



## Reserving Conference Rooms and Equipment the Easy Way in Office 365

Scheduling the use of rooms and equipment is a necessary function of any business. Managing reservations by hand is tedious, and Office 365 has a better way. Resource mailboxes represent places or things that can be reserved, so employees can request them by merely adding them to an Outlook meeting. Reservations can be automatic or go through a human reviewer. Either way, the mailboxes simplify the job. TCS can help you to set them up for your organization.

### *How do resource mailboxes work?*

There are two kinds of resource mailboxes. Room mailboxes let you manage fixed locations such as meeting rooms. Equipment mailboxes are for resources that are not tied to specific locations but need to be reserved.

The way the two work is almost the same. The difference is the type of data describing them. A room can have a location, phone number, and capacity. An equipment item is associated with a department and an organizational unit. It can have the ability if applicable; for instance, a car can carry a certain number of people.

They are like a personal inbox, but these mailboxes are not associated with a specific user. A resource mailbox can operate automatically, or it can have one or more delegates assigned to it.

There is no need for a separate reservation system that could fall out of sync with Outlook calendars. Managers and employees all check the same place to determine whether they can reserve a room, a projector, or a car for a given time period. Inadvertent double booking will not happen.

### **Reserving a Resource**

A user schedules a meeting in the Outlook calendar. Each resource has a calendar of its own. If the request specifies a location with a resource mailbox, an email message automatically goes to the mailbox. The meeting organizer does not need to know that a mailbox exists for the room, only that the request will be processed.

Reserving equipment is similar. Each reservable item has its calendar, and users can book it for a time slot.

### **Managing a Resource Mailbox**

The simplest way to set up a resource mailbox is to give it scheduling parameters and allow automatic booking. Resource names should follow a consistent convention.

## Upcoming Events

**Webinar:**  
**IT Project and Planning to Grow Your Business**  
*May 20, 2021*

**Webinar:**  
**SaaS Backup**  
*June 8, 2021*

**Lunch & Learn:**  
**Safeguard Your Organization from Growing Cyber Threats**  
*June 22, 2021*

For more information on our upcoming events, please visit [www.tcsusa.com](http://www.tcsusa.com).

They should not merely name the resource but provide useful information. A room might have a name like "Meeting Room B, boardroom table, projector, and screen." A piece of equipment could be named "Sound System 1, 4 table microphones, 20-watt speaker."

When a user sets up a meeting or reserves a piece of equipment, Office 365 checks a few points:

- *Is the reservation for the hours when it is available?*
- *Is the resource already reserved for that time?*
- *Does the number of invitees exceed the capacity?*
- *Does the request block exceed the maximum permitted time?*
- *Is the request for further in the future than reservations are allowed?*

If no conditions prevent the reservation, it will go through immediately. If there is a problem, the person making the reservation will receive a message explaining the difficulty, and the organizer can try to reserve another time or place.

If there are more complicated conditions on reservations, a delegate can be put in charge of the mailbox. The organizer will get a notification when the administrator approves or rejects the request. There can be more than one administrator for a resource so that a backup is available when the primary manager is away.

Reserving resources through Office 365 simplifies the process and eliminates conflicts. If the process is already set up in your organization, contact your administrator or IT provider to find out the details of using it. If you are looking for help in setting up a room and equipment reservation system, contact TCS.

## Top Strategies for Catching Up on Technology

The business world suffered a setback in 2020 due to the widespread global pandemic. Many companies shut their doors, bringing a halt to their IT projects. To ensure that your business can catch up in 2021, streamline your strategies to catch up with industry trends.

In your efforts to keep up with business trends, ask yourself the following questions.

- *Did you delay IT projects in 2020?*
- *Are you exposed to cyber threats?*

- *Is your firewall up to date and able to protect your network?*
- *Are your servers warranties current and PCs and hardware up to date?*
- *Are you using the cloud to boost your security and productivity?*

Here is what you can do to get back on track:

### Complete Your Pending IT Projects

In 2020, COVID-19 delayed companies' IT projects. It is essential to complete them in 2021 to maintain cybersecurity readiness and get back on track. Today, businesses rely on technology to carry out all their operations. The priority of your IT projects depends on your current business needs and growth plans.

#### 1. Cybersecurity

In 2020, Ransomware increased rapidly, and many company networks were exposed to cyber threats. Now is the time to ensure that your network is protected and reduce exposure to phishing attacks. Some vital security services include;

- **IT Assessment**--Start with an IT Risk assessment to develop a roadmap for the future.
- **Implement a Virtual Private Network (VPN)**--A VPN is a secure method of communication created by connecting private networks. These systems use encryption and other security features like Multi-Factor Authentication to ensure that only authorized users can access the network and that the data cannot be intercepted. Utilizing a VPN is an essential step in securing your network, keeping out hackers and data thieves, and connecting remote offices or users from home and the road.
- **Installing a Firewall**-- Firewalls enforce access control between networks in the risky environment of the public Internet. The firewall functions as the entry point to the network, blocking or permitting traffic. Firewalls not only block attacks, but they can alert network administrators when an attack is detected and track the data back to the malicious sender.

#### 2. Multi-Factor Authentication

Multi-factor authentication (MFA) is a method of controlled access that enables a second mode of authenticating a user along with the username and password. With the increased

risk of cyber crime, it is important to implement MFA into your business and applications to secure vital information stored on workstations, phones, and software.

Some examples of authentication are fingerprints, key cards, voice and facial recognition. Authentication does not protect you again attacks, but it does help avoid any unwanted access to any devices and sometimes the physical location of a business.

Your data is the backbone of your business; it is important to invest in the strength of your network to keep it updated and protected.

### 3. Cloud Computing

- Can improve your overall cybersecurity posture
- Increases scalability as your business grows and or evolves
- Reduces the burden and risk of maintaining in-house infrastructure

Total Computer Solutions helps businesses catch up on projects, security, and their networks after being halted for the entire last year. We can help your business keep up with the current trends.

## Do Not Renew That Office Lease

Companies working remotely because of the pandemic are considering if they need to return to the office. During the Pandemic, HR issues have been minimal, work is getting done, and most team members have enjoyed the flexibility of working remotely.

If the firm moves all applications and computing resources to the cloud, could they operate remotely from now on? Yes, there are potential challenges with this, but the reduction in leasing costs could be significant.

*If this is something, you are considering?*

**Let TCS help you to forklift your infrastructure to the cloud.**



## IT Project & Planning to Grow Your Business

**Date:** Thursday, May 20th

**Time:** 10:00 AM ET

**Presenter:** Andy Purcell, Business Consultant, Total Computer Solutions

**Registration:** Visit [tcsusa.com/events/](https://tcsusa.com/events/) or call 336.804.8449

You are invited to join us for our upcoming webinar, "IT Project and Planning to Grow Your Business," presented by Andy Purcell, Business Consultant, Total Computer Solutions.

Many companies put their IT projects on hold over the past year. It essential to catch up so you can move forward with a productive 2021.

### Key Topics for Discussion

- Prioritizing Your Overdue IT Projects
- Maximizing Your Cybersecurity
- Refreshing and Updating Your Hardware
- Expanding Your Cloud Usage

Attend this webinar to discover ways to gain a competitive advantage and grow your business with Proactive IT management.

## On-Demand Webinar: The Major Causes & Solutions for Downtime

During this on-demand webinar we discuss insight into backing up your data and how to avoid network downtime.

**Presenter:** Andy Purcell, Business Consultant, Total Computer Solutions

### Key Topics:

- Importance of Data Backup
- Calculating the Cost of Downtime
- Common Causes of Downtime
- Tips for Avoiding Network Interruptions

Visit [landingpages.tcsusa.com/webinars](https://landingpages.tcsusa.com/webinars) to watch this and other webinars available on-demand.

If you would like to receive our newsletter digitally, please email [alimbers@tcsusa.com](mailto:alimbers@tcsusa.com).



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## In this Issue

*Upcoming Events!*

*Reserving Conference*

*Rooms and Equipment the  
Easy Way in Office 365*

*Top Strategies for Catching  
Up on Technology*

*IT Projects & Planning to  
Grow Your Company*

*On-Demand Webinar*

# Plan Your IT Projects Today.

As a company managing technology on a daily basis, we understand how concerning it can be to not have the time or expertise to keep pace with changes in technology.

At TCS we help assess, prioritize, and plan your technology goals and projects.

**Taking Advantage of IT Projects is easy with Total Computer Solutions:**

- 1 Assess your technology needs
- 2 Receive a personalized plan
- 3 Focus on growing your business

**To schedule a FREE Risk Assessment, call us today at 336.804.8449 or fill out the form online at [www.tcsusa.com](http://www.tcsusa.com) to be contacted by one of our team members.**