

How to schedule rooms using Microsoft Outlook/UACONnect Calendaring System:

1. In the Calendar section of Outlook, click on 'Open Calendar' then select 'From Room List.'
2. Search for the name of the room you need in UACONnect Address List.
 - 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:
 5. CALS-ENR2-N250 (computer teaching room)
 6. CALS-ENR2-N350 (classroom)
 7. CALS- ENR2-N375 (conference room)
3. Select the room you would like to schedule and click OK. The room's calendar should open and be displayed in your list of calendars. (Note: If you open a room calendar, it will remain in your list of calendars until you choose to delete it).
4. On the desired room's calendar, find the date and time you would like to schedule.
 - a. If room is available:
 1. Select 'New Meeting' then 'New Meeting with all' in the top left hand corner. A window will open where you can input the name of the class or meeting you would like to schedule. Make sure that the start and end times are correct.
 2. Additional options for scheduling can be found at the top of the window. Click Recurrence to set up a recurring appointment on the calendar. You can also change the room status for your appointment to tentative and select whether you would like to receive a reminder for this appointment.
 3. Add any additional recipients to the request by clicking 'To' and finding the contact you to whom you wish to send the request.
 4. Once you have the meeting request set up to your liking hit the 'Send' button.
 - b. If the room has already been reserved by someone else at that time, you will see an appointment on the calendar with the word 'Busy.' If you try to schedule a time that is marked as busy, the calendar will reject the appointment.

Note: You can also schedule rooms from your own calendar. Follow the same procedure, but just invite the room to the meeting by selecting it as an attendee in the 'To' field.

Important:

1. You will receive an email either accepting or rejecting your request. Rejection emails should contain an explanation of why the request was rejected so you can adjust the request accordingly.
2. Any meeting you request will automatically display on your calendar. If you need to change the meeting, you will have to do so by finding it on your own calendar and double-clicking on it. To cancel the meeting, right-click on it and select 'Cancel Meeting.'