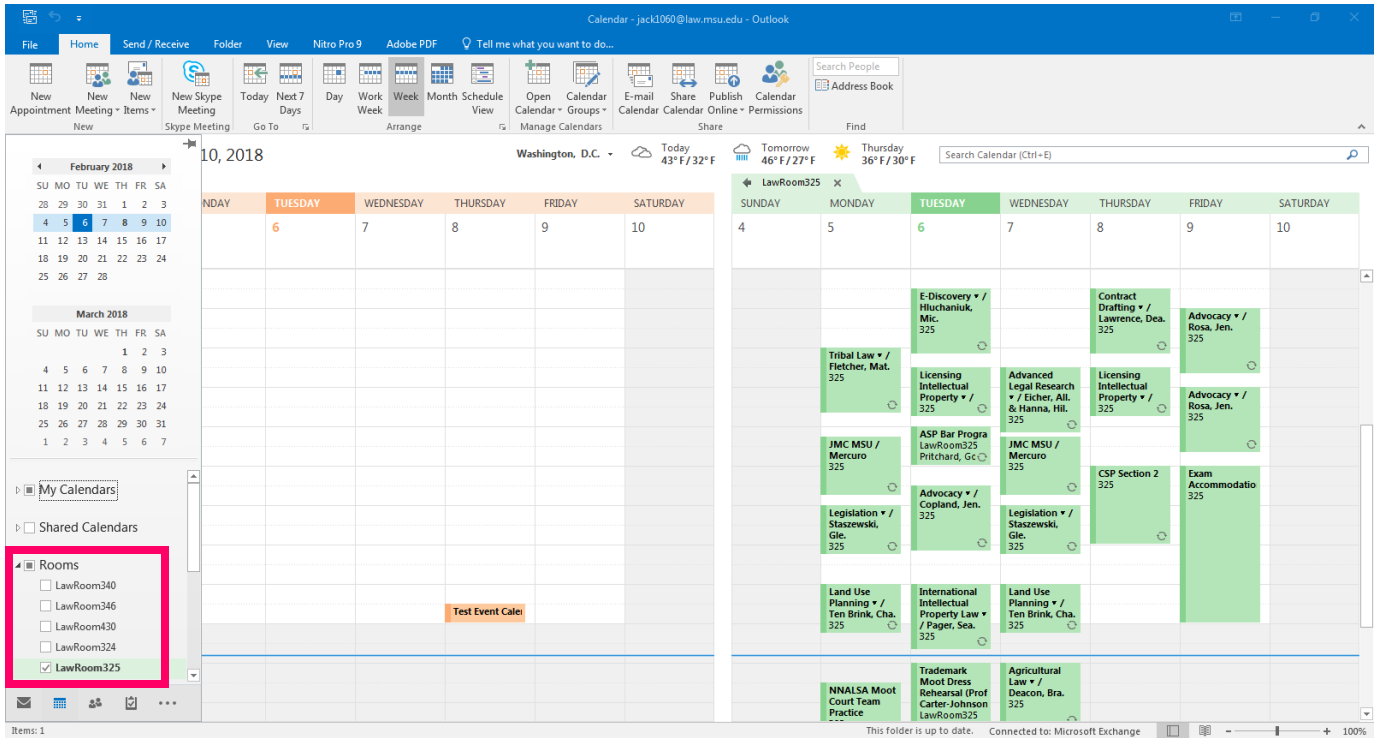


HOW TO REQUEST A ROOM RESERVATION

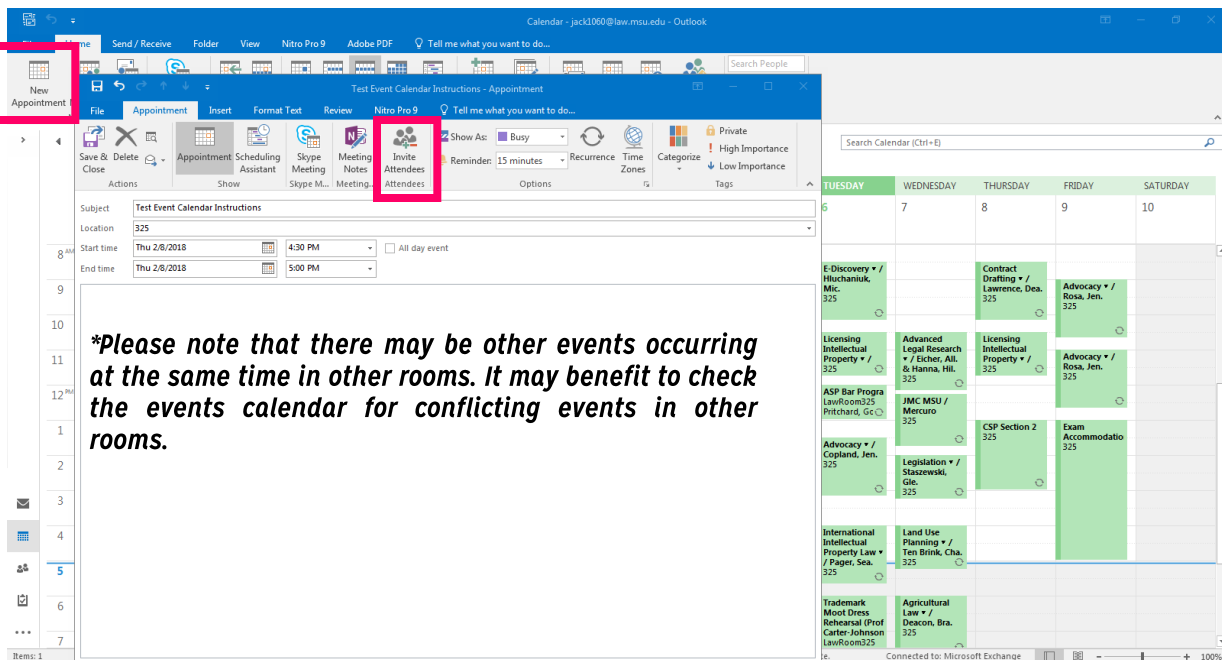
USING A ROOM CALENDAR

For instructions on how to add a room calendar to your outlook profile, please see the [Adding Room Calendars document](#).

1. Navigate to the Calendar tab in Outlook.
2. Select the calendar of the room you'd like to reserve.



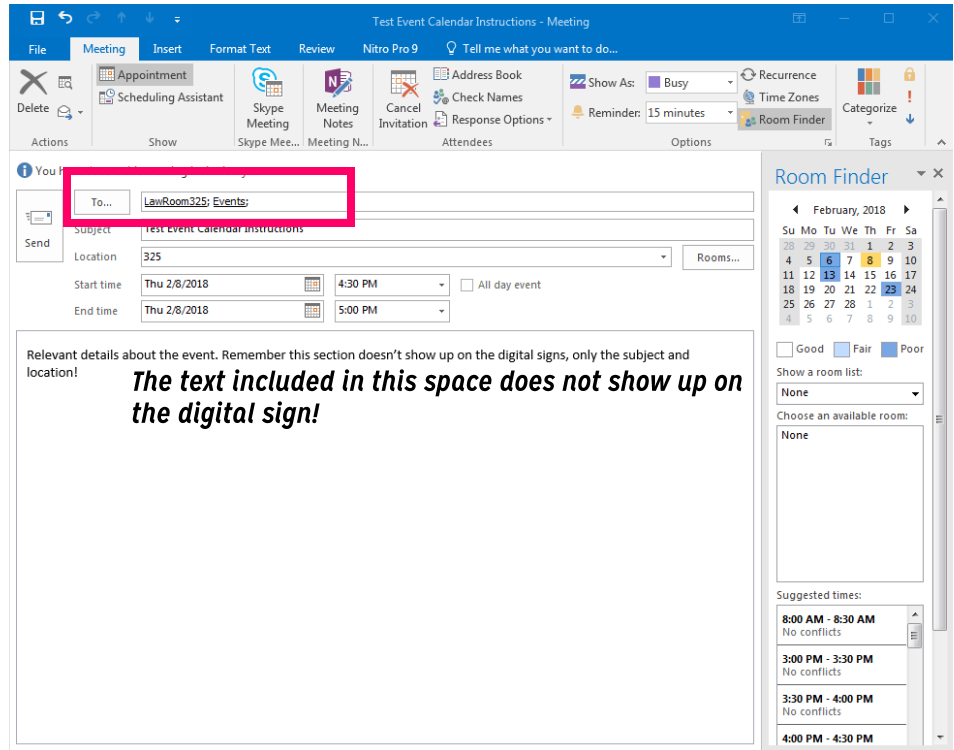
3. Check the availability of the room you're interested in at the time and date of your intended reservation.
4. To request a reservation, click "New Appointment". Click "Invite Attendees" to insert the To: field.



HOW TO REQUEST A ROOM RESERVATION

USING A ROOM CALENDAR

5. Enter the date and start time & end time of your event.
6. In the To: field, add the room (ie. lawroom325@law.msu.edu). If your event is student related, add events@law.msu.edu to the To: field in addition to the room calendar. This will ensure that your event is added to the digital sign events calendar.



7. Once the invitation is complete, click "Send".
8. To see a copy of your request, go back to the mail tab and in "Sent Items", you'll see a copy of the request.
9. Once your request has been processed, you will receive an email accepting or rejecting your appointment from the room calendar and the events calendar.

