

Instructions to schedule rooms using Microsoft Web Access:

1. Open Microsoft Online Access: uaconnect.arizona.edu

*Note: You can do this from Web Access Light or regular Web Access.

2. Go to your 'Calendar' tab

3. Click on 'New Event'

4. Enter meeting information (event name, date and time)

5. Under location enter one of the SNRE Rooms.

a. Here are the room names for BSE:

1. CALS-SNRE-BSE-Computer-Lab-328

2. CALS-SNRE-BSE-Conf-Room-311

3. CALS-SNRE-BSE-Lecture-Room-124

4. CALS-SNRE-BSE-Lecture-Room-225

b. Here are the room names for ENR2:

1. CALS-ENR2-N250 (computer teaching room)

2. CALS-ENR2-N350 (classroom)

3. CALS- ENR2-N375 (conference room)

6. Under attendees enter the room location again. You can include other attendees if needed.

a. To check room availability before sending your reservation:

1. Select 'scheduling assistant.' Calendars will then open for all attendees so you can compare availability.

7. The appointment will show up on your calendar, and you will receive an email confirming whether the appointment was accepted or rejected. You cannot open additional calendars using OWA, so be sure to check that the meeting appears on your calendar with both your name and the name of the room you have scheduled.

To delete or modify an event via OWA:

1. Find the appointment on your calendar and click on the appointment name.

2. To modify an event:

a. Edit any details and click 'Send.'

OR

3. To cancel:

a. Find the appointment on your calendar and click on the appointment name.

b. Click the 'X' next to Cancel. A message will appear asking if you are sure you want to cancel.

c. Select 'yes'

d. Edit any details and 'Click send.'