## **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:

III Office 365	Outlook			Western 👦		
Presidente	H Sev E Deard & Arson C	🕽 Siyoe meeting 🛩 🔒	Add-ins Charts 9	Categorize 🛩		
1 1400	Details				People	Streeuing assort
THERE	Using Benuria Calendari					+
1. 2. 3. 4. 4. 4. 4. 4. 40 M. 10. 10				Annen	Alan Douglas-0365	-
10.00.07.00.00.00	101				1.025.0	
2 2 2 2 3 3	Prisonade -	- 200 <i>PM</i>	· At Any	•		
1.1.1.1.1.1.1	8 M					
	P1507029	<ul> <li>23046</li> </ul>	· · · · · · · · ·			
- Ny calendars	WEAKES	lard under				
C Lawrence 1	New Concerner (1997)	<ul> <li>Genor</li> </ul>				
	harringen	0-0-0				
Other salendard	Ti minutes	<ul> <li>Buty</li> </ul>	-			
A limps	Rold an annal camindar					

- 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
- 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.