

Outlook: Reserving NYSERDA Equipment

Topic Overview

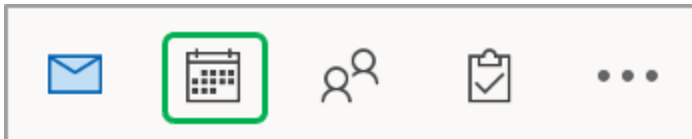
Introduction

This page provides instructions on how users should reserve conference rooms and equipment at NYSERDA.

Reserving Conference Rooms

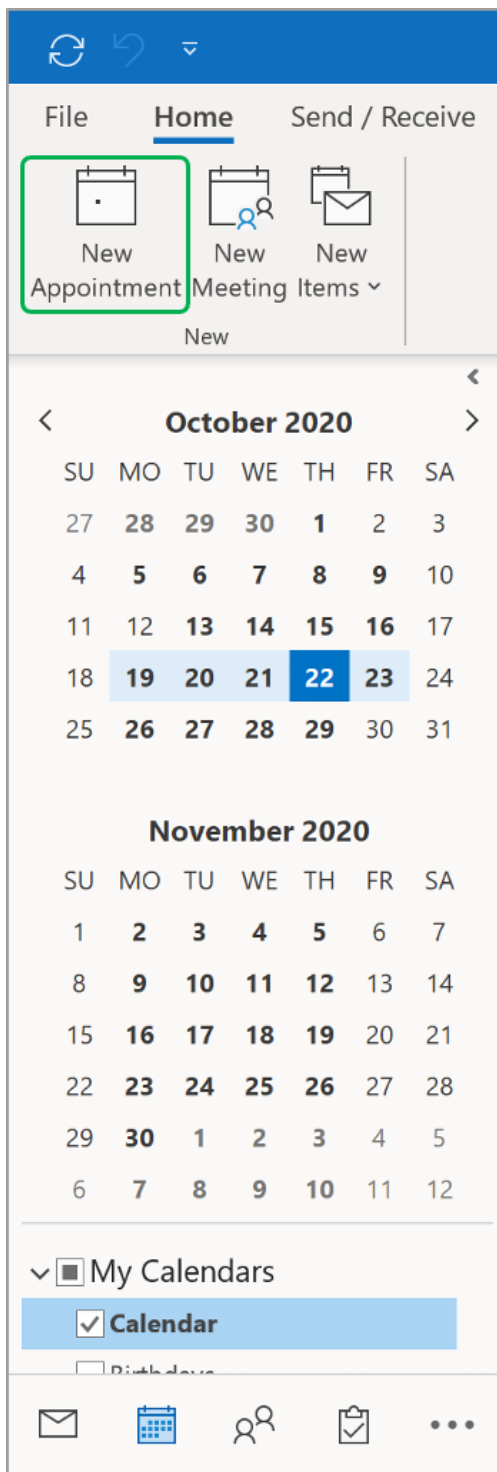
1

Open **Outlook** and click the **Calendar** icon on the bottom-left of the window to access your **Outlook Calendar**.



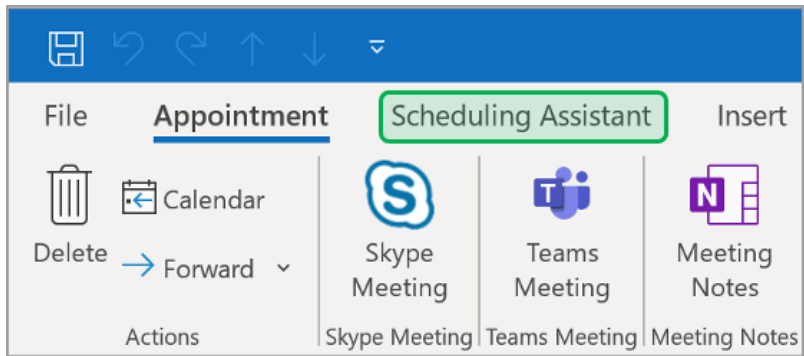
2

Select the **New Appointment** or **New Meeting** option.



3

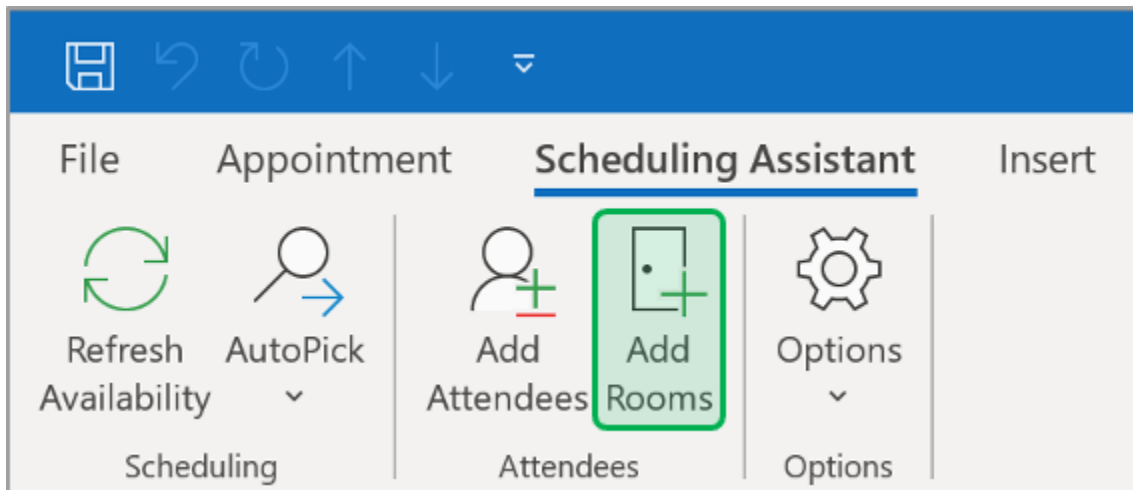
After setting the date and time of the meeting, click the **Scheduling Assistant** menu option.



4

Select **Add Room**.

The **Add Room** option in Outlook may be located in a different area depending on the device or method you are using to access **Outlook**.



5

Select **NYSERDA Rooms** from the **Address Book** drop-down menu.

Select Rooms: NYSERDA Rooms

Search: ☒ Name only ☐ More columns **Address Book**

Go NYSERDA Rooms [Advanced Find](#)

Name	Location	Business ...	Ca
<input type="checkbox"/> erda.rm.1359.b...	NYC - 15t...	3317	8
<input type="checkbox"/> erda.rm.1359.b...	NYC - 15t...	4327	5
<input type="checkbox"/> erda.rm.1359.b...	NYC - 15t...	3428	4
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3032	1
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3002	1
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3011	1
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3701	12
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3014	1
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3046	4
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3700	45
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3026	6
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3008	6
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3024	6
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19t...	3023	4

Address Book

- Contacts
- Global Address List
- All Contacts
- All Rooms
- NYSERDA
- NYSERDA Rooms**
- Offline Global Address List

Room nyc.bowery.ballroo...

Room nyc.board.room@...

Room 1359.broadway.car...

Room 1359.broadway.cit...

Room 1359.broadway.cle...

Room 1359.broadway.go...

Room 1359.broadway.gr...

Room 1359.broadway.ma...

Room 1359.broadway.qu...

Rooms

OK Cancel

6

Locate the room you intend to reserve on the list. Once located, select it, then click the **Room** button to add it to your invite. Repeat this step to add additional conference rooms to your invitation as needed. Then click **OK**.

Select Rooms: NYSERDA Rooms

Search: ☒ Name only ☐ More columns **Address Book**

Go NYSERDA Rooms - andy.andersen@nyserdera.ny... [Advanced Find](#)

Name	Location	Business ...	Capacity	Description	Email Address
<input type="checkbox"/> erda.rm.1359.b...	NYC - 15th Fl(Conphone ,TV, Video Conf, Thin Client)	3317	8	Room	1359.broadway.ce...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 15th Fl(Phone)	4327	5	Room	1359.broadway.pel...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 15th Fl(Conphone ,TV, Thin Client)	3428	4	Room	1359.broadway.pr...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client)	3032	1	Room	nyc.apollo.room@...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client)	3002	1	Room	1359.broadway.ba...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client)	3011	1	Room	nyc.bowery.ballroo...
<input checked="" type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client, Video Conf, TV, ConfPhone Multisi...	3701	12	Room	nyc.board.room@...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client)	3014	1	Room	1359.broadway.car...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl (ConfPhone)	3046	4	Room	1359.broadway.cit...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client, Video Conf, TV, ConfPhone Multisi...	3700	45	Room	1359.broadway.cle...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Phone only, Expands with Manhattan Room)	3026	6	Room	1359.broadway.go...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client)	3008	6	Room	1359.broadway.gr...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client, Video Conf, TV, Expands with Gove...	3024	6	Room	1359.broadway.ma...
<input type="checkbox"/> erda.rm.1359.b...	NYC - 19th Fl(Thin Client, Video Conf, TV, ConfPhone Multisi...	3023	4	Room	1359.broadway.qu...

Rooms

OK Cancel

7

Next, you'll need to confirm the availability of the selected **Conference Room(s)** to ensure that no one else has them reserved already. After adding the room(s), review the **Scheduling Assistant** screen again and look for the line item(s) for the selected room(s). You can see dates and times where the room(s) has already been reserved.

Untitled - Meeting

File Meeting **Scheduling Assistant** Insert Format Text Review Help Tell me what you want to do

Refresh Availability AutoPick Add Attendees Add Rooms Room Finder Options

Send Start time Thu 10/22/2020 12:30 PM End time Thu 10/22/2020 1:00 PM All day Time zones Make Recurring

Wednesday, October 21, 2020										Thursday,		
	3 PM	4 PM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	8 AM
All Attendees												
<input checked="" type="checkbox"/> Last, First (NYSERDA)	Meeting			Technical R	TEST	process pag	Web sen	Sales	Work			
<input checked="" type="checkbox"/> erda.rm.1359.broadway.nyc.brooklyn					Meeting	Meeting						
Add a name here												

If the room you are looking to reserve is already booked, try locating alternate rooms using the instructions above. Otherwise, booked rooms will display the person who reserved it. You can reach out the them to discuss alternatives but this should only be done if no other **Conference Rooms** are available given your needs and requirements.

8

When complete, return to the **Appointment** and click **Send**. You will receive an automated email notification notifying you if your reservation was accepted or declined. The subject of the notification will display as **Accepted: [Meeting Title]** or **Declined: [Meeting Title]**.

If you do not receive an automated email notification or if you receive the **Declined: [Meeting Title]** email notification, it is an indication the room has already been reserved and you should attempt to locate an alternate **Conference Room**.

Reserving Equipment

1

First, you'll need to identify the name of the equipment you'd like to reserve. To do this, open the **Address Book** in Outlook

2

Within the **Address Book**, type **erda.eq** in the **Search** field. This reveals all the reservable equipment that NYSERDA offers. Devices labeled **LON** are **Tablets**, and devices labeled **Loaner** are **Laptops**.

Search: ☒ Name only ☐ More columns **Address Book**

erda.eq Go NYSERDA - sean.cooleen@nysrda.ny.gov Advanced Find

Name	Title	Business Phone	Location
erda.eq.3way.video.conference			
erda.eq.alb-ipad-01			
erda.eq.alb-ipad-02			
erda.eq.alb-ipad-03			
erda.eq.alb-ipad-06			

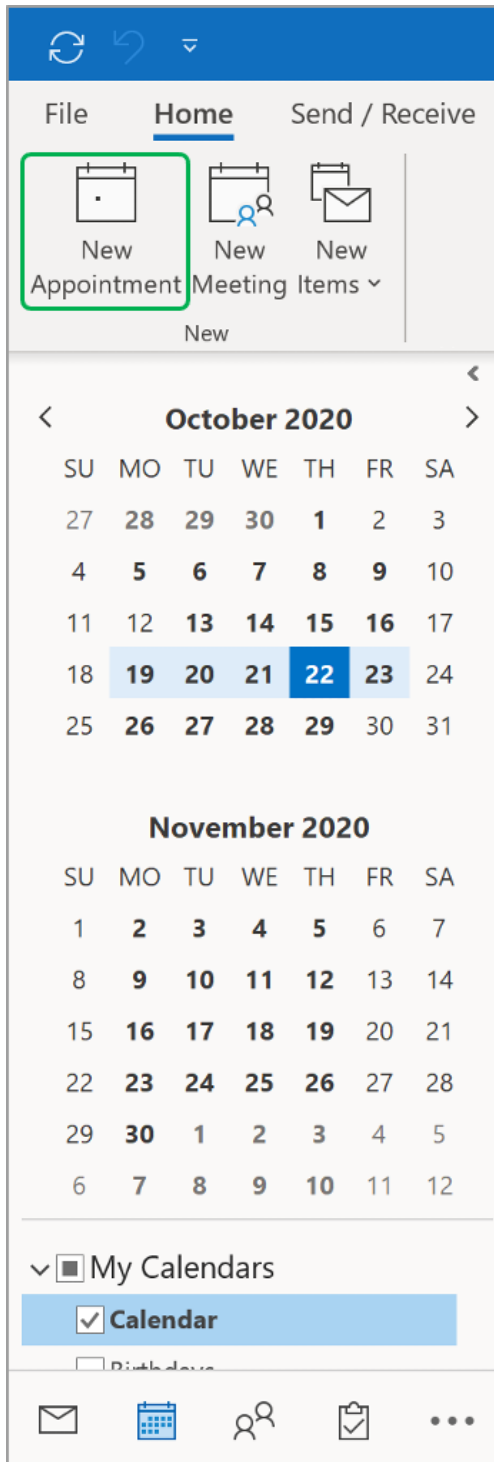
3

After identifying the name of the equipment you'd like to reserve, click on the **Calendar** icon on the bottom-left of the window.



4

Select the **New Appointment** or **New Meeting** option.

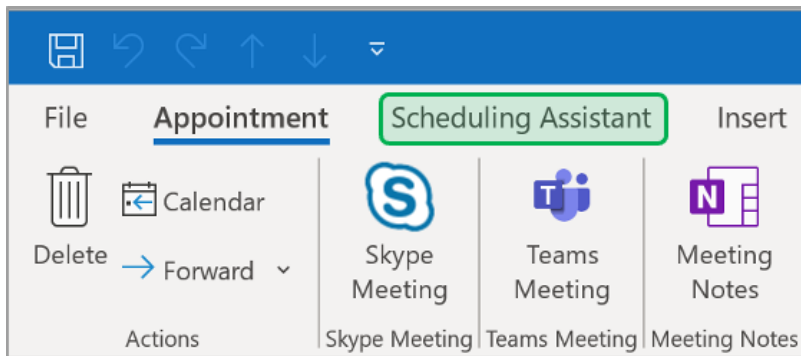


5

After setting the date and time of the meeting, type the name of the equipment you'd like to reserve in the **Attendees** field.

6

Then, click the **Scheduling Assistant** menu option.



7

Modify the **Start** and **End Times** appropriately, if the equipment is reserved during a time you would like to reserve the device it will be reflected with a busy time through that time period.

8

To finalize the reservation click **Send**.

9

Hardware can be picked up by calling the Helpdesk at x4357 it is helpful to know what equipment you have reserved prior to arriving so we can locate the device without delay.

