Scheduling VCEA Resources and Calendars

The Voiland College has the ability to view and schedule all of our college's conference rooms and other resources, such as hoteling offices, through Microsoft Outlook*. You can use Outlook for visibility into what rooms the college has in its inventory, and select the room that is available corresponding to your need.

For general reference, linked are instructions on how to *view* and *schedule* the VCEA conference rooms, using the *Outlook desktop client* and *Outlook Web App*. (These are living documents that can be updated for usability – suggestions are welcome.)

> Ref: [View VCEA Calendars Using Outlook Web App (PDF)](#)
> Ref: [View VCEA Calendars Using Outlook Desktop Client (PDF)](#)
> Ref: [Scheduling VCEA Calendars using Outlook Web App (PDF)](#)
> Ref: [Scheduling VCEA Calendars using Outlook Desktop Client (PDF)](#)

For reference as you begin using the calendars:

- Each room will continue to be managed by the unit assigned the space – *the respective unit receives the request for a reservation and can approve or deny the reservation at will*. PACCAR is the exception – it is not moderated so all reservations are accepted - PACCAR rooms should only be reserved in conjunction with researchers in the building.

- Over time the college will continue to improve the features in scheduling conference rooms, to include the number of seats in the room. We will also add in other college resources as appropriate, for example offices for hoteling and School/Department/Unit controlled classrooms (there are a few already added).

- VCEA resources available for scheduling have been named using a similar naming convention to make it intuitive to find VCEA resources. The standard is:
  College   Building   Room #   Unit Responsible for Scheduling   Brief Description
  An example would be *"VCEA Dana 142 Dean's Conf Room"*

- Zimbra and Exchange calendaring are not currently setup to pass information. VCEA's IT Manager, John Yates, is working with WSU IT on a possible solution. Zimbra users wishing to use the Outlook scheduling tool would be able to use an internet browser to log into the online Outlook Web App, to view or reserve rooms. Before doing so, it is advised that you check with your IT staff to ensure you do not encounter possible issues with accessing two email clients.

*Outlook is the Email client Washington State University provides to all its students and employees. Outlook is currently the tool WSU standardizes on for scheduling resources such as conference rooms.

To schedule General University Classrooms please contact the WSU Scheduling Office at 509-335-9444 or go to https://scheduling.wsu.edu/default.aspx .