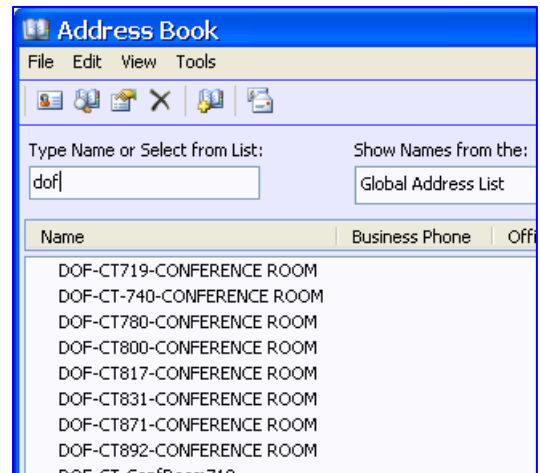
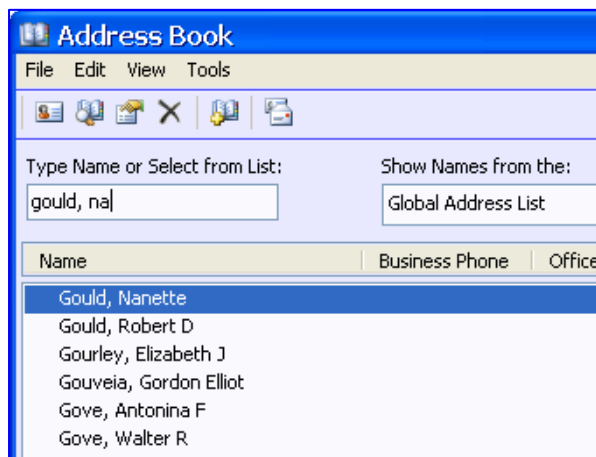


Department of Finance Conference Room and other Shared Resource Calendars Change from Public Folders to Global Address List (GAL)

The Global Address List (GAL) is our means of locating individuals within Vanderbilt for the purpose of sending email or scheduling meetings. It is the primary Address Book for Outlook. It is in this tool where you will now find our shared resources. Below I've included two illustrations, one showing a staff name lookup, the other showing a resource lookup:



All of our shared resources will be listed with a DOF prefix, so they will all be located together alphabetically in the GAL. Now let's talk about how you can use them ...

If you wish to view the calendar of a shared resource, the process is the same one you currently use to view the calendar of another staff member. The *first step* depends on your version of Microsoft Outlook:

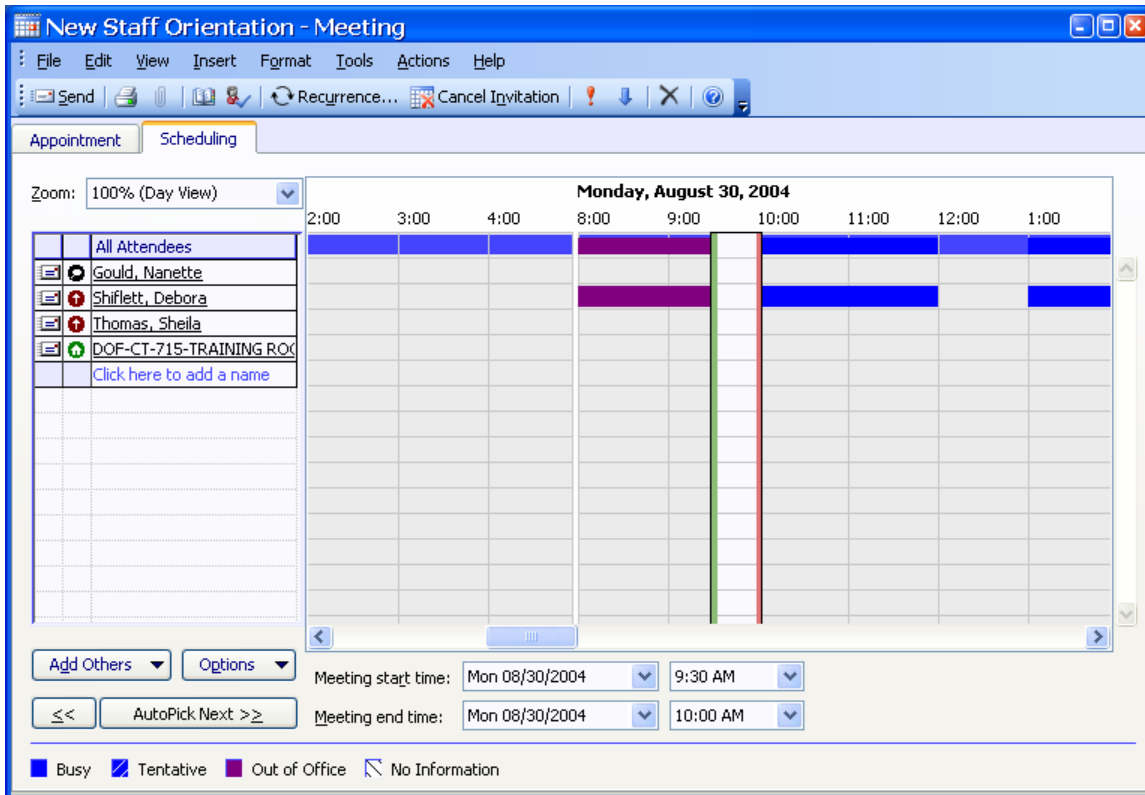
Outlook XP: While in Outlook's Calendar view, open the File menu, choose **Open > Other User's Folder**.

Outlook 2003: While in Outlook's Calendar view, click the link on the left side of your screen that says "Open a Shared Calendar".

Click the **Name ...** button to browse the GAL and then type "dof" (no quotes) to quickly navigate to our resources. Once you've located the listing, click **OK** twice and the resource calendar will open. How it appears on your screen also depends on which version of Outlook you're using. In Outlook 2002 (XP) the newly opened calendar will open in a new window, in Outlook 2003 your calendar and the resource calendar will be opened side-by-side so you can view them both simultaneously.

If you wish to schedule one of the resources while viewing the calendar, you may do so as long as that time slot is available. The process is identical to scheduling an appointment on your own calendar. Please put your name and phone number in the Location field when scheduling shared resources.

The other use, and perhaps the most helpful, is the ability of Outlook's Meeting Scheduler not only to invite staff to your meeting but also to reserve a conference room and/or LCD projector, digital camera or other resource you might need for your meeting. You can view the availability of all these resources just as you do for the attendees. Below is an illustration of a meeting with both required attendees and a shared resource:



By having the Training Room (for example) listed in the GAL with staff, I can schedule the resource at the same time I'm scheduling the attendees, and I can view the availability of both attendees and resources in the same appointment. This should be a tremendous time saver for everyone! It also ensures the cancellation of a resource reservation if a meeting gets cancelled, without anyone having to remember to go separately into the resource calendar to delete the reservation.

Some key points to remember:

1. Everyone in the Dept. of Finance will be able to *reserve* a resource. No one will be able to delete or otherwise alter a reservation made by someone else. People outside Finance will be able to view but not schedule DoF resources. The exception to this rule is the training room. Only Debora, Diane Ball or Nanette Gould can schedule the training room, while anyone can view its calendar.
2. If there is a conflict when you wish to schedule your time, the resource will *not* be scheduled. If you attempt to book a conflict a message will appear telling you it can't be done. You would need to contact the person who currently has the resource scheduled to see if you could work out a compromise.
3. If two people happen to attempt to schedule the same resource at the same time, Jeff Loeb will be notified and it will be up to Jeff to "break the tie."
4. If there is no conflict, the time will automatically be reserved for the resource. There is no Tentative scheduling of departmental shared resources and no need for the resource to "Accept" the meeting before the appointment is created. That is because the resources have calendars only. There is no email address associated with any of our shared resources.