

Digital Learning Team

embedding technologies in learning and teaching
to improve outcomes for all learners



Guide 5 – Room Booking Calendars

Microsoft Office 365 is the new messaging and storage solution for the City of Edinburgh educational establishments. Office 365 is a cloud based suite of tools which allows collaboration and provides a considerable increase in storage space.

Office 365 has many features.

Available now - **Outlook, Calendar, OneDrive, Office Online, Skype for Business, Sites**



Email and calendars

Access your email and calendar from your computer, the web, and phone.*

- Professional cloud-based email
- 25 GB of mailbox storage for each user
- Share calendars and schedule meetings



Office Online

Create, store, and edit Office docs online.

- Includes Word, PowerPoint, Excel and OneNote Online
- Edit and create files using a browser
- Open and edit files created in Office



File sharing

Manage content and collaborate online.

- Share files with customers and your team
- 25 GB storage per user in OneDrive
- Build and publish a website for your business



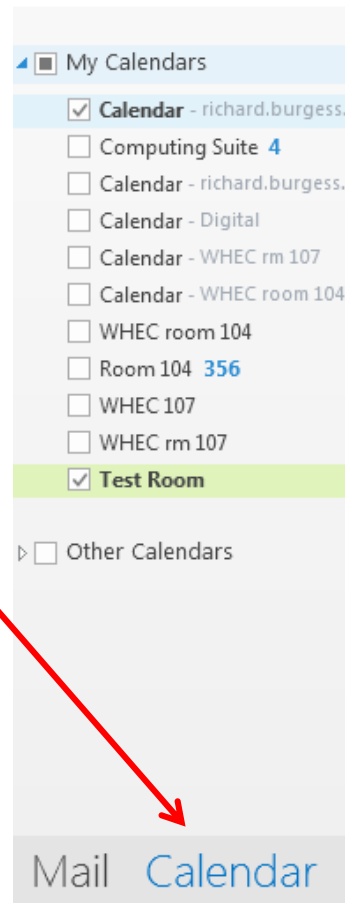
Web Conferencing

Schedule online meetings in seconds

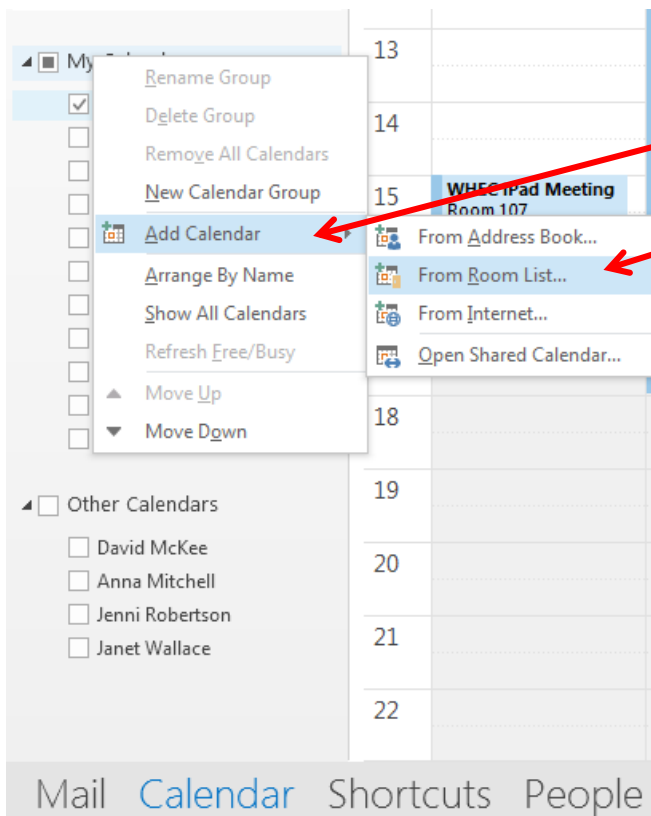
- Connect with video conferencing
- Give live online presentations
- Share desktops and co-present

Room Booking Calendars

Click on **Calendar**

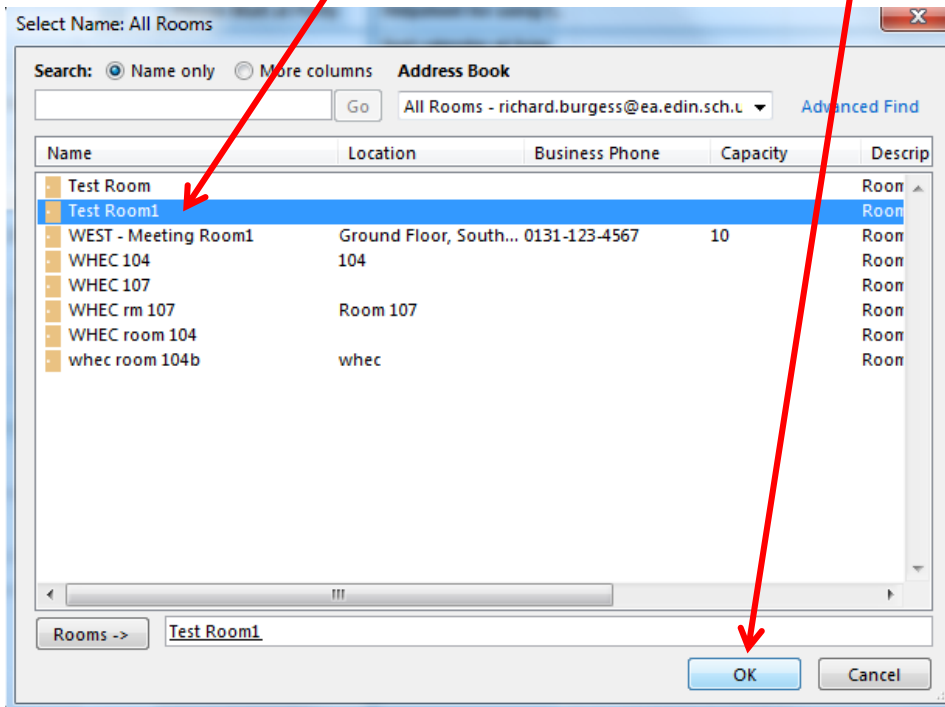


Right click on your own calendar then choose **Add Calendar** and then **From Room List**

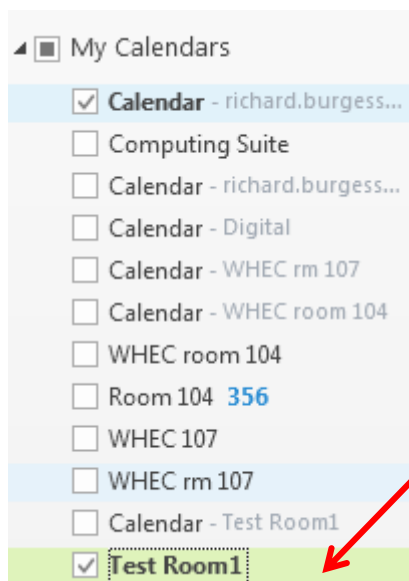


Room Booking Calendars continued...

Select the name of the **Room Calendar** you wish to view and click **OK**



The room will now appear in your calendars



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Using Office 365 on personal devices

To ensure your data is kept secure, please adhere to the following practices if accessing Office 365 on a personal device, eg. smartphone, personal iPad/tablet or home desktop/laptop:

- Always control access to you device with a [secure password or passcode](#)
- Access Office 365 via the web (<http://office365.edin.org>) using a [recommended browser](#)
- Turn off Password Saving for your browser - [Explorer](#), [Safari](#), [Firefox](#), [Chrome](#)
- Ensure that you log out and/or quit your browser when you have stopped working in Office 365, especially if you share your device with other users
- Ensure that you lock/log off your device when not in use

Find our helpsheets on the Orb:

<http://tinyurl.com/edi365docs>

.....and additional resources on our website:

<http://digitallearningteam.org/microsoft/office365/>

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Office 365 on the web: <http://office365.edin.org>