



Booking Resources During Co-Existence

While we co-exist with the two email systems during the transition, booking resources in Outlook will not behave as expected. You will not be able to Busy Search resources from Outlook.

Booking the resource if you are still using GroupWise

GroupWise users can continue to use the busy/search feature for booking resources in GroupWise until their accounts are transitioned to Outlook.

Checking a resource availability after you have been transitioned to Outlook

1. Go to <https://gwcal.tbh.net/gwcal/calendar>
2. Select **Calendar** on the resource you would like to see availability.
3. Ensure the resource is available for when you would like to book it.
 - a. **NOTE: This calendar is for viewing *only*. The resource cannot be booked from here.**
 - b. **NOTE: This calendar will only display the time period from the previous 30 days through the next 90 days. If you need to book a resource over 90 days in the future, please hold off until all resources are transitioned to Outlook (ETA mid June).**

Booking the resource if you are using Outlook

To book a resource from Outlook after you have ensured that the resource is available.

1. Go to your **Calendar** in Outlook.
2. Click **New Event**
3. Add attendees as needed
4. Set the date and time for when you wish to book the resource
5. Select **Search for a room or location** and start typing the name of the resource
6. Select the resource from the drop down list
7. Select **Send**

NOTE: If the resource is manually managed it will not be listed in the resource listing you must contact the resource owner directly to book this resource during the transition period. These resources and their respective owners are as follows:

SJSMSC-ROOM-C19_Office, Owner: Nancy Mesic





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SJHRM-ROOM-C513_Classroom, Owner: Kirsten Untinen

TBRHSC-EQUIP-Laptop_Projector#1, Owner: Ashley Chiew

TBRHSC-ROOM-2803_ED-Multipurpose, Owner: Chad Johnson

TBRHSC-ROOM-2844_ED-Conference, Owner: Chad Johnson

TBRMC-ROOM-Suite_202-Room-203-Bariatric, Owner: Kelly Keeler

TBRMC-ROOM-202A_Video-Conference, Owner: Haley Koopman

TBRMC-ROOM-202B, Owner: Haley Koopman

TBRMC-ROOM-202C, Owner: Haley Koopman

