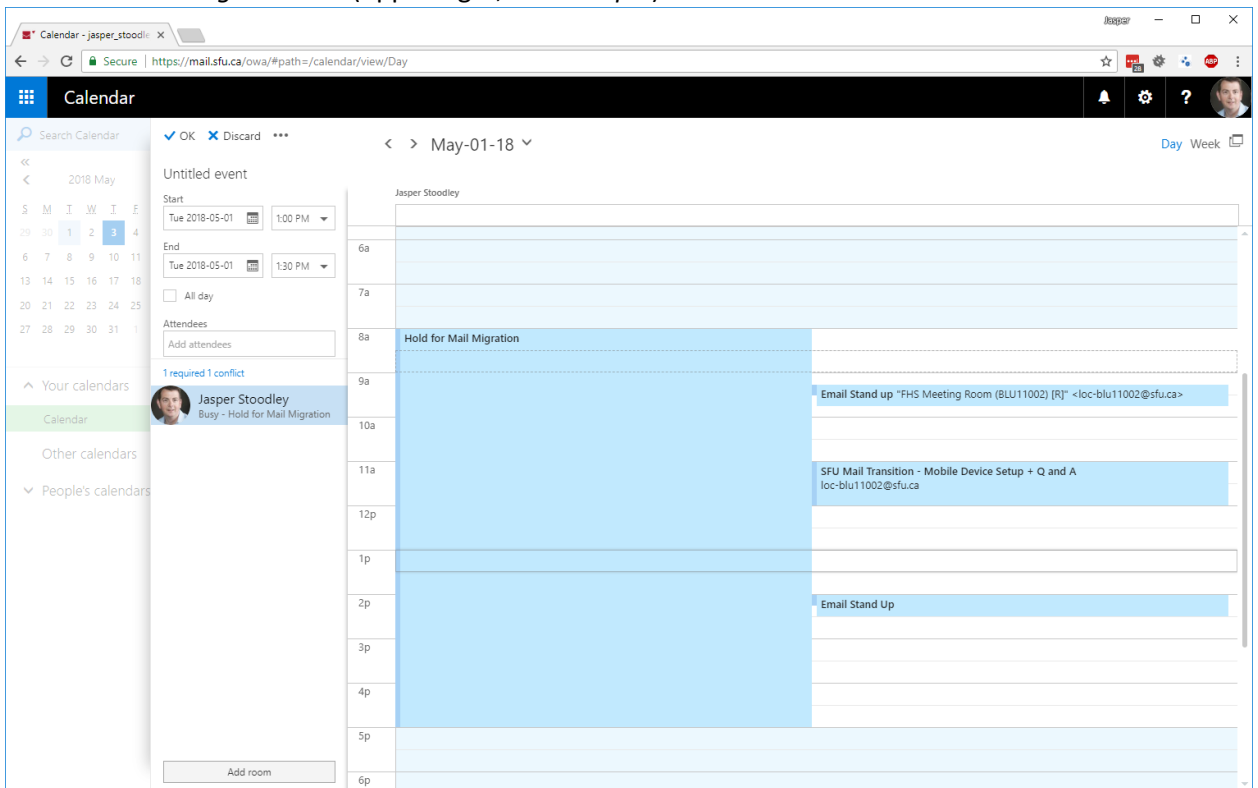

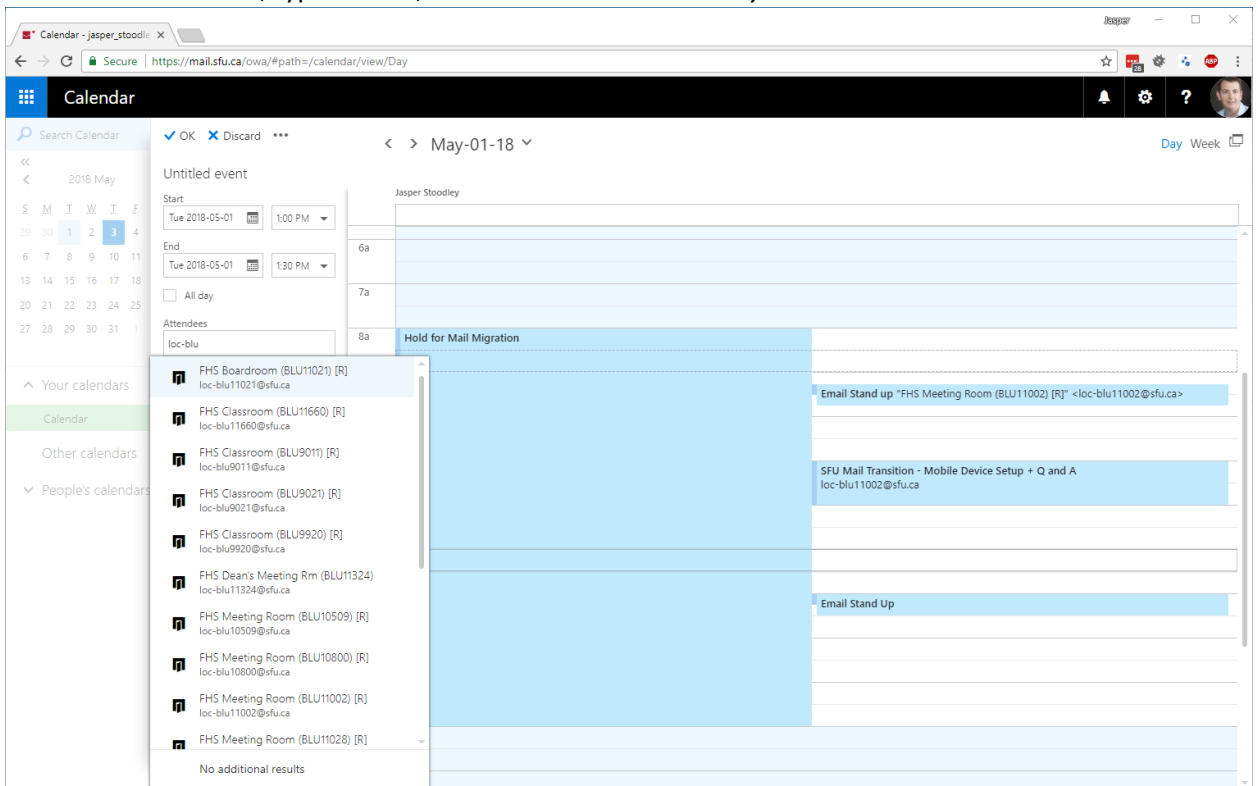2. In the timetable grid, click on the desired date/time

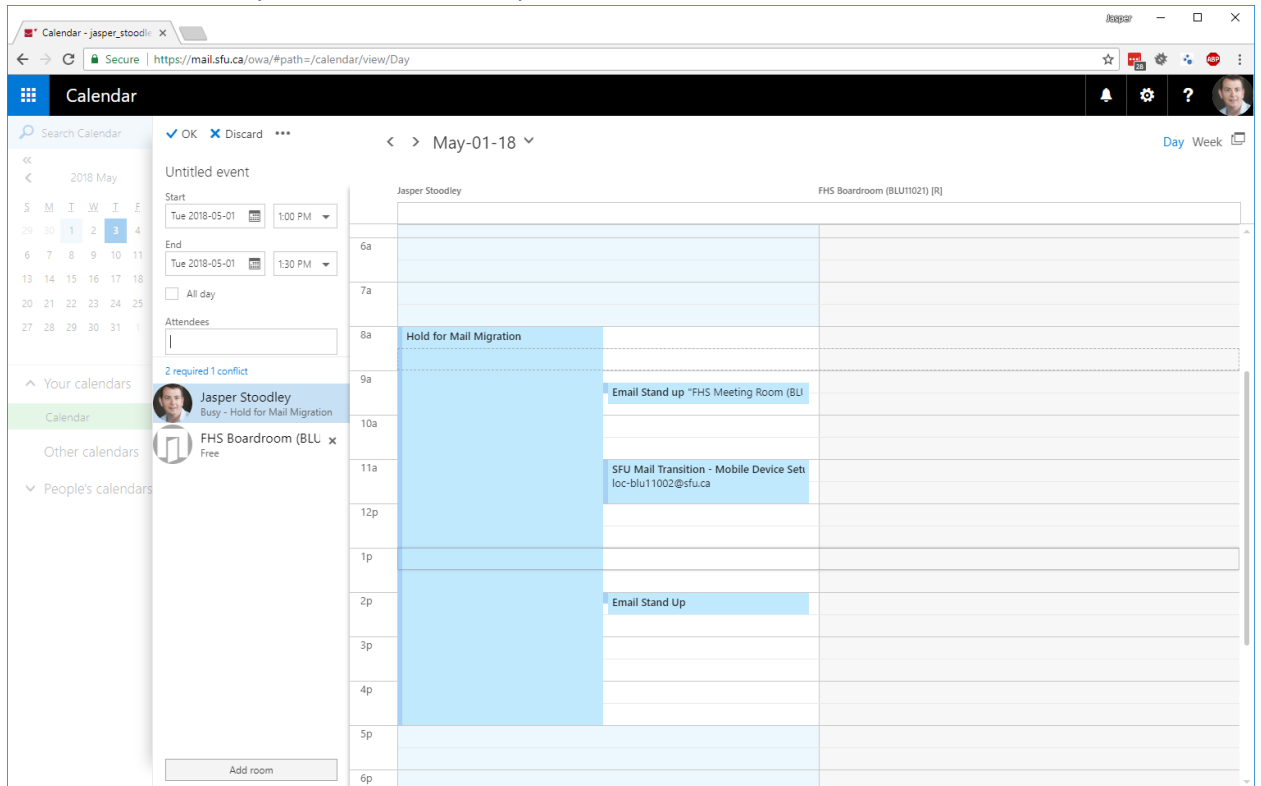3. Enter a meeting/appointment title, then click on *More Details*

4. Click on *Scheduling assistant* (upper-right, near *People*)

5. In the *Attendees* field, type ***loc-blu***, then select *Search Directory*

6. Select the FHS room you wish to book and press *Add room*

7. The room is added to the meeting. Add a meeting title, add other attendees, and modify other aspects of the meeting as needed. Press *OK* to save.
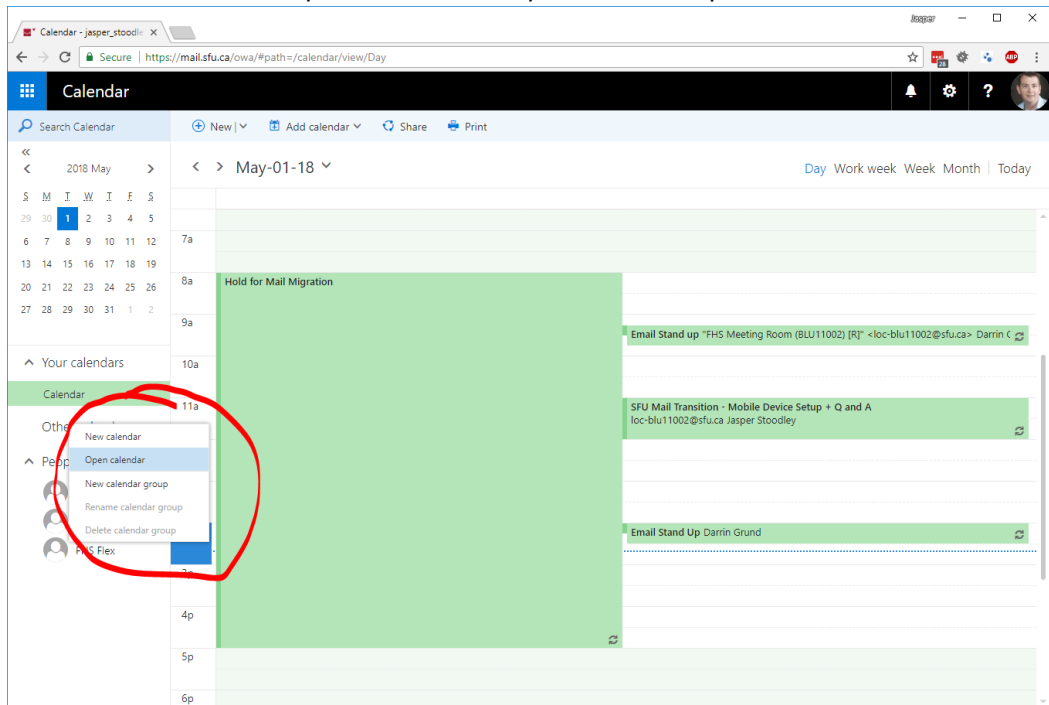
Viewing a meeting room calendar

To add a commonly-used calendar for viewing, follow the steps outlined below:
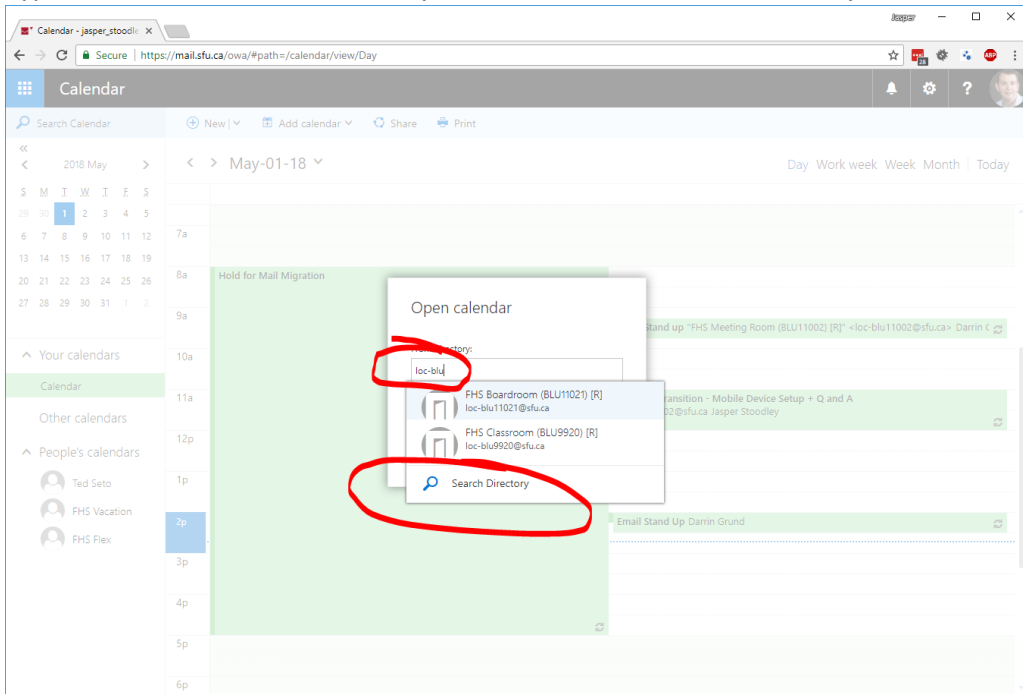
1. In the OWA calendar view, find *Other Calendars* (as pictured below) and right-click on it.
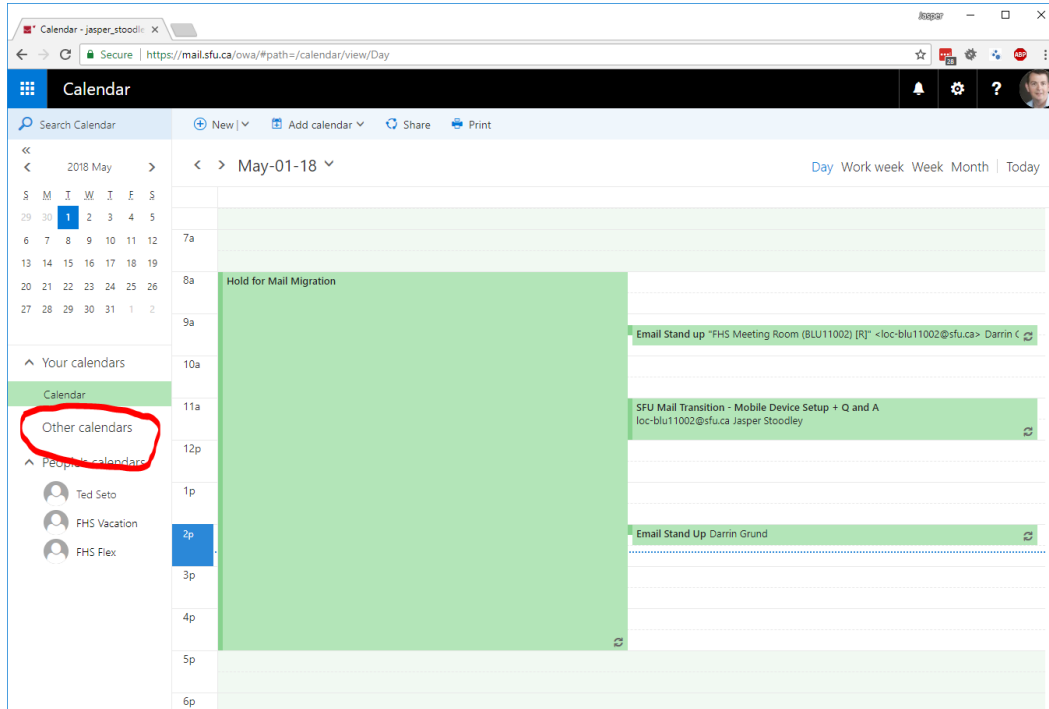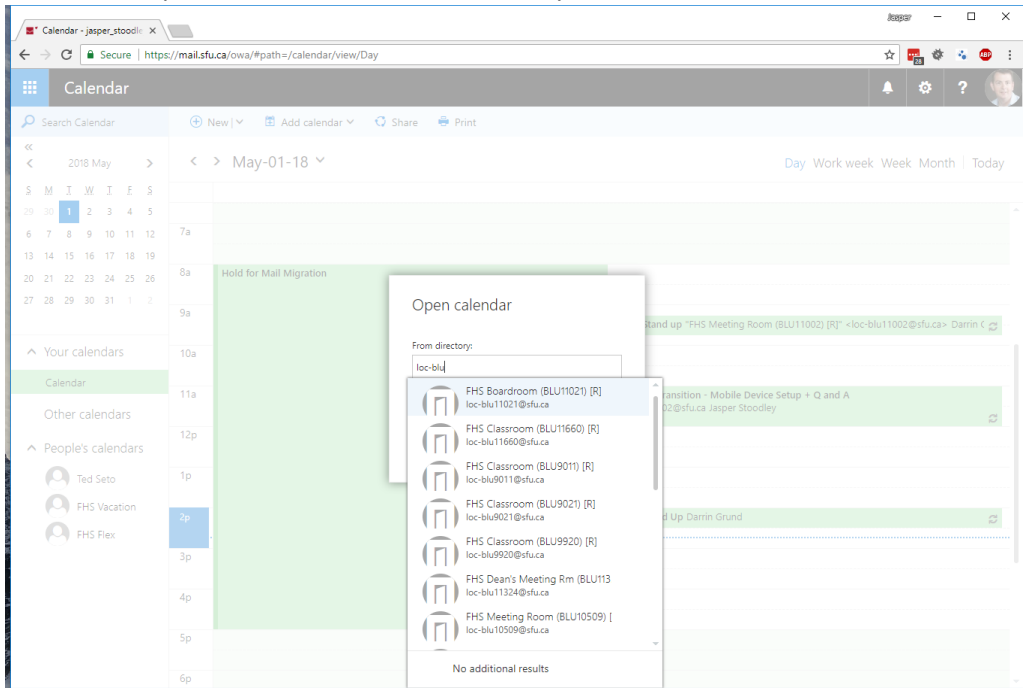

2. A context menu should open. Click on the *Open Calendar* option:

3. Type **loc-blu** into the *From Directory* field. Then choose *Search Directory*

4. From the drop-down list, select the FHS room you wish to add:

5. Click on *Open*. The select room should open in your calendar

Editing/managing meeting room calendar entries

Administrative staff in the Dean's Office and Programs areas have the ability to manage room calendars directly, including booking directly into the room's calendar and modifying existing meetings/appointments. To book directly in a room calendar, do the following:

1. Ensure you have completed the steps listed above under 'Viewing a meeting room calendar'

2. Adjust your calendar view by toggling off all calendars except the meeting room you wish to book

3. Click on the desired date/time in the timetable grid and complete the booking details as needed, then save. The meeting/appointment should appear in the room calendar.