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

1. In the Calendar section of Outlook, click on ‘Add Calendar’ then select ‘Add from directory.’

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. If this is a recurring meeting, check the availability for every occurrence of that meeting.
   a. If room is available:
      1. Turn off the visibility of the room calendar. Make a calendar event at the date and time that you would like to make the reservation on your own calendar.
      2. Under "Invite attendees," search for room you would like to reserve. The name will be "CALS-SNRE..." or "CALS-ENR2..."
      3. Add any additional recipients to whom you wish to send the meeting invitation.
      4. If this is a recurring meeting, options for scheduling can be found at "More Options" on the bottom right of the window. Click on the "Repeat:" drop down menu to edit the recurrence of the meeting.
      5. If you are making the reservation on behalf of someone else, you can click on "Remind me:" to select "Never" in the drop down menu.
      6. 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.

5. 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.

6. 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.’