Working with an Equipment Mailbox

Action

An equipment mailbox is a resource mailbox used to reserve equipment; such as a projector, microphone, portable computer or device etc.

Equipment mailboxes are similar to room mailboxes, but used only for equipment. Users can reserve the equipment by including the equipment mailbox in a meeting request.

Instructions

1. Click on your calendar.
2. Click New Meeting.
3. Type the equipment mailbox name in the To: field.
4. You may enter a location in the Location: field.
5. Select the time that you wish to reserve the equipment.
6. Click Send to send the invite.
7. Your reservation will be accepted and the meeting will be placed on your calendar.
8. You will receive an acceptance email from the equipment.

Need more help? Contact the ITS Service Desk.