
Date

Thursday, July 7th, 2016

To / Destinaire

All LRAs from Organizations with ONE® Mail Direct Service

Sender / Expéditeur or expéditrice

eHealth Ontario Registration Authority

Subject / Sujet

ONE® Mail Direct Room Mailboxes

Message

New ONE Mail Direct Feature - Room Mailboxes

To enhance our services, the ONE Mail Direct service is now offering additional functionality. ONE Mail Direct clients can now request via their LRA the creation of a Room Mailbox.

A room mailbox is a resource mailbox that's assigned to a physical location, such as a conference room, an auditorium, or a training room. The Room Mailbox can be used for the automated processing of booking meeting rooms, making it easier to have insight into the availability and booking of rooms within an organization.

Room Mailbox Features:

- Meeting requests are automatically accepted by the Room Mailbox.
- Conflicting meeting requests will not be accepted.
- Recurring meetings can be booked for a maximum of 180 days. Meetings booked beyond this timeframe will be rejected.
- The organizer of the meeting will be added to the calendar subject line.
- The default permissions on the mailbox's calendar will be free/busy.

To request a Room Mailbox please have your Local Registration Authority (LRA) submit a request to registration.agents@ehealthontario.on.ca or call 1-866-250-1554 (Option 1 for English / 2 for French, then select Option 2 for Registration)

The following information will be required for a room mailbox to be created:

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- Name of Organization
 - Name of the Owner for the Room Mailbox
 - Sponsorship of the request
 - Room Name (e.g. Sky Room 110)
 - Capacity (e.g. 12 people)

Note: An LRA email submission template will be provided online [ONE@Mail Direct - LRA Quick Reference Guide](#)

Should you have any questions or concerns, please contact our Service Desk at 1-866-250-1554.

Thank you for your attention.

Kind Regards,