PSY Classroom Reservations

1. Sign in to your mailbox using (Office 365) from the Student Hub to access the calendars.

2. Select the Calendar App

3. Click Add calendar, and then click “From directory”.

   ![Add calendar screenshot]
4. In “From Directory”, search for the shared calendar you want to view by entering the room # with no space (i.e. PL231) and click “Search directory”. Select the shared calendar you want to open, and then click Open.

Research Rooms:
- PL231
- PL233
- PL235
- PL237

Limited Access Classrooms:
- PL244
- PL248
- PL249

This is only necessary to access the calendar for the first time.

5. Shared calendars display under “My Calendar”. Now you can see all available timeslots!

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**To Request Future Date Reservation**

1. Click on the “New” drop-down arrow

   ![Outlook New](image)

   a. Select Calendar event
2. In the Details section

**Enter your STUDY or your MEETING HERE**

This is optional

**Add a title for the event**

**Add a location**

Leave both unchecked

**Start**
- Fri 7/22/2016
- 8:00 AM
- **All day**
- Private

**End**
- Fri 7/22/2016
- 8:30 AM

**Repeat**
- Never

**Save to calendar**
- **Calendar**

**Reminder**
- None
- **Busy**

**Show as**

**Add an email reminder**

Verify that the dates, start, and end times are correct!

3. You **may** or may not see this (depends on your settings):

<table>
<thead>
<tr>
<th>Wed 7/20 5:00p-5:30p</th>
<th>Thu 7/21 7:30a-8:00a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyone can attend</td>
<td>Everyone can attend</td>
</tr>
<tr>
<td>Plaza</td>
<td>Plaza</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thu 7/21 8:00a-8:30a</th>
<th>Thu 7/21 8:30a-9:00a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyone can attend</td>
<td>Everyone can attend</td>
</tr>
<tr>
<td>Plaza</td>
<td>Plaza</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thu 7/21 9:00a-9:30a</th>
<th>Thu 7/21 9:30a-10:00a</th>
</tr>
</thead>
<tbody>
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<td>Everyone can attend</td>
</tr>
<tr>
<td>Plaza</td>
<td>Plaza</td>
</tr>
</tbody>
</table>

If you do not see the start time/date, and end time/date, click on the **“time picker”** option.

If you see this, these are times the room calendar and your calendar show no conflicts.

**Hide manual time picker**

**Start**
- Thu 7/28/2016
- 7:30 AM

**End**
- Thu 7/28/2016
- 8:00 AM

Make sure your times and dates are correct.
4. Below you will see a box similar to an email. In the “body” please enter the following information:

- Your first and last name
- The professor associated with your study or meeting.
- Your contact Number

5. Now add the room.
   a) Towards the upper-right corner is a “People” field. Enter the room # with no space (i.e. PL231).
   b) You should see the room added as one of the “Attendees” to the right of the screen

Make sure to check the Request Response box in order to receive a reply from the department.
6. Click send to complete your request (located towards top of screen).

After submitting your request, you will see the reservation on your personal calendar (even if not confirmed with the department). You will receive an email confirmation from the department either approving or declining the event.

- Accepted requests will appear on the room calendar
- Declined requests will not appear on the room calendar

NOTE:
Reservations are on a first-come, first-serve basis. Students who want to reserve rooms for times after 5:00pm must open the room prior to department closing for the business day. Please see department office staff for assistance.

Same day reservations are not guaranteed. See front office for same-day requests.