

EMS Outlook Plugin Transcript

In this video, you will learn how to schedule a meeting in Outlook using the EMS plugin. The EMS plugin is how you will reserve rooms across campus for meetings or other events. It's important to note that the EMS plugin is currently only available on devices running Windows. If you are using a Mac, please refer to our EMS Web Client video.

First, open Outlook and click on the calendar icon. Click "New Meeting" towards the top of the screen. To avoid going back and forth within the system, before moving forward if you would like to make this a recurring reservation, select "Make Recurring". A pop up will appear, fill in the fields as appropriate and click "OK". Now, click "EMS Room Scheduling". Using the dropdown under the EMS Room Scheduling button, select which template you would like to use. For example, I have access to schedule rooms within the ITS building because I am part of ITS. Your templates may differ, but everyone will have the "Academic and Standard room meeting spaces" template. If you want to book a classroom space or conference room space, you'll want to use the "Academic and Standard room meeting spaces" template that is open to everyone. If you are looking for a space that is specific to your department, then you'll use the department specific template.

It's important to remember that reservations must be made with at least a 48 hour notice. A list will appear of all rooms showing their availability. You can see the timeframe you selected between two blue lines.

If you would like to see your attendees schedule to ensure their schedule works with the reservation, click the box next to "Show Attendees in Schedule" on the right hand side. On the left hand side click "Add New Attendee". Type in your attendees name and select the correct attendee from the list that populates. Continue this process until all attendees have been added.

Click "Room Filters" on the left hand side. A popup will appear. If there is a specific building you would like your meeting to be in, select it from the list. Click the box that says "Capacity" and enter the number of attendees. Click "set up types" and select the setup type that is needed for your reservation. Click "features" and select the features you need for your reservation. Once you have completed all fields, click "apply".

To view rooms click "List View" to only see available rooms, or click "Schedule View" to see rooms as well as other events. Scroll through the rooms to find one that is available during your timeframe. Please note that some rooms are marked as "Rooms You Can Reserve" or "Rooms You Can Request". Rooms you can reserve do not require approval. Rooms you can request will require approval from the manager of the space, so your reservation is not automatically confirmed after requesting it through the Outlook plug-in. Rooms with a green circle and white plus sign to the left of the room number are available. Click the green circle with the white plus sign to the left of the room number to select a room. A popup will appear. Fill in all of the fields. Then click "done". Continue this process until all of the rooms you would like to reserve have been added.

Back at the top of the page, click “Additional Information”. Fill in all required fields. Some questions are important for additional information or requirements needed to accommodate your reservation. “Will there be catering/food?” would require coordination with Sodexo. “Will you need parking passes for guests?” Would require coordination with Parking Services. “Are you charging for admission?” would require coordination with the Central Ticketing Office. And “audio/visual needs?” would help ensure the room is set up appropriately. Fill in all required fields and dropdowns.

At the top left hand side of the screen, click “send” to make your reservation.

To view your reservation, click on the meeting within your Outlook Calendar. You will see an EMS ID number. You’ll need this ID number if at any point you need help with the reservation. If you need to make changes to this reservation, open the meeting within your Outlook Calendar and click “EMS Room Scheduling”. Make changes as necessary.

To delete the event, click the trash can icon in the upper left hand corner or the calendar icon with the red X. Then click, “Send Cancellation”.

If you need assistance, please contact the NAU ITS Help Desk, at 928-523-3335.