

## Create and manage Exchange Resource Mailboxes

A resource mailbox is a mailbox that represents conference rooms and company equipment. Resource mailboxes can be included as resources in meeting requests, providing a simple and efficient way to manage the scheduling of resources for your organization.

There are two types of resource mailboxes: room and equipment. Room mailboxes are assigned to a meeting location such as a conference room, auditorium, or training room. Equipment mailboxes are assigned to a resource that is not location specific, such as a portable computer projector, microphone, or company car. Custom resource properties are features for room or equipment mailboxes. Administrators can indicate that a resource has a specific feature by assigning the corresponding custom resource property to that resource mailbox.

How do we create a resource mailbox?

- 1) Log into the Admin Control Panel and move over to the Hosted Exchange section and click on Resources.



Microsoft Exchange 6 ACTIVE MAILBOXES

Mailboxes  
Lists  
**Resources**

Skype for Business  
Contacts  
Folders  
Mobile

Filter Settings  
Upgrades

Microsoft Exchange / domain.tld / Resources

**Add Resource** Previous 1 - 1 of 1 Next Search

Display Name ^	Type	Capacity	Assets
<input type="checkbox"/> test		4	Whiteboard Videoconferencing

- 2) Once in the resource page we will simply click on the [Add Resource] Button. Doing so will take us to the resource creation and managing page.

[Back to Resource Listing](#)

## General

Resource Type  Room  
 Equipment

Display Name\*

Email Address\*  @ hvelar.com

Capacity

Phone Number

Assets  Whiteboard  
 Videoconferencing

**Advanced** Configure permissions and delegates

[Cancel](#)

Notice that there is an advance tab. The advance tab will allow you to assign Permissions and Delegates.

Permissions = user(s) authorized to log in OWA into the resource mailbox and make changes.

Delegates = by default all request are approved automatically unless you have a delegate, the delegate can accept and decline request manually.





- 3) Once we have selected the resource tab, given it a display name and permissions needed hit the [Save Resource] button.



- 4) Now we must wait until provisioning is complete. There will be a colored bar by the name of the newly created resource mailbox. Red indicates there was an error, yellow/orange indicates it is provisioning, and green indicates it has completed.

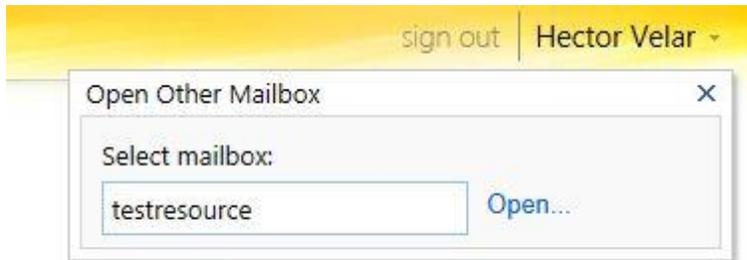
Congratulations, you have now created your resource mailbox. There are other tools we can use to further manage the resource mailbox if we need to make changes to the scheduling options such as Automatic process meeting requests and cancellations, disable reminders, what to allow and permissions from the Outlook Web Application.

#### Manage resource mailbox using OWA 2010

- 1) Users with Exchange 2010 will log into their mailbox in Outlook Web Application and click on their name located at the top right.



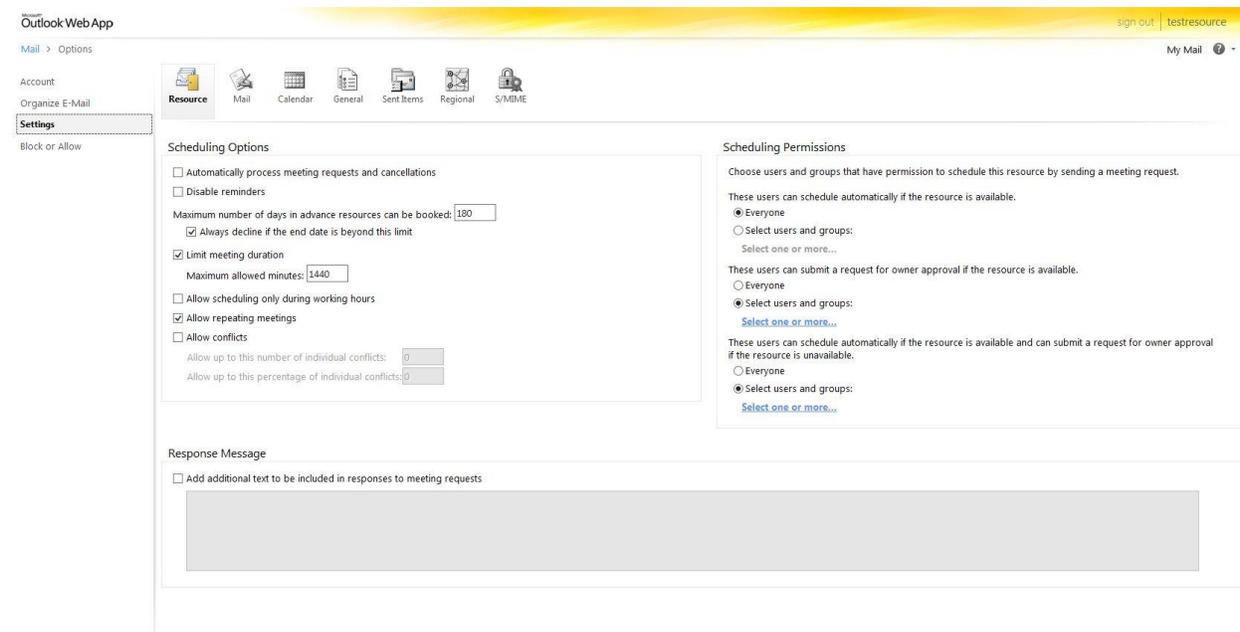
2) From the drop down enter the name of the resource room.



3) Now that we are inside the resource room we will go to Options.



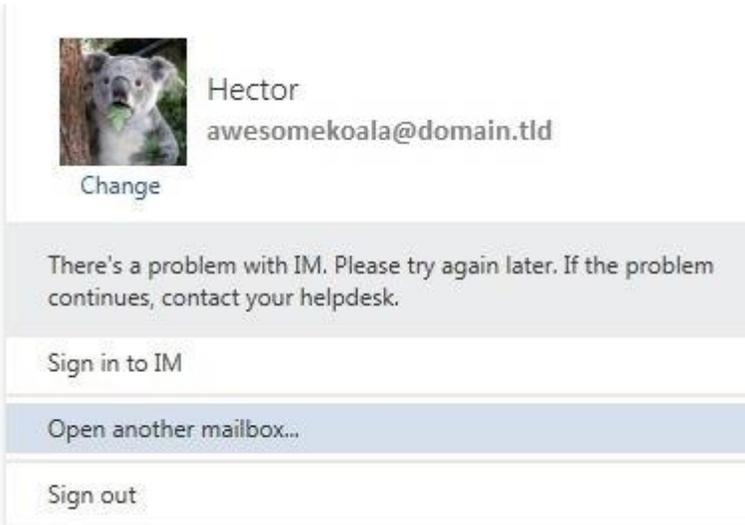
4) Select more options and go into Settings.



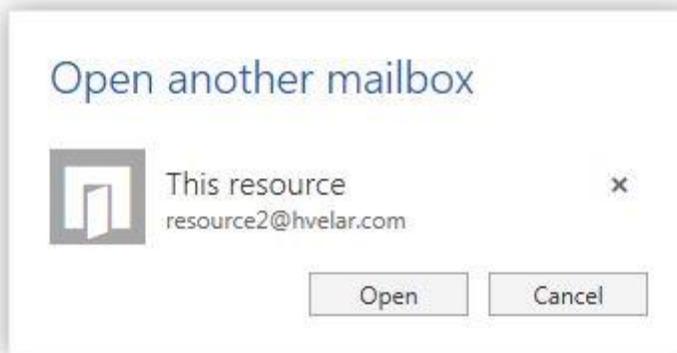
Now you can further manage the resource mailbox.

## Manage resource mailbox OWA 2013

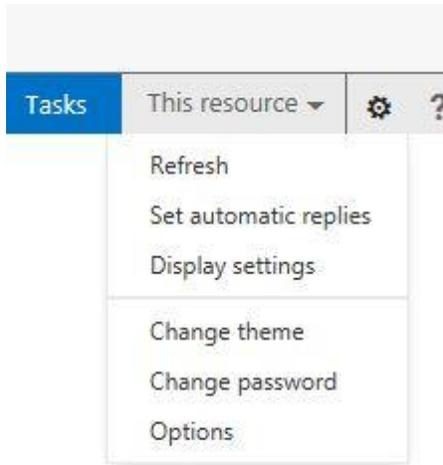
- 1) Users with Exchange 2013 will log into their mailbox and click on their name located at the top right.



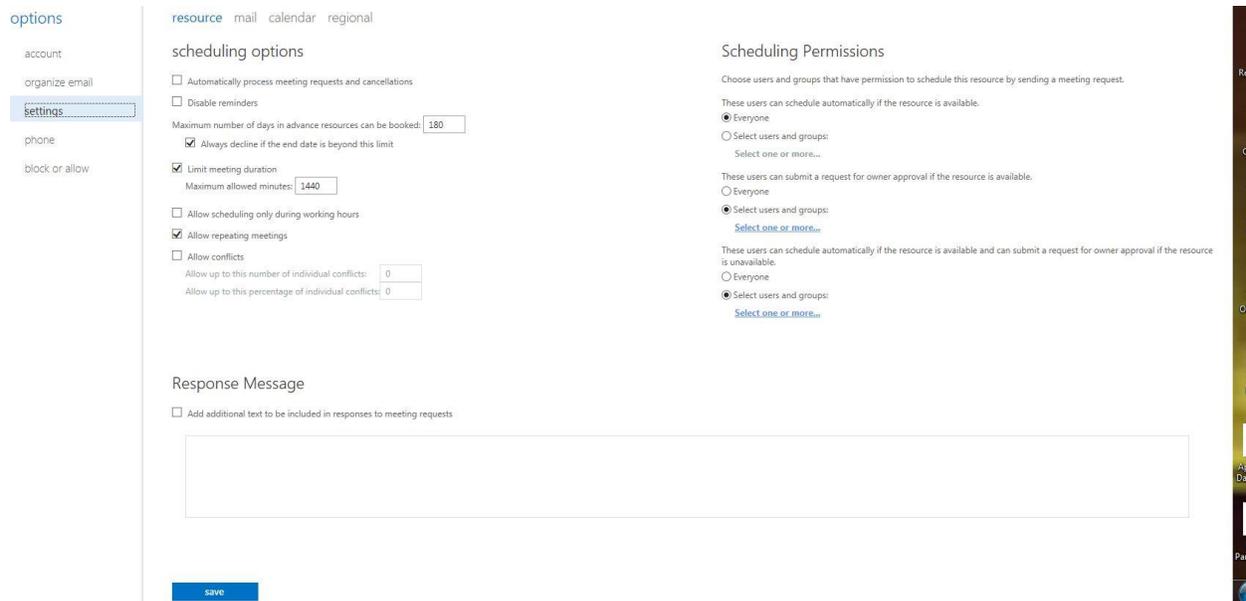
- 2) Select "Open another Mailbox..."



- 3) Enter the name of the resource mailbox and hit the [Open] button.



4) Go to Options, and finally to settings. Resource scheduling options will be the default.



5) Enjoy.