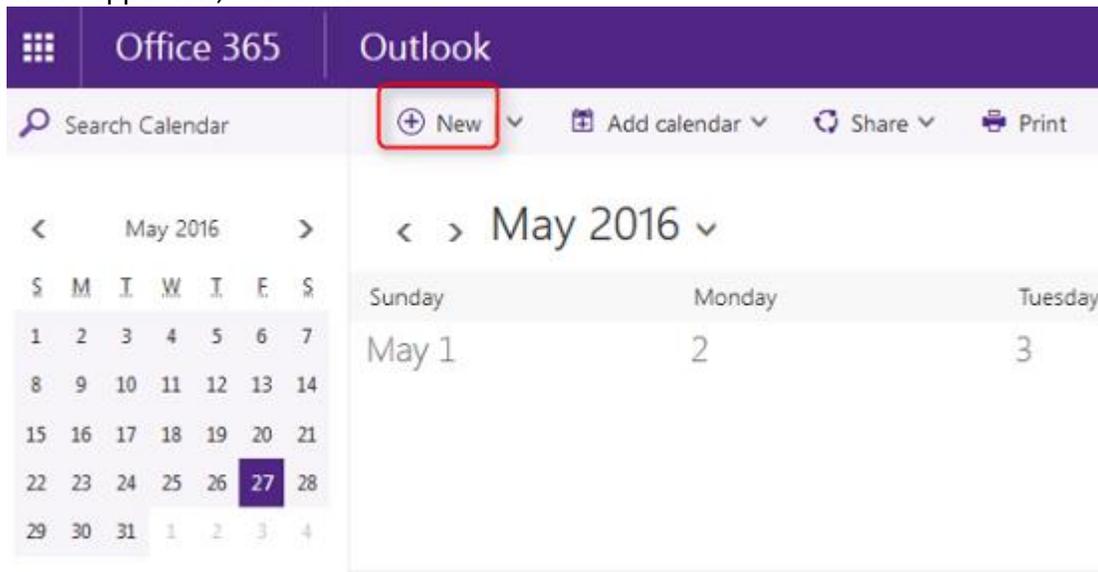
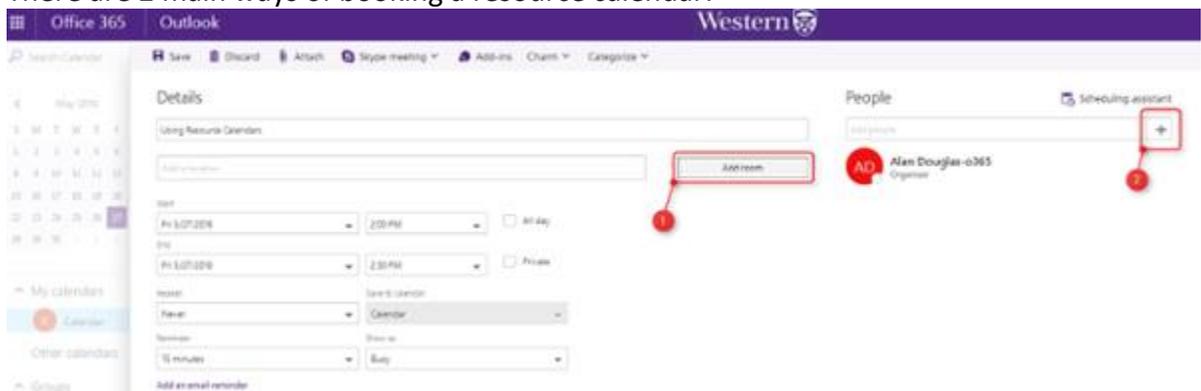


Outlook Web Access (OWA)

- Go to <https://myoffice.uwo.ca> and login, go to Calendar
- In the upper left, click New



- Fill in your attendees, the Subject, the date/time of the meeting, and any other desired options such as reminder or recurrence
- There are 2 main ways of booking a resource calendar:



1. Click Add Room, select your department meeting room list, and select the desired resource calendar. Please note ITS is currently in the process of creating meeting room lists. If you do not see a meeting room list, you will have to invite the resource as an attendee

OR

2. Invite the Resource Calendar as an Attendee, the same as in Convergence. Calendars addresses are in the format of CAL-Department-Building-Room@uwo.ca (ex. CAL-ITS-SSB-3333@uwo.ca) and can be found by clicking the + button next to Add People, entering your Department code (ex. ITS) in the Search People box, and clicking magnifying glass button.