



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 28, 2013

IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

IA180.0 PURPOSE

To distribute instructions on reserving Resource Accounts in Outlook.

IA180.1 SCOPE

These instructions will be followed by all State Office employees when reserving Resource Accounts.

IA180.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Iowa NRCS eDirectives System section at this link [Iowa NRCS eDirectives website](#).

A handwritten signature in blue ink that reads "Jay T. Mar".

Jay T. Mar
State Conservationist

Attachment

E

(IA Intraoffice Instruction 110-180 – October 2013)

IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

1. PURPOSE:

To distribute instructions on reserving Resource Accounts in Outlook.

2. EXPLANATION:

Due to Outlook information being migrated to the “Cloud,” new Resource Accounts (conference rooms and vehicles) have been created. The new Resource Accounts have been rebuilt and are ready to use. The new accounts have been given new names and they are as follows:

Conference Rooms

RA.NRCS.iade2.cr.rm.693A
RA.NRCS.iade2.cr.rm.693B
RA.NRCS.iade2.cr.rm.693E
RA.NRCS.iade2.cr.rm.VTC (portable - **future planning**)
RA.NRCS.iade2.cr.rm.693C (OCIO use only – **future planning**)

Vehicles

RA.NRCS.iade2.vh.07Impala1736
RA.NRCS.iade2.vh.09Blazer5329
RA.NRCS.iade2.vh.10Caravan183
RA.NRCS.iade2.vh.10Impala9982
RA.NRCS.iade2.vh.12PassVan610
RA.NRCS.iade2.vh.6061 (06 Taurus)
RA.NRCS.iade2.vh.6062 (06 Taurus)
RA.NRCS.iade2.vh.6081 (06 Taurus)
RA.NRCS.iade2.vh.AdmVeh9945

Attached are screen prints showing the process for reserving resource accounts.

If you have any questions, please contact your staff secretarial support.

Approved By:

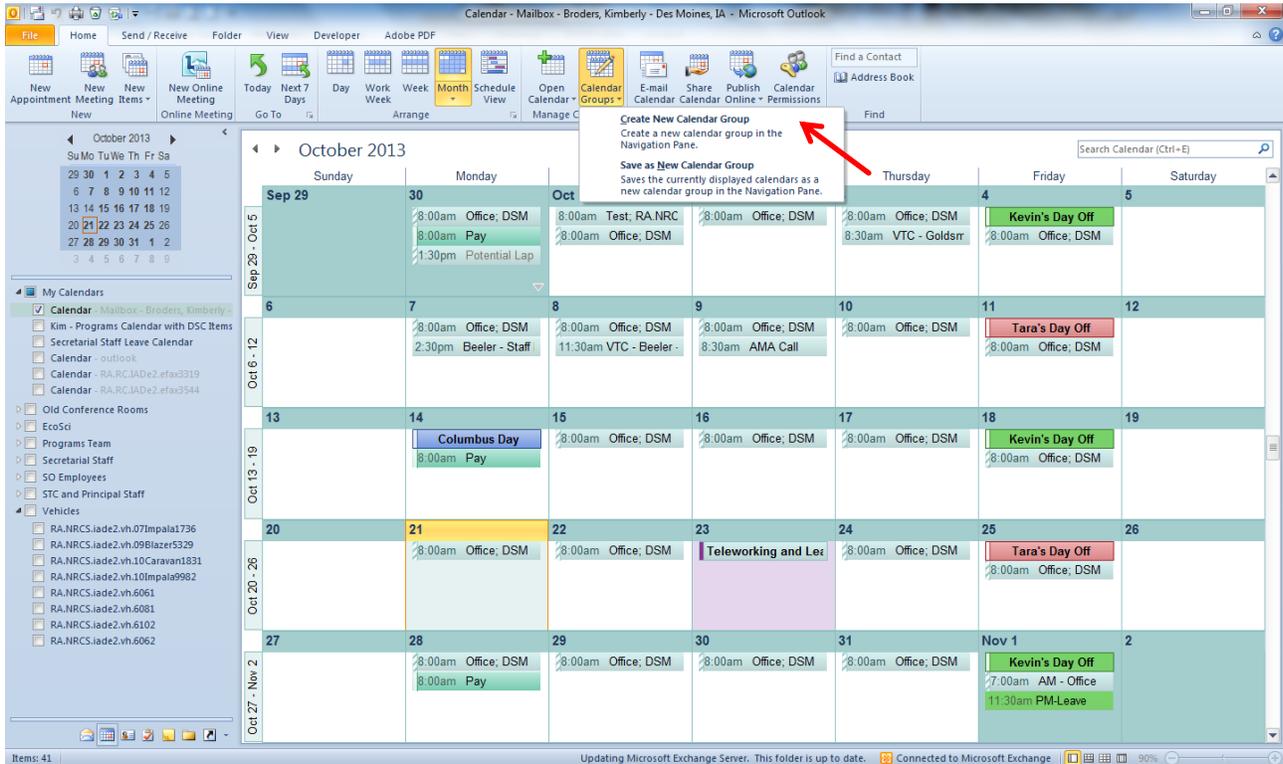


Date: October 28, 2013

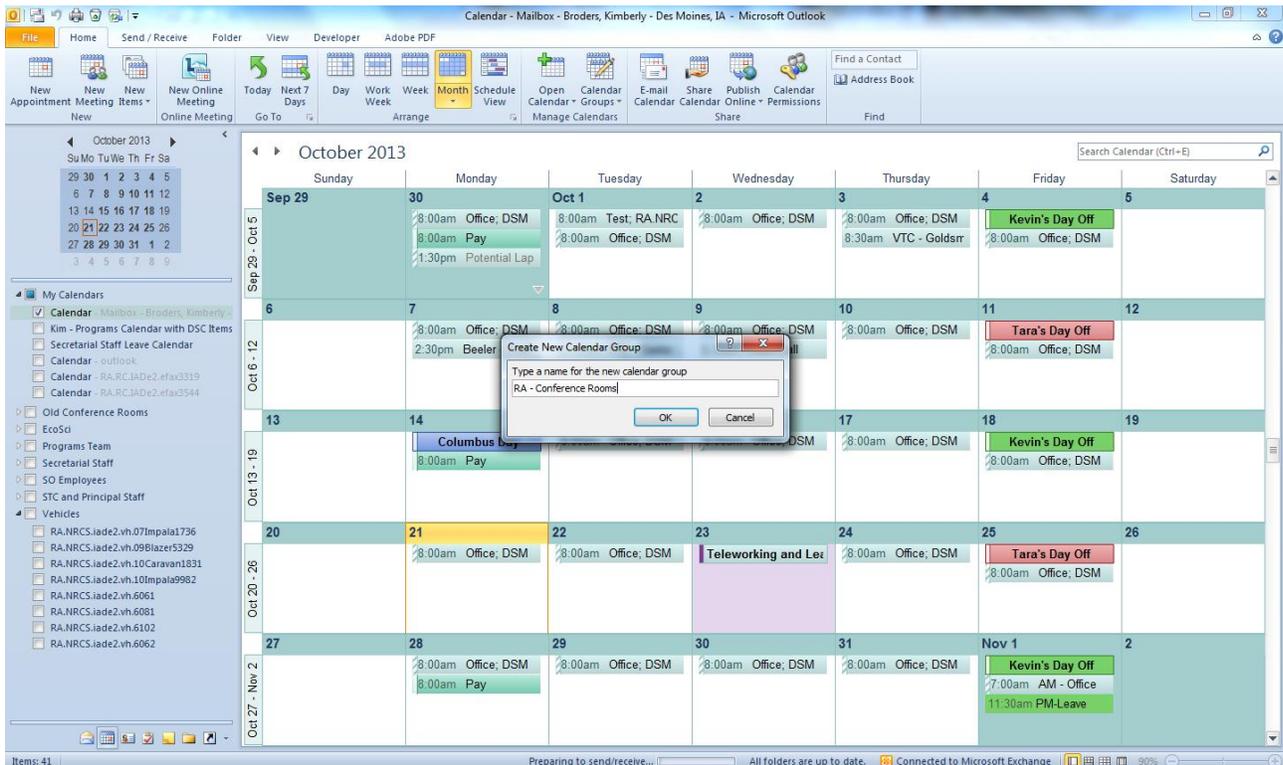
Jay T. Mar
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

1. Create two new “Calendar Groups.” One named “Conference Rooms” and one named “Vehicles.”
 - A. Click on Calendar tab in Outlook (bottom left).
 - B. Delete the old calendar groups by right clicking on the name and select delete.
 - C. On the Home tab in the Calendar click on “Create New Calendar Group.”

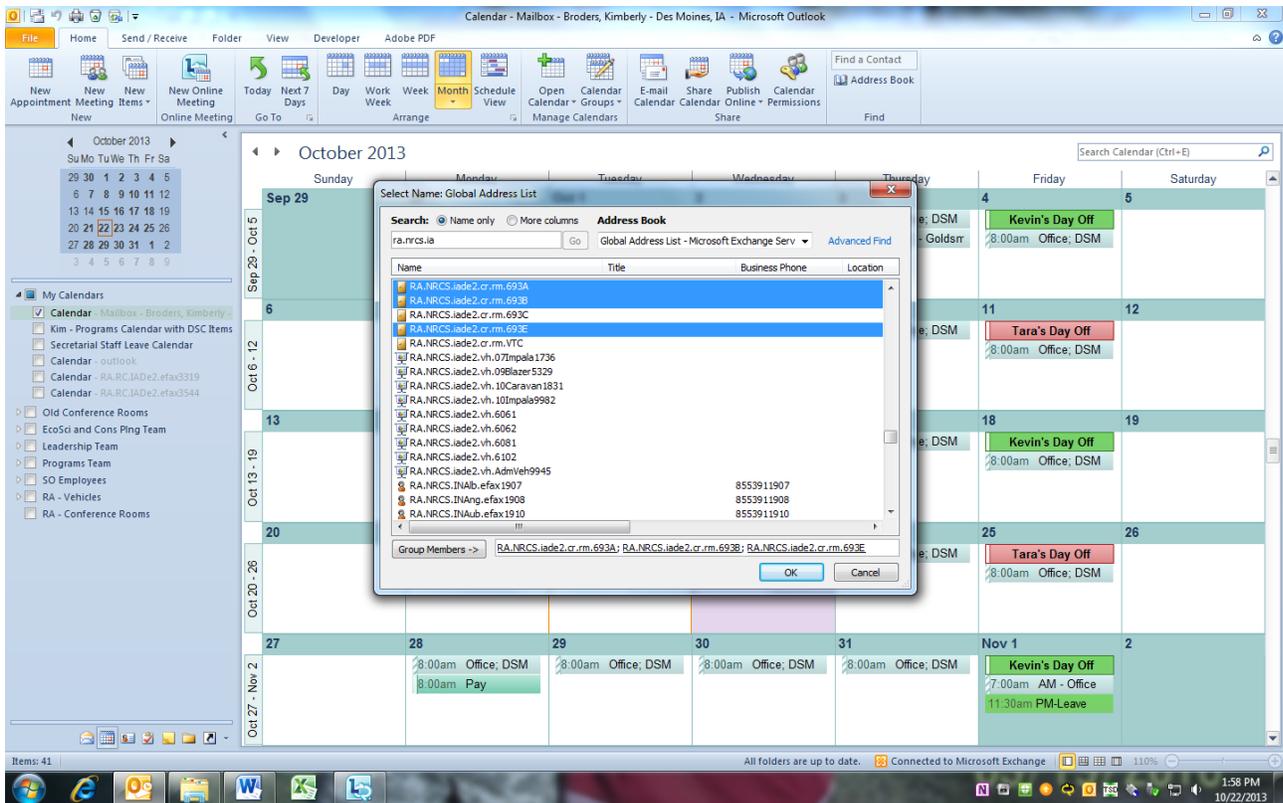


- D. Type in the name of the new Calendar Groups (RA – Conference Rooms) (RA – Vehicles).

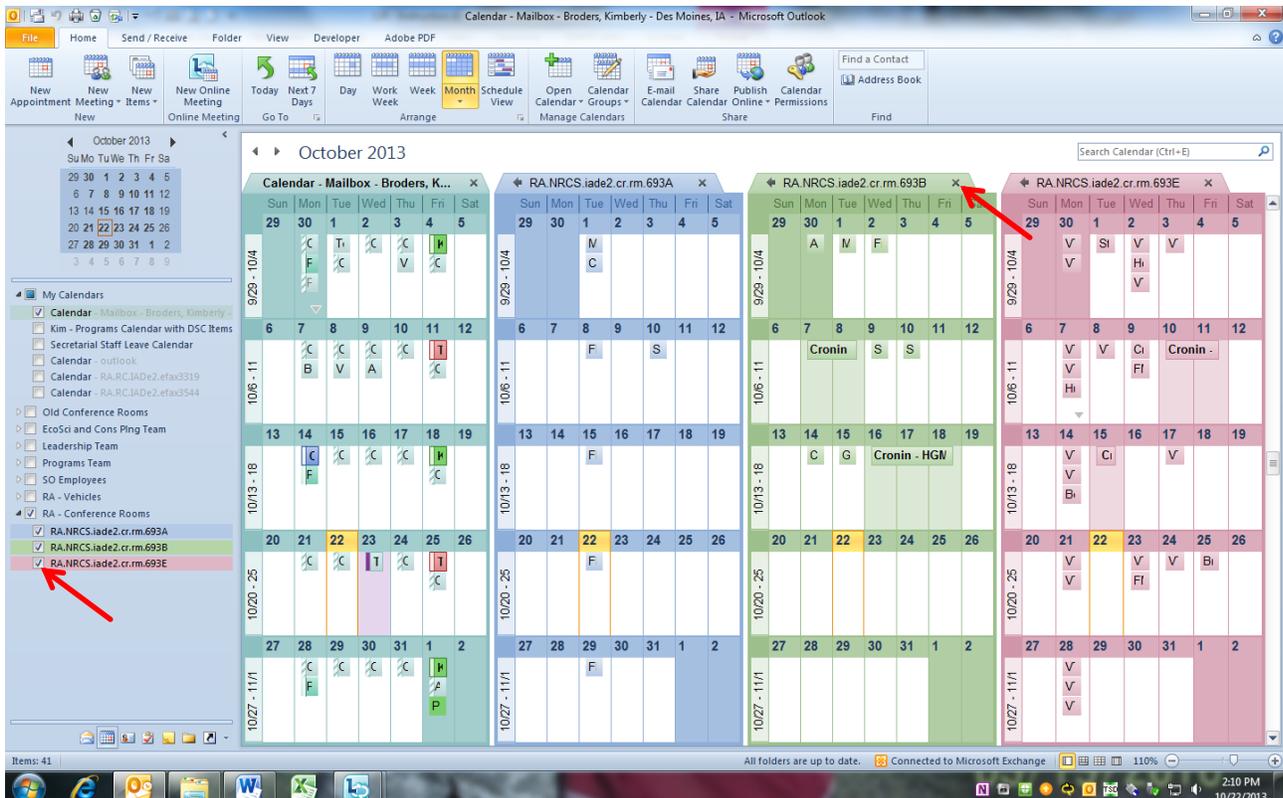


IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

- E. In the Search field type in “ra.nrcs.iade2.” select the resource accounts for 693A, 693B, and 693E, click on the Group Members, and select Ok.

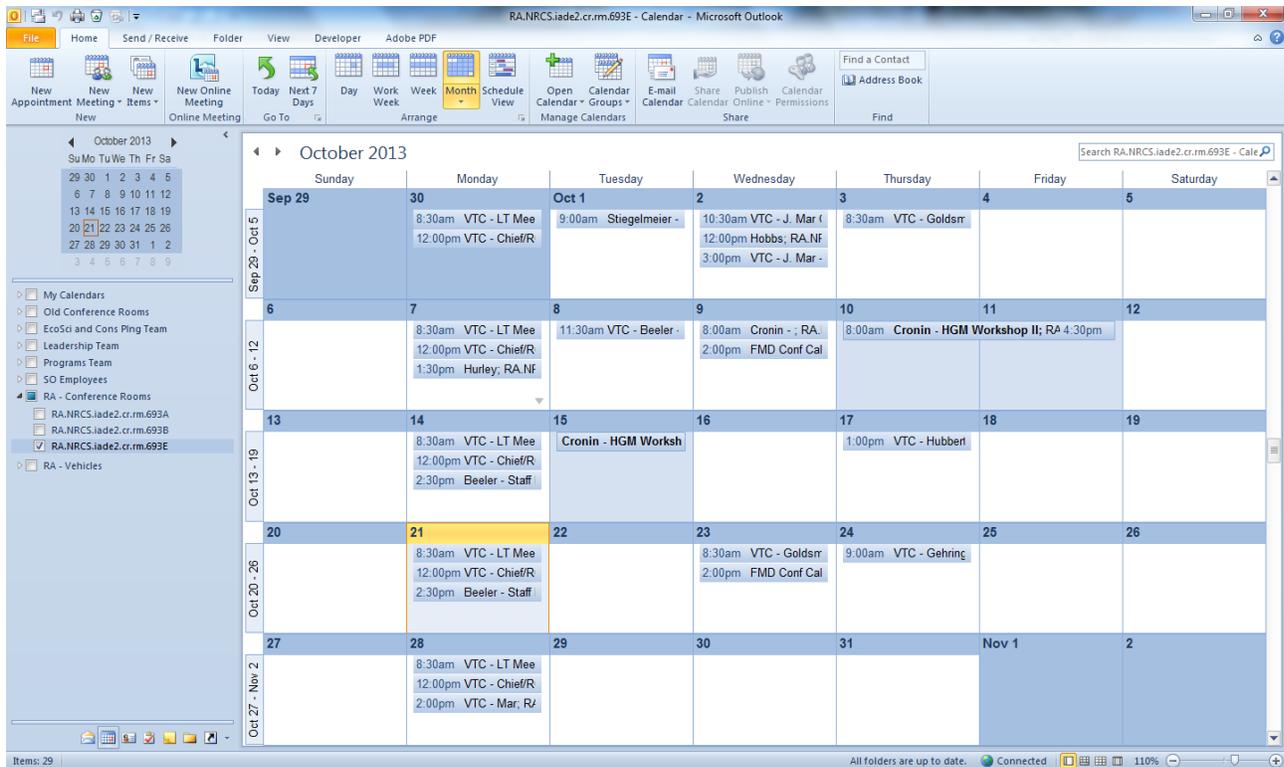


- F. Outlook will automatically open the new Calendar Group calendars and your calendar. To close the calendars you don't want open uncheck the box beside its name or click the “X” on upper part of the calendar.

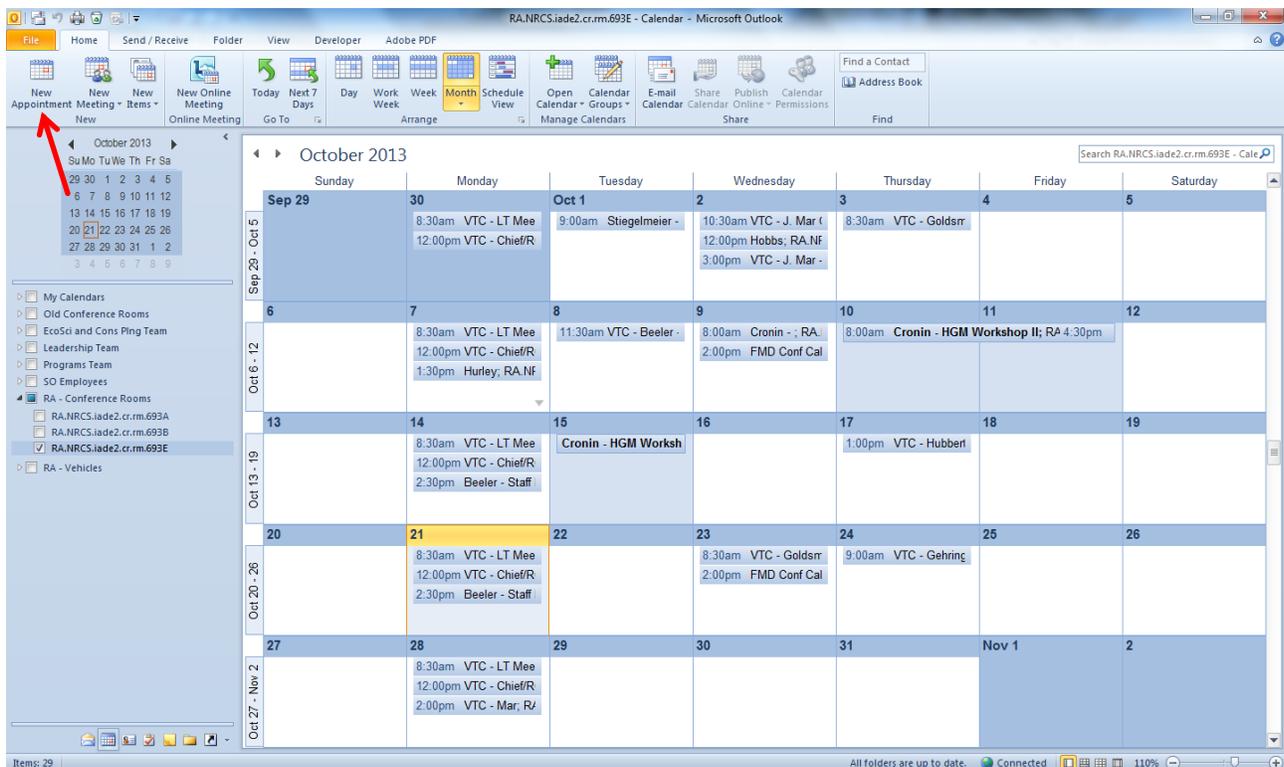


IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

- To reserve a Conference Room open the Resource Account calendar for where you want to hold the meeting/event.

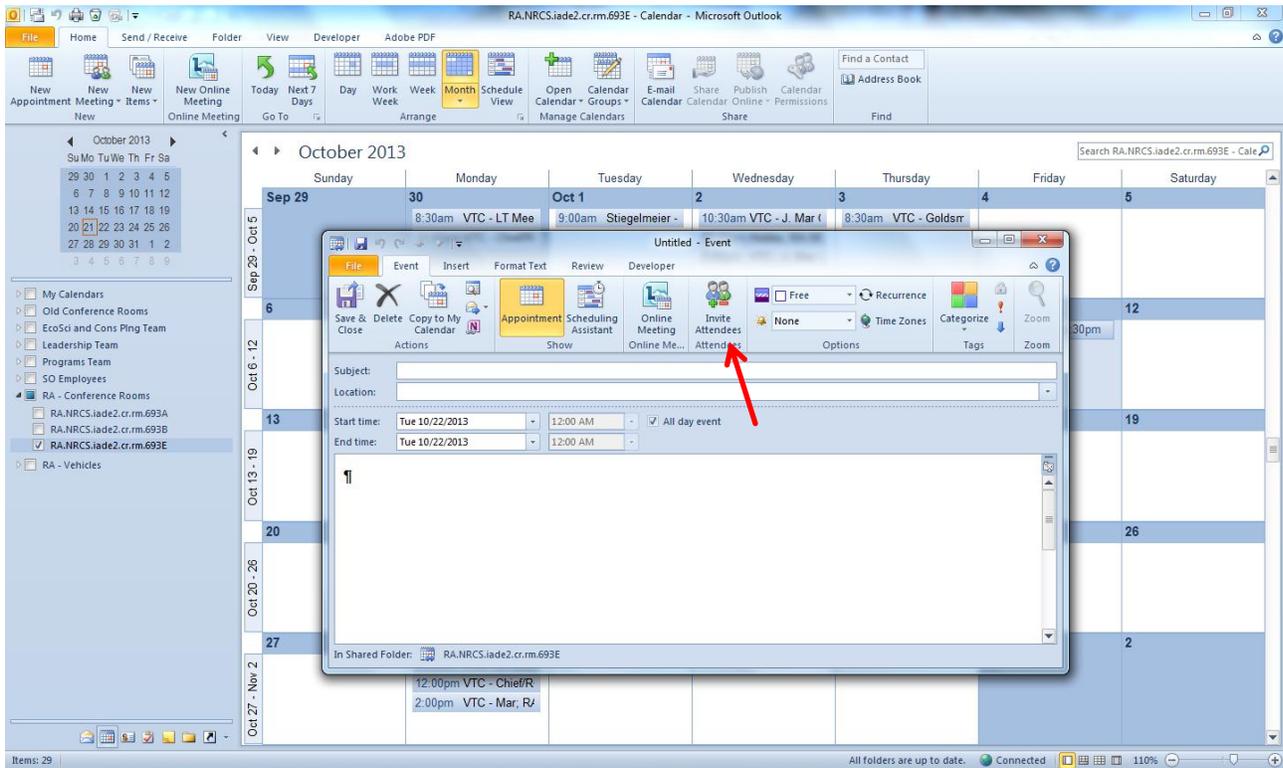


- Locate the day and time to make sure it is available.
- Click on "New Appointment" or double click on the available date to open a new "Event."

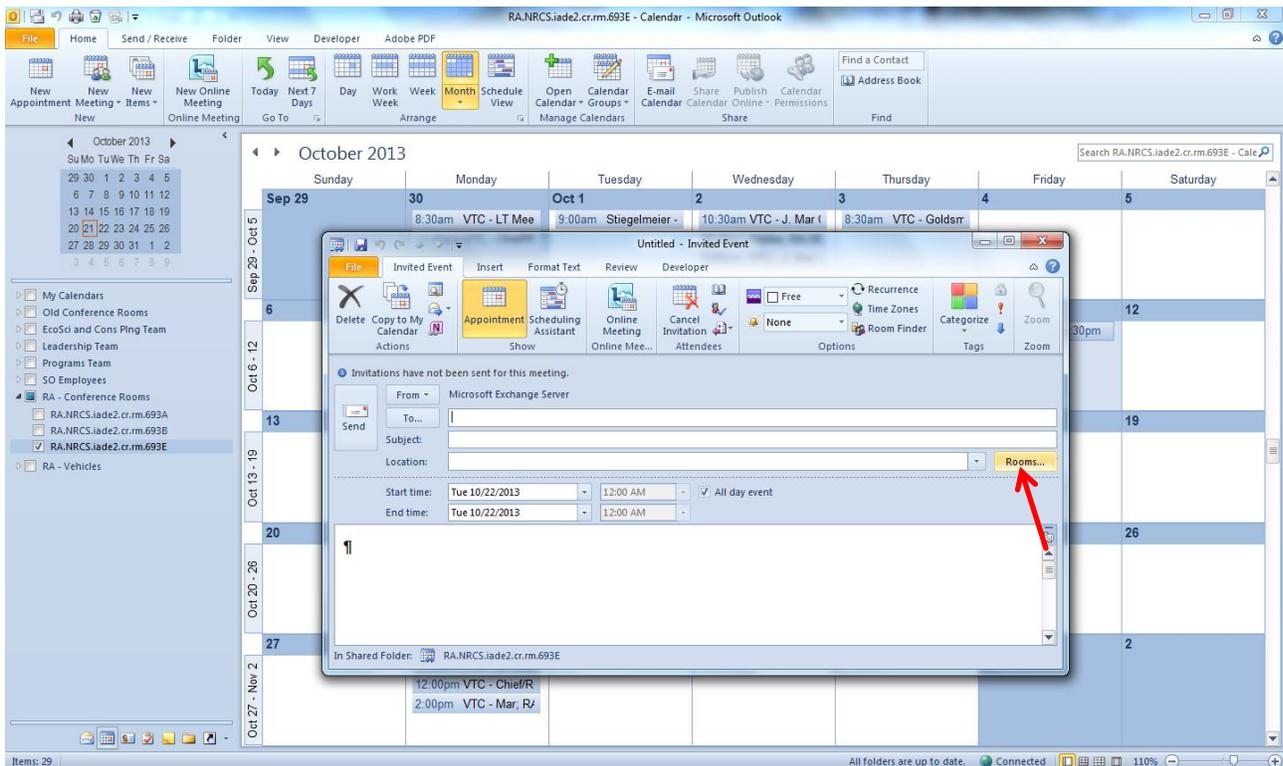


IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

C. Click on “Invite Attendees” (you must invite the Resource Account to the Event).

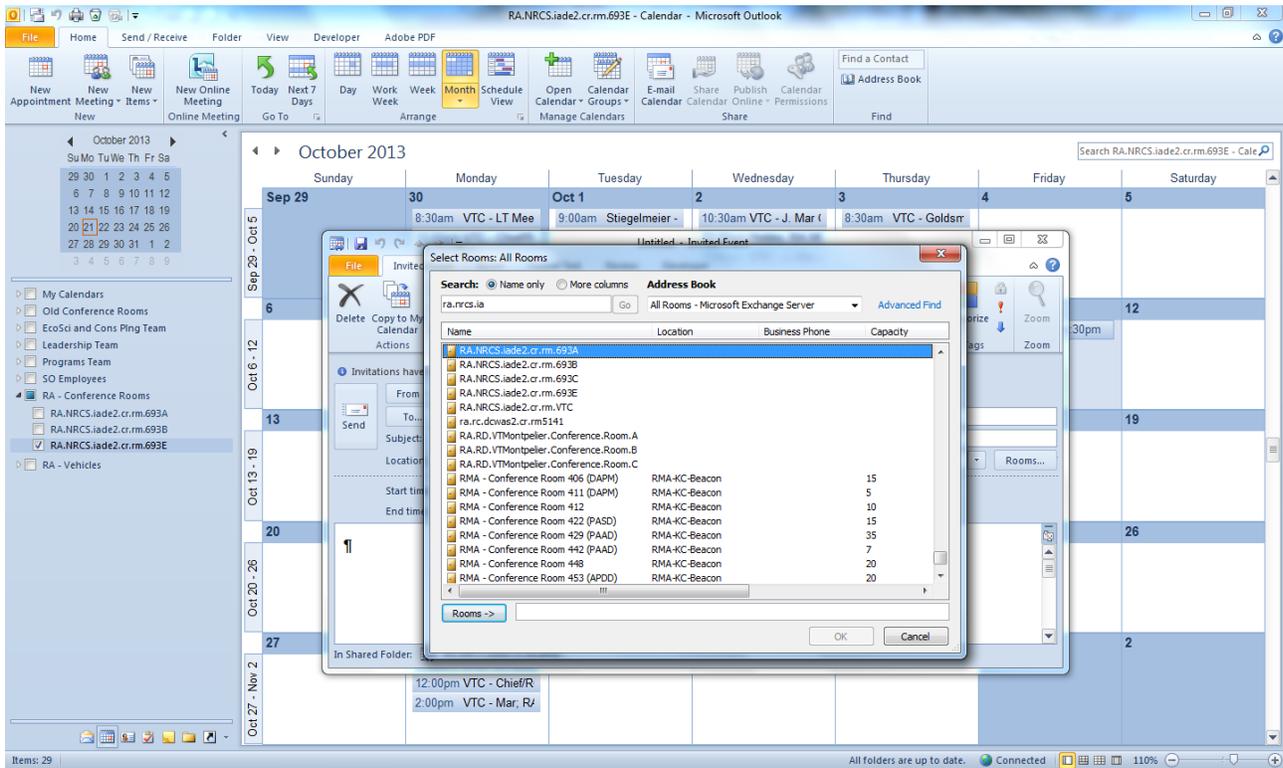


D. To the right of the Event screen click on “Rooms.”

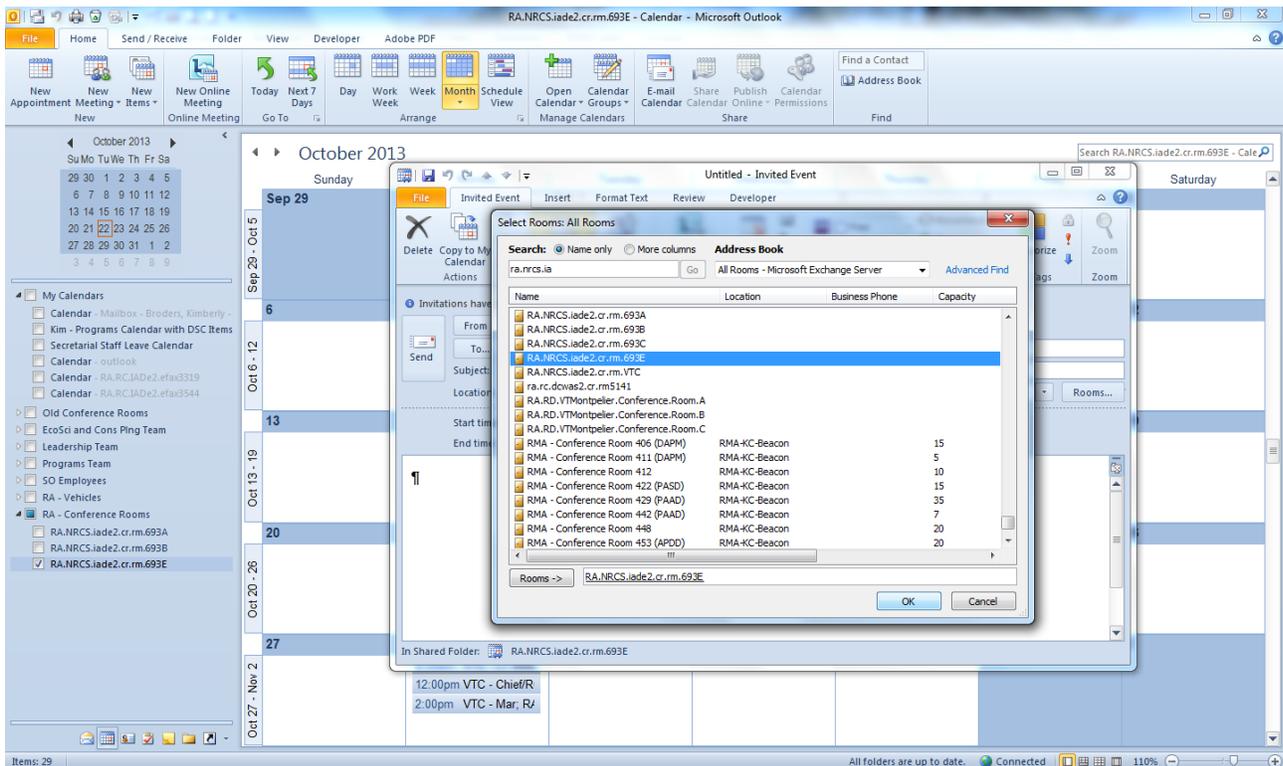


IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

E. Type “ra.nracs.iade2.”

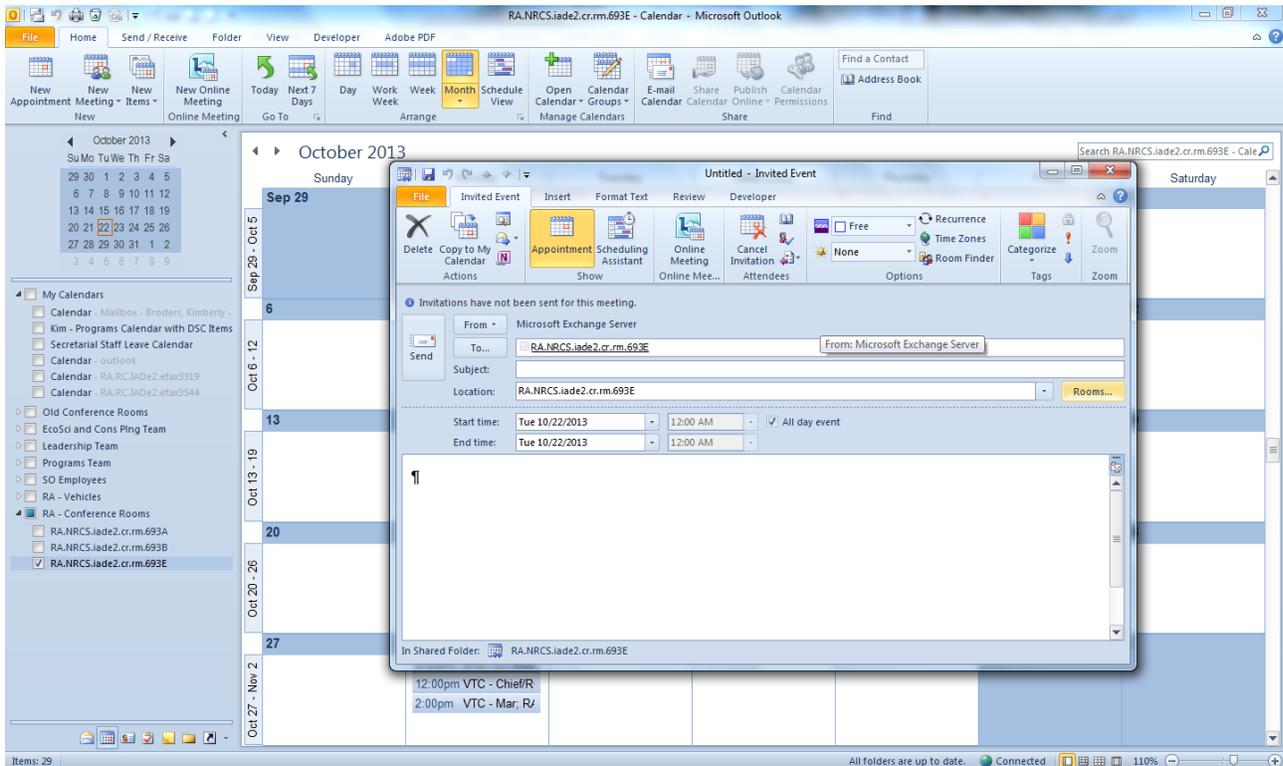


F. Select the room you want to reserve, click “Rooms” at the bottom of the screen and then Ok.

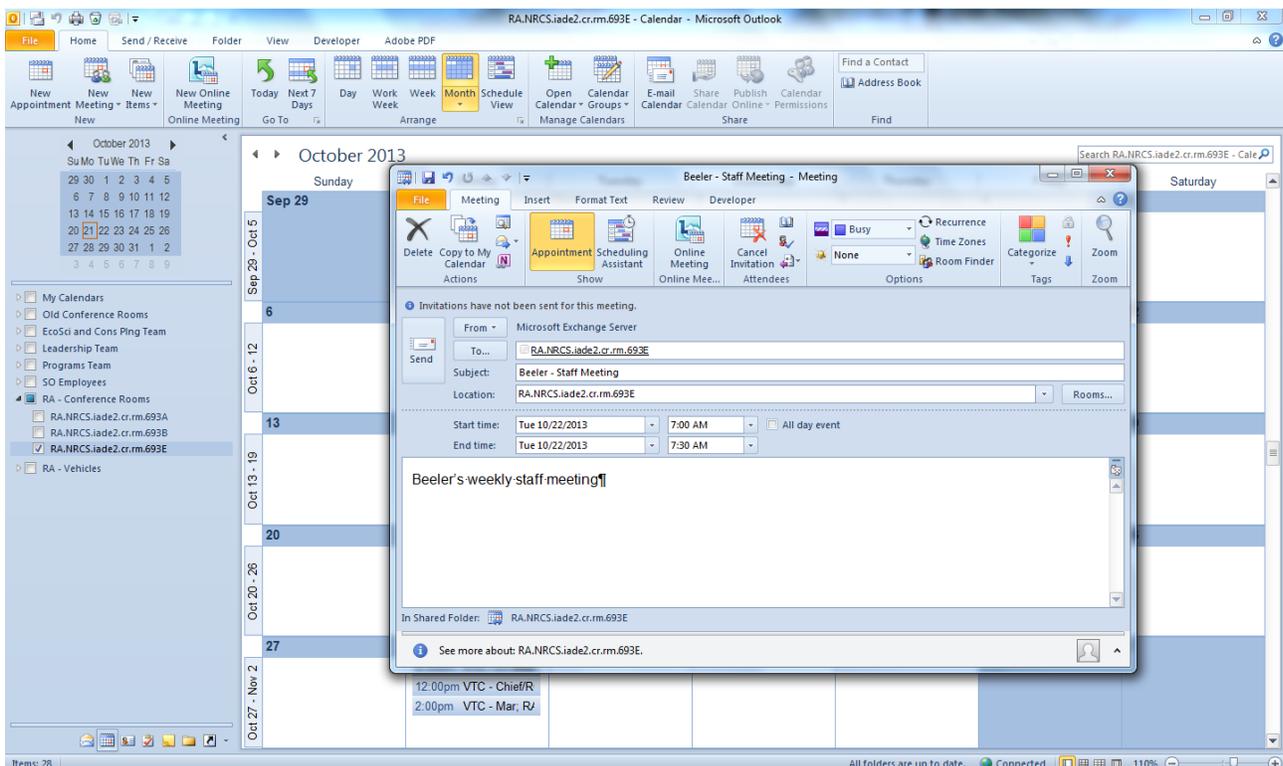


IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

G. The room should be listed on both the “To” and “Location” lines.

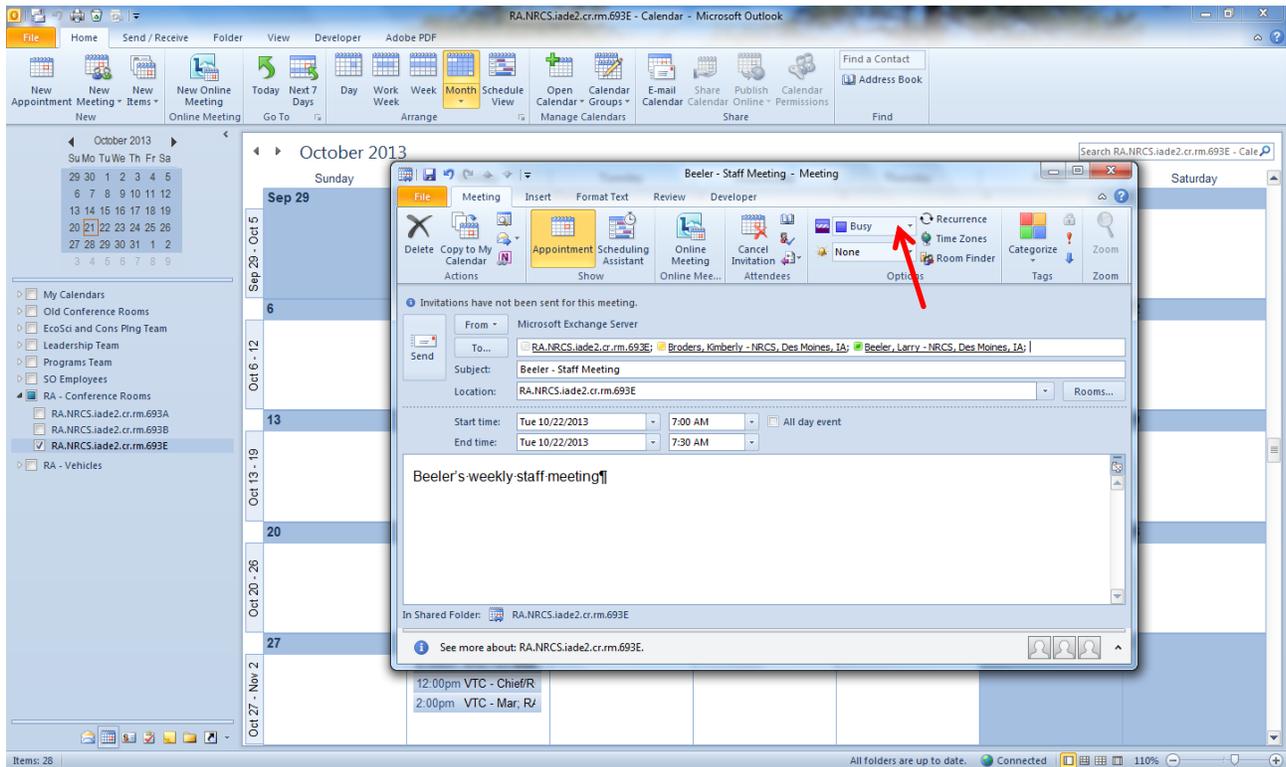


H. In the “Subject” put the last name of the person that you are reserving the room for. If it is 693E that you are reserving and it is for a VTC put VTC first in the subject (example - **VTC – Last Name – Meeting Name**). This way others will know that 693E is reserved for a VTC and the meeting cannot change to a different room. In the body of the Event insert any information related to the Event (VTC information, conference call number, agenda, etc.).

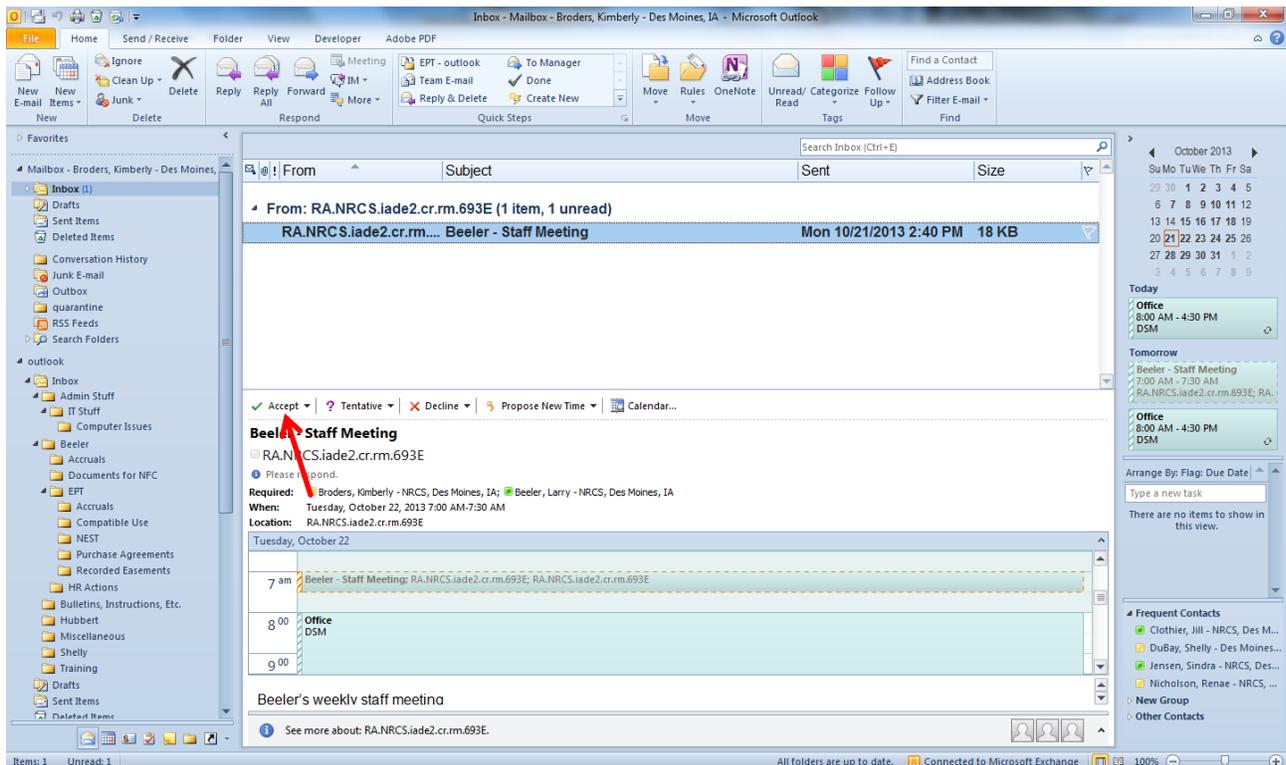


IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

- I. On the “To” line invite all individuals, including yourself, involved with this meeting.
- J. If it is an all day meeting, change the Event request from “Free” to “Busy.” If the meeting is only for a select time when you uncheck the “All day event” button the “Free” automatically changes to “Busy.”



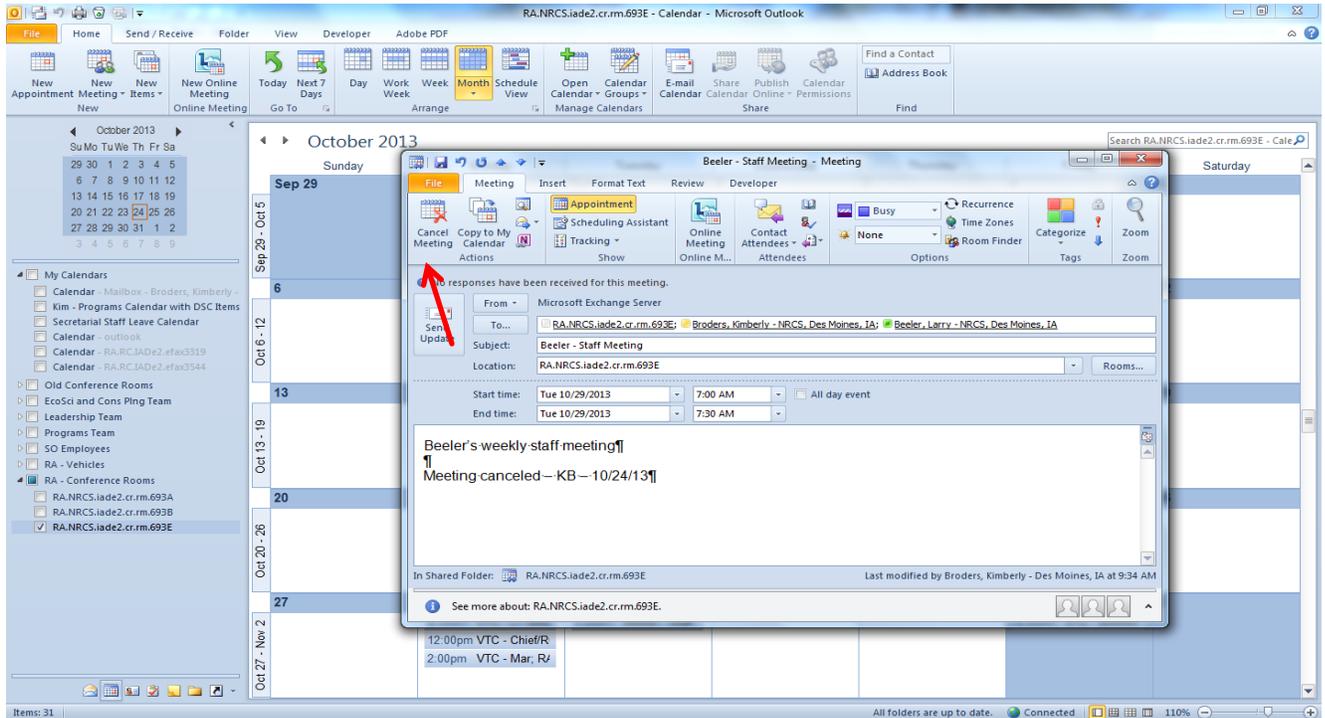
- K. Click the “Send Button.” Everyone involved will receive an email asking to “Accept” the Event request. After accepting the request it will populate on the calendar after the request has been accepted.



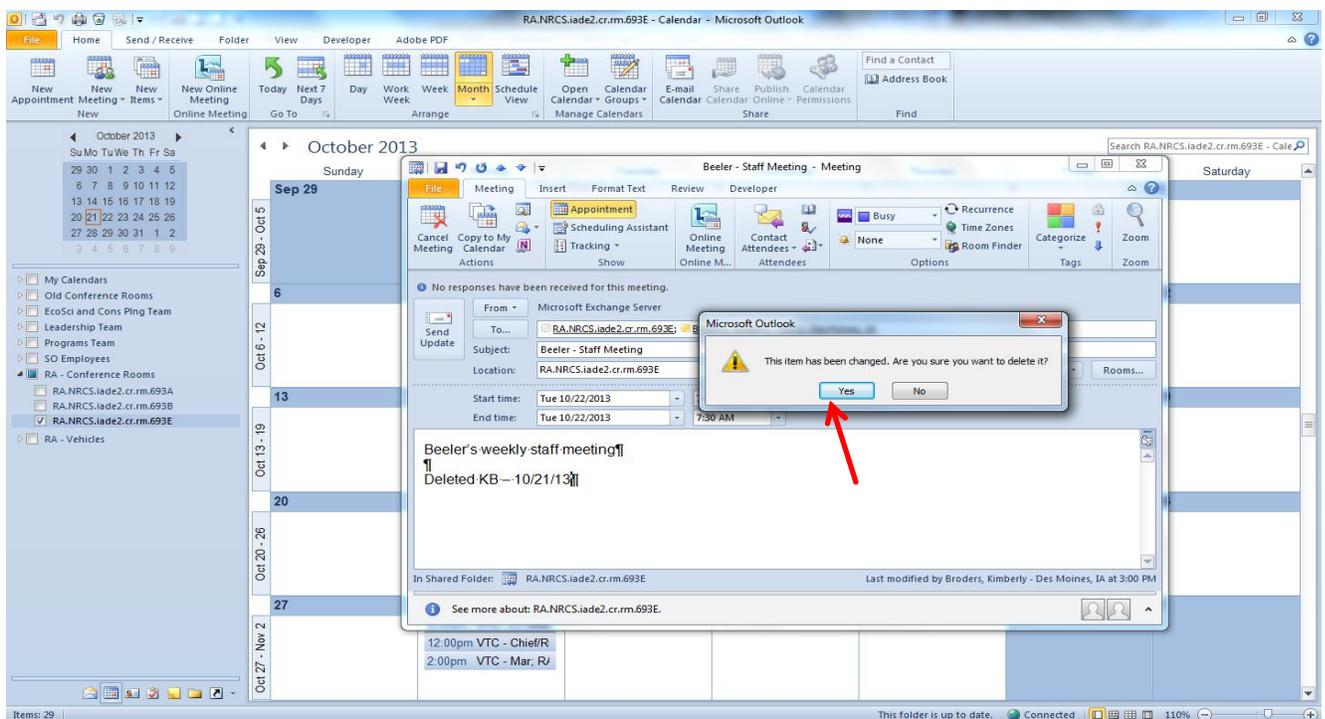
IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

3. In the event that you need to make adjustments, State Office employees will only be able to make adjustments on Events that they created, including deleting. If you attempt to make adjustments or delete an Event that someone else has created it will disappear from the calendar and then repopulate due to permission level. To delete a meeting and cancel your conference room reservation, click “Cancel Meeting.”

Administrative Assistants and secretaries will be able to make adjustments to all Events, including deleting. When administrative assistants and secretaries delete an Event, their initials, the date deleted, and reason for deletion are required to be included in the body of the message.

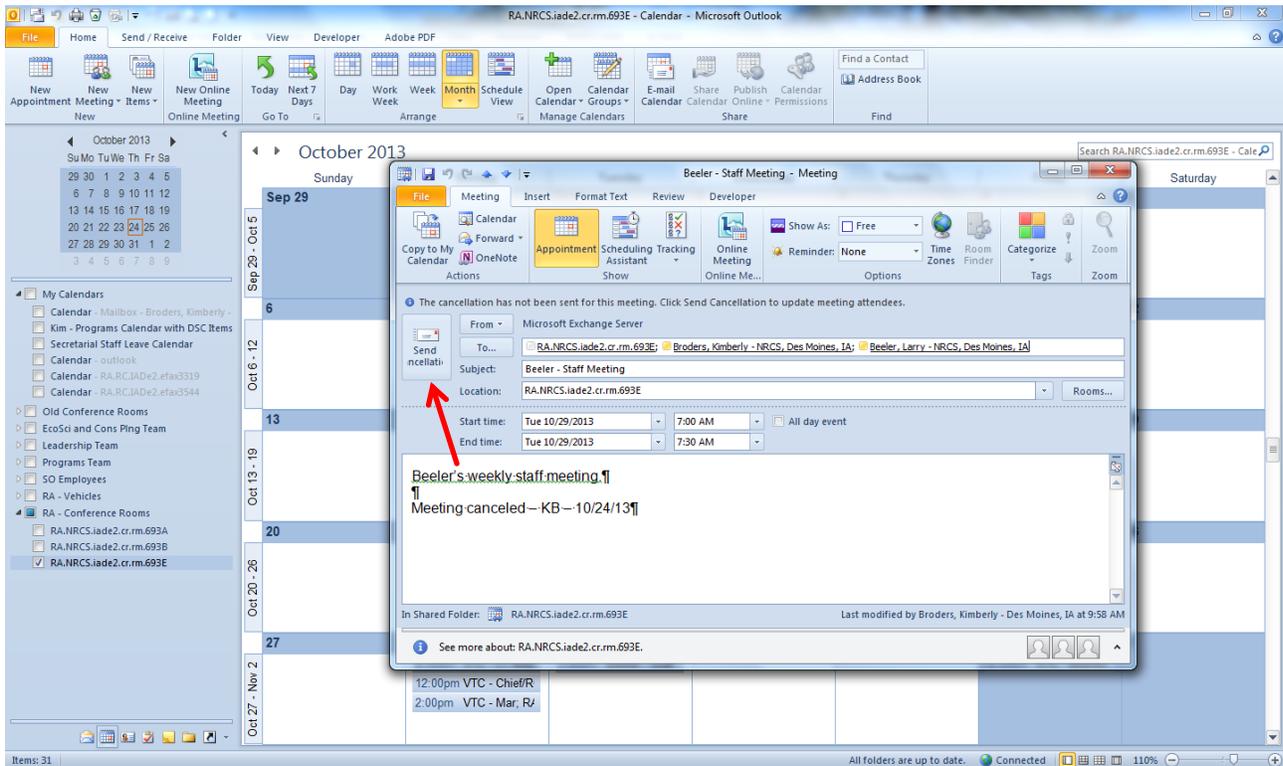


- A. After clicking on “Cancel Meeting” a Notification Box will appear with a message stating “The item has been changed. Are you sure you want to delete it.” Click “Yes.”

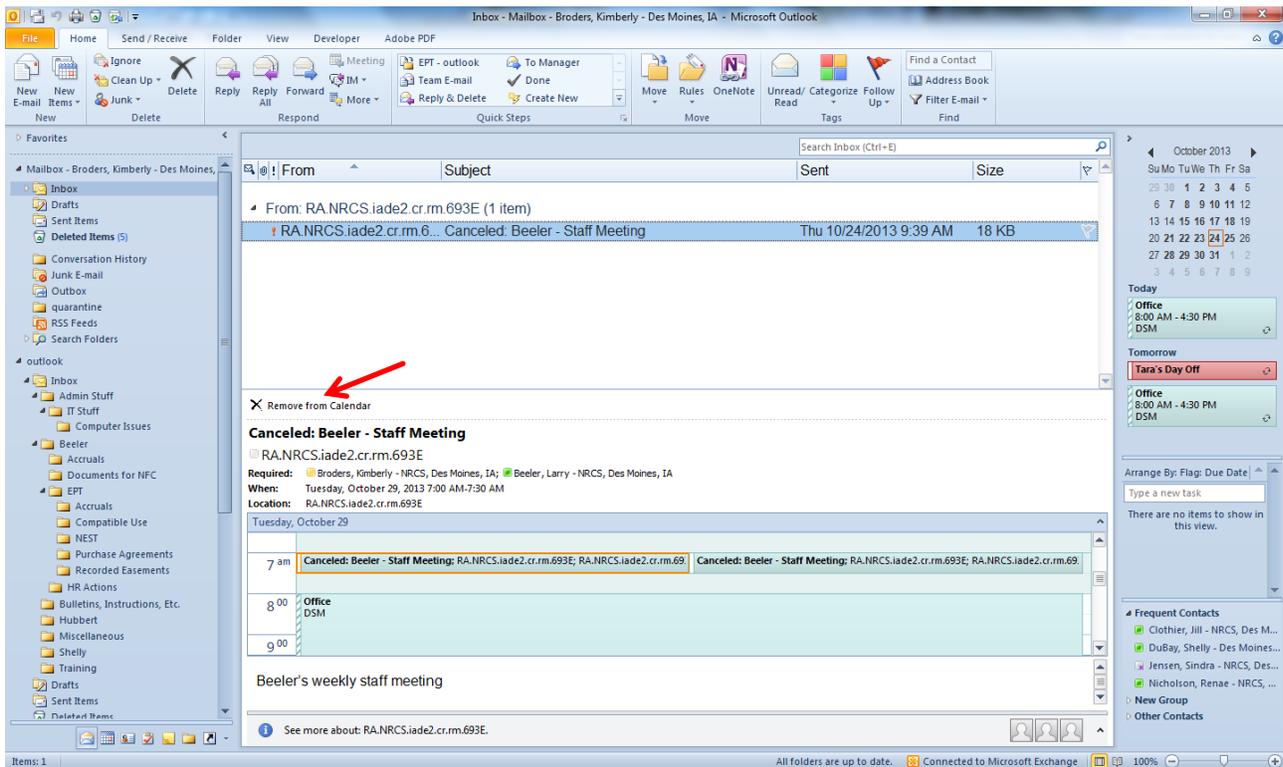


IOWA INTRAOFFICE INSTRUCTION 110-180 – RESERVING RESOURCE ACCOUNTS

B. Click “Send Cancellation.”



C. All participants will receive an email and can remove it from their calendar by clicking on “Remove from Calendar.”



4. If you are reserving more than one conference room or vehicle, you must create multiple events (one in each calendar) and invite them accordingly.
5. Follow all of the previous steps for reserving vehicles (see page 1 for vehicle list).