HOW TO: Request a Resource Calendar in Exchange

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How to request a new Exchange resource calendar.

Requesting a new Exchange resource calendar is a straight forward process. However, a bit of information must be collected before we can begin. Below is a guide to help you gather the proper information needed to create a new resource for you and your staff.

Choose a resource name.

- *You will need to pick a name that aligns with Clemson's naming conventions. (See **Naming Conventions** section below for extra details how to choose names, basic rules as follows.)*
- *Resource names MUST be 20 Characters or less. This is a hard-limit, there cannot be exceptions.*
- *Room Resources must start with the building code.*
- *Departmental Calendars or other miscellaneous calendars must start with the department number that owns them.*

Choose users that need access.

- *You will need to gather a list of usernames (The part before the"@" in your Clemson email address) of those that need access to this new resource.*
- *Usernames must be enabled and active Exchange users. (You can find them in the Global Address list (GAL) within Outlook.)*
- *Student or Gmail accounts cannot be added to exchange resources.*

Decide what level of access your users need.

Next, you will need to pick what level of access your Staff will need while using this resource. Typically, the two most common permissions used are:

- *Editor (Read and Write)*
- *Reviewer (Read Only)*

Decide what function level you need.

There are two options currently for resources.

- *Standard – Users are able to directly add or send a Meeting Request via the Resource attendant to add meetings.*
- *Moderated- Users will send meeting requests via the resources attendant which will be forwarded to selected moderators for approval.*

Make the request.

Collect your Data and send the request to ithelp@clemson.edu (with "New Resource request" as the subject). Here's an example of how you can format this data to make it easy to read and process:

Room Name (example)

unio-L218ConfRoom

Editors:

username1

username2

Reviewers:

username3

username4

username5

username6

username7

username8

username9

username10

Moderators: (if a moderated resource)

Username1

Username2

Other considerations.

- *Newly created resources take several hours to propagate into the GAL. We recommended submitting creation requests a day or two before its needed.*
- *Only email account hosted by the Clemson Exchange server can be added to resources. Student, Gmail, Hotmail etc. accounts are not eligible.*
- *If the standard resource codes do not fit your need, new ones can be created. Just ask!*

Naming Conventions for Clemson Exchange resources.

Room Resources:

Columns 1 - 4	Column 5 (Hyphen)	Columns 6 - 9	Columns 10 - 20
Building Code	-	Room Number (with leading zeros if necessary)	Description

Examples of room resources include:

unio-L218ConfRoom (University Union Room L218 Conference Room)

itc_-0008ConfRoom (ITC Conference Room 8)

All Other Resources:

Columns 1 - 4	Column 5 (Hyphen)	Columns 6 -9	Columns 10-20
Department Number	-	Resource Code	Description

Examples of other resources include:

2803-cal_TSPclass (Department 2803 TSP Class Schedule)

2803-cal_SCGstu (Department 2803 DSS Student Schedule)

2803-projTSPclass2 (Department 2803 Projector 2 for TSP classes)

2803-autoCour_SUV (Department 2803 SUV used for courier runs)

4007-compMCC_Dell3 (Department 4007 MCC Dell laptop number 3)

Resource Codes

Resource Code	Resource Description
auto	Automobiles, cars or trucks
aveq	Audio Visual Equipment
cal_	Calendars
comp	Computers
misc	Miscellaneous
proj	Projectors
tool	Tools

Building Codes

Building Code	Building Description
asb_	Administrative Services Building
agsc	Agricultural Service center
alum	Alumni Center
appa	Apparel Research (Pendleton Research Park)

barn	Barnett Hall
barr	Barre Hall
bene	Benet Hall
bsfs	Biological Sciences Field Station
bios	Biosystems Research Complex
gard	Botanical Garden
bowe	Bowen Hall
brac	Brackett Hall
brad	Bradley Hall
brok	Brooks Center for the Performing Arts
byrn	Byrnes Hall
cala	Calhoun Courts Apartments
calm	Calhoun Mansion (Fort Hill)
calo	Calhoun's Office
cchs	Campbell Carriage House Coffee and Gift Shop
cgeo	Campbell Geology Museum
cmus	Campbell Museum of Natural History
carg	Carillon Garden
cate	Center for Applied Technology
cef_	Central Energy Facilities
clmh	Clemson House
stad	Clemson Memorial Stadium and Frank Howard Field
foun	Clemson University Foundation/Shirley Center for Philanthropy
cook	Cook Engineering Laboratory
casl	Cooper Agricultural Service Laboratory
libr	Cooper Library
cope	Cope Hall
coxp	Cox Plaza
danl	Daniel Hall
dill	Dillard Building
dona	Donaldson Hall
dout	Douthit Hills
eagl	Eagle's Landing
earl	Earle Hall
edwd	Edwards Hall
endo	Endocrine Physiology Laboratory
eseg	Environmental Sys Eng, CU Research Park
ffho	Family and Faculty Housing Office
fern	Fernow Street Café
fike	Fike Recreation Center
fire	Fire Station
eib_	Fluor Daniel Engineering Innovation Building
fhdc	Fran Hanson Discovery Center
free	Freeman Hall

geer	Geer Hall
gent	Gentry Hall
godf	Godfrey Hall
gosn	Godley-Snell Research Center
grhs	Greenhouse Complex
hano	Hanover House
harc	Harcombe Food Court
hard	Hardin Hall
hayd	Hayden Conference Center
hend	Hendrix Student Center
holm	Holmes Hall
holt	Holtzendorff Hall
hope	Hopewell
hstn	Houston Center
hunt	Hunter Chemistry Laboratory
intr	Indoor Track
iaud	Internal Auditing Offices
ipty	IPTAY/Ticket Office
itc_	CCIT Information Technology Center
jerv	Jervey Athletic Center
john	Johnstone Hall
jord	Jordan Hall
kina	Kinard Laboratory of Physics
kite	Kite Hill Recycling Center
dair	LaMaster Dairy Center
lee_	Lee Hall
leho	Lehotsky Hall
leve	Lever Hall
lbi_	Lightsey Bridge I Apartments
lbii	Lightsey Bridge II Apartments
ljco	Littlejohn Coliseum
ljhs	Littlejohn House
long	Long Hall
lowr	Lowry Hall
madr	Madren Center
main	Maintenance Stores
mann	Manning Hall
mrte	Martin Hall - E Section
mrtm	Martin Hall - M Section
mrto	Martin Hall - O Section
inn_	Martin Inn, James F.
maul	Mauldin Hall
mcad	McAdams Hall
mccb	McCabe Hall
mcfa	McFadden Building
mell	Mell Hall

mhpl	Military Heritage Plaza
moor	Moorman House
morg	Morgan Poultry Center
moto	Motor Pool
drop	National Dropout Prevention Center
newm	Newman Hall
norm	Norman Track
norr	Norris Hall
olin	Olin Hall
amph	Outdoor Theater (Amphitheater)
germ	Plant Germplasm Research Laboratory
cupd	Police Department
pool	Poole Agricultural Center
pres	President's Home
redf	Redfern Health Center
rsqr	Reunion Square
rhod	Rhodes Engineering Research Center
socc	Riggs Field (Soccer Stadium)
rigg	Riggs Hall
rode	Roderick International House
seed	S.C. Foundation Seed
sand	Sanders Hall
schi	Schilletter Dining Hall
sear	Sears House
sbrn	Sheep Barn
sike	Sikes Hall
simn	Simpson Hall North
sims	Simpson Hall South
sirr	Sirrine Hall
tenn	Sloan Tennis Center
smit	Smith Hall
sres	Stadium Residence Hall
stro	Strode Tower
garr	T. Ed Garrison Arena
thor	Thornhill Village Apartments
thur	Thurmond Institute
tgrf	Tiger Field (Kingsmore Stadium)
till	Tillman Hall
twet	TIWET Laboratory (Pendleton Research Park)
trus	Trustee House
faci	University Facilities Operations
unio	University Union, Edgar Brown
vick	Vickery Hall
vsit	Visitors Center, Class of 1944
golf	Walker Golf Course Clubhouse
wann	Wannamaker Hall

boat	Women's Rowing Boathouses
wood	Woodland Cemetery
youn	Young Hall

If you have more questions, email ITHELP@clemson.edu or call 864-656-3494.