

# ROOM RESERVATION INSTRUCTIONS AND FAQ

**Note:** *The following instructions and screenshots were created using Microsoft Internet Explorer. Other browsers will have a different user interface; Internet Explorer is the recommended browser for using Outlook Web Access.*

## CHECKING ROOM AVAILABILITY

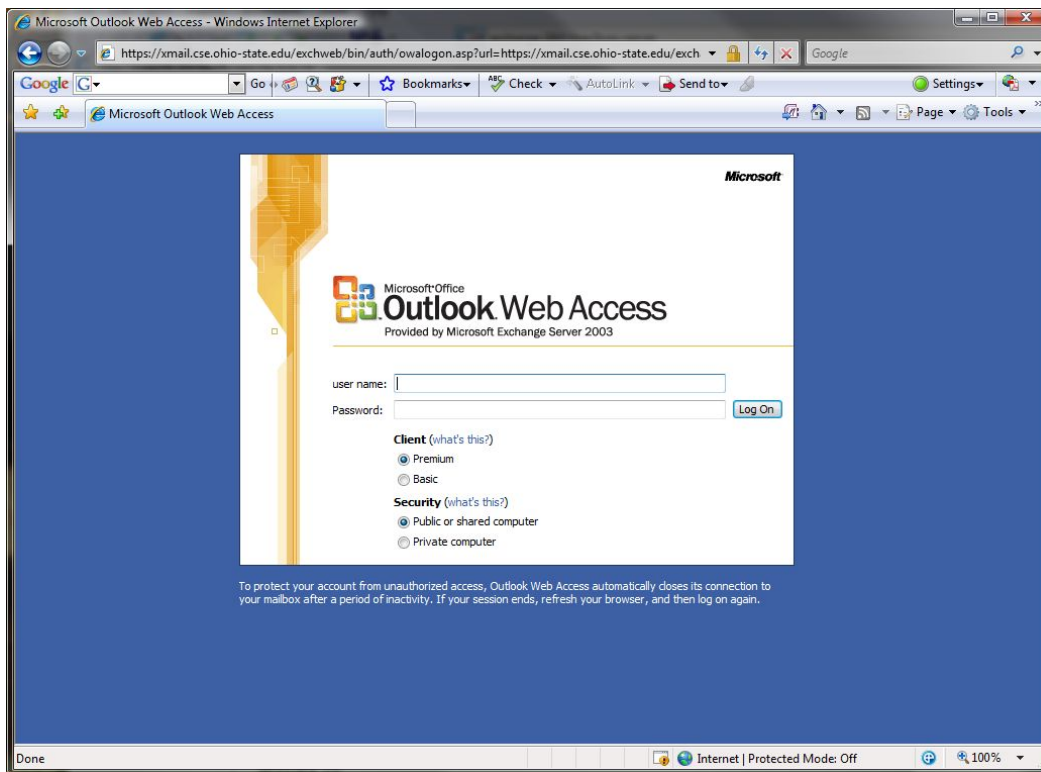
A room's availability can be viewed by navigating to <http://www.cse.ohio-state.edu/department/excalendar.shtml> and clicking on the appropriate room to view its calendar. Enter your Windows username and password when prompted.

## WHAT ROOMS/RESOURCES CAN I RESERVE?

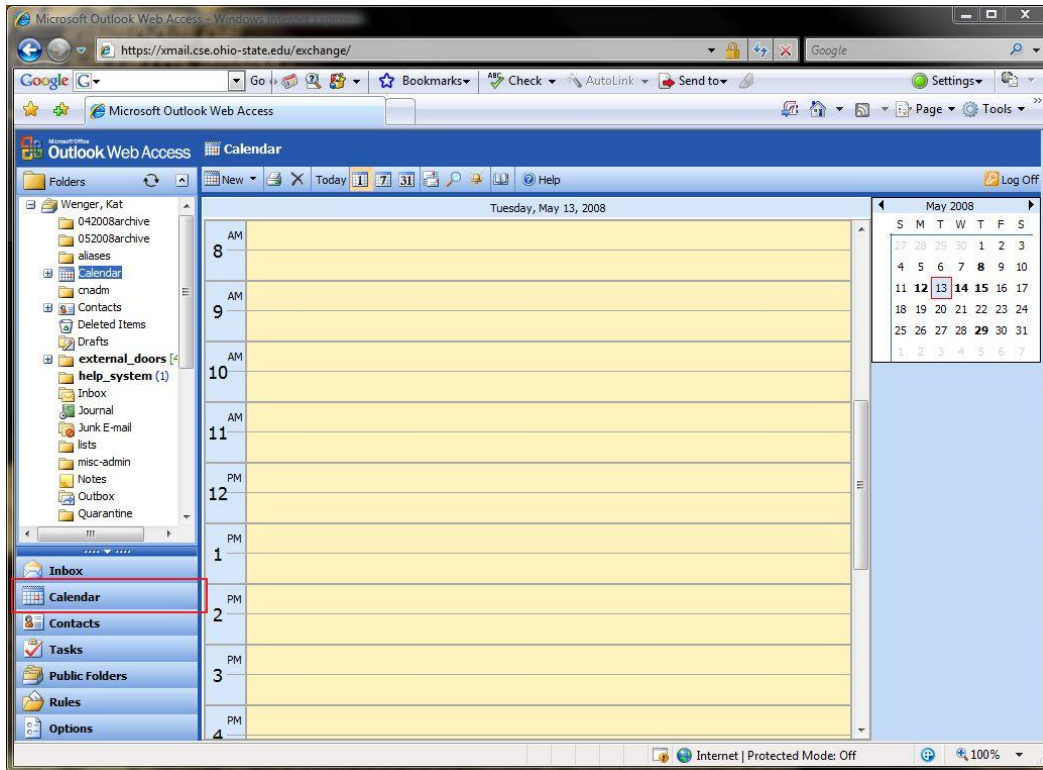
The conference rooms (DL263, 298 and 698) may be reserved by any faculty or staff member. In order to reserve a classroom (DL280 or 480) or the chair's conference room (DL395K), please see either Ewana Witten or Sherry Little in DL395. To reserve a laptop or projector, please send e-mail to [help@cse.ohio-state.edu](mailto:help@cse.ohio-state.edu).

## RESERVING A ROOM

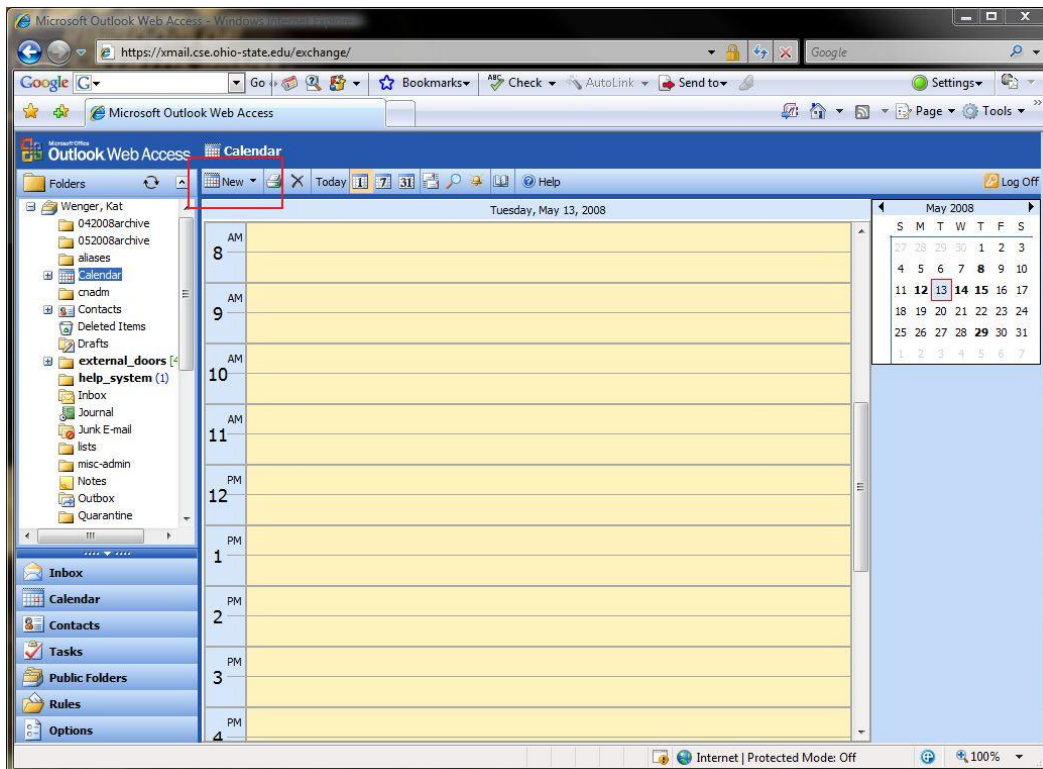
1. Open Internet Explorer and browse to <http://xmail.cse.ohio-state.edu>. Enter your Windows username and password when prompted.



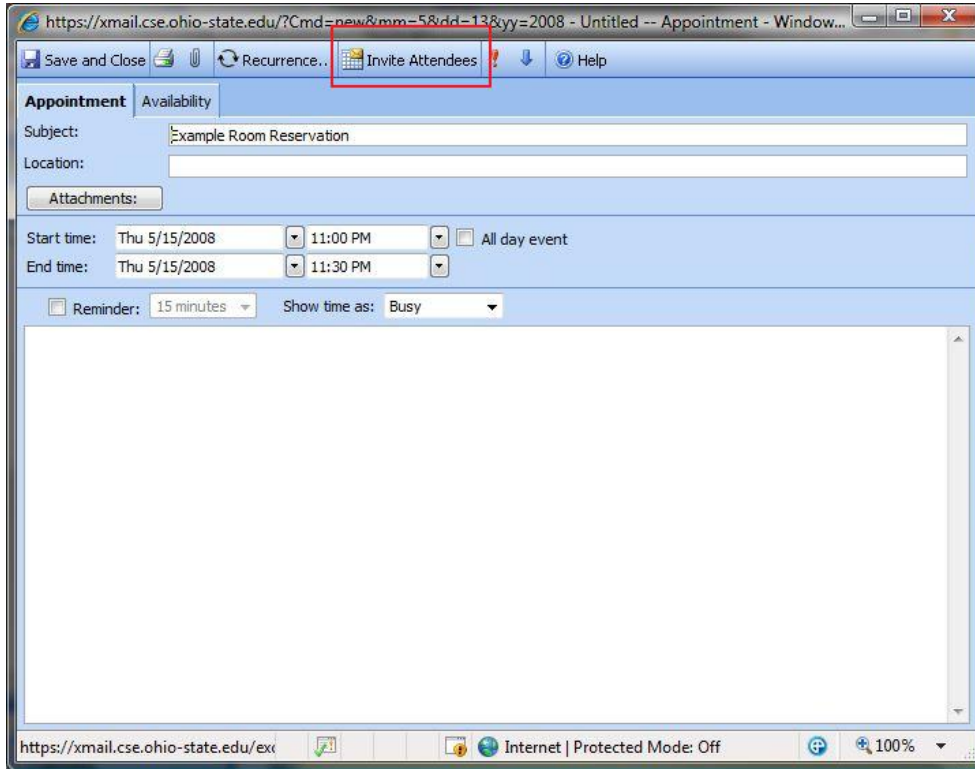
2. On the lower left hand side of the screen, click on 'Calendar'.



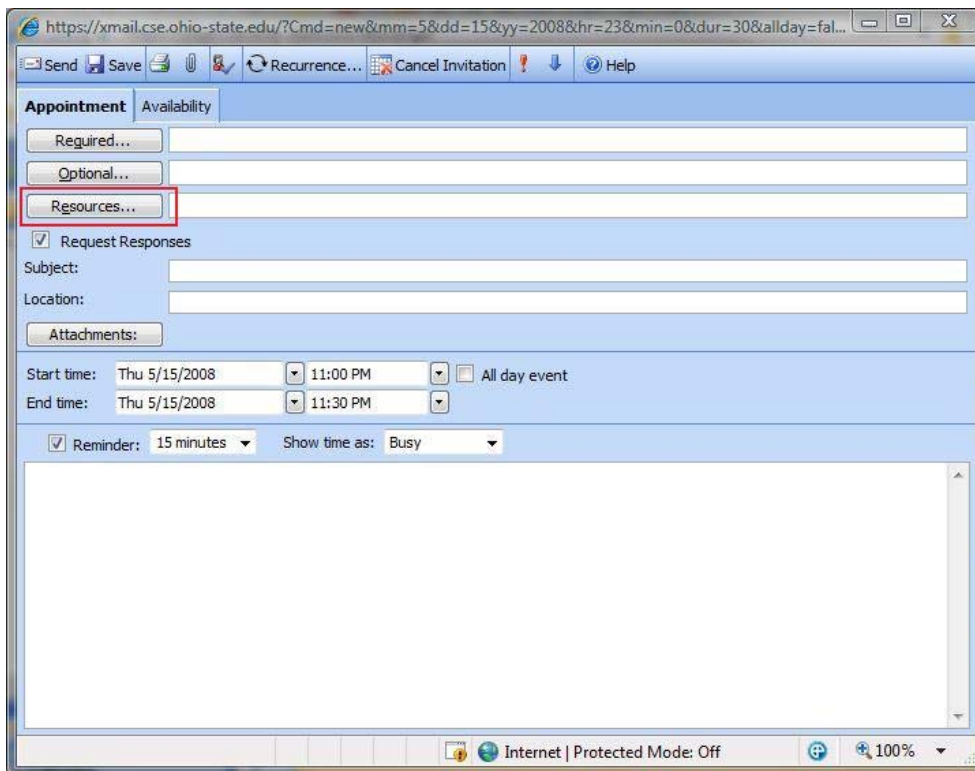
3. On the top menu bar, click 'New'.



- Fill in the appropriate details, including subject, date and time, and click 'Invite Attendees', located on the top menu bar.



- In the left column, click on the 'Resources' button.



6. In the 'Display name' textbox, enter the name of the room you would like to reserve in the form DL###, where ### is the room number, and click the find button. The results should appear in the lower half of the window, select the appropriate result and click on the 'Resources' button located at the bottom of the window. After clicking on the 'Resources' button, click 'Close'.

Find Names -- Webpage Dialog

Find names in: Global Address List

Display name: DL698

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Title: \_\_\_\_\_ Alias: \_\_\_\_\_

Company: \_\_\_\_\_ Department: \_\_\_\_\_

Office: \_\_\_\_\_ City: \_\_\_\_\_

Find

Name	Phone	Alias	Office	Job title	Company
DL698		dl-698			

Add recipient to... Required Optional **Resources** Properties... Close

7. The room you selected should now show up in the 'Resources' text box. Verify that the time and date settings are correct, and click the 'Send' button located in the upper left corner of the Window. If the room is available, you should receive an e-mail stating that the reservation request was accepted. You may also verify your reservation by checking the appropriate calendar, as described at the beginning of this document.

https://xmail.cse.ohio-state.edu/?Cmd=new&mm=5&dd=15&yy=2008 - Untitled -- Appointment - Window...

Send Save Recurrence... Cancel Invitation Help

**Appointment** Availability

Required... Optional... Resources... DL698

Request Responses

Subject: \_\_\_\_\_

Location: \_\_\_\_\_

Attachments: \_\_\_\_\_

Start time: Thu 5/15/2008 11:00 PM  All day event

End time: Thu 5/15/2008 11:30 PM

Reminder: 15 minutes Show time as: Busy

Internet | Protected Mode: Off 100%

Any questions or concerns may be directed to the CSE Help Desk at [help@cse.ohio-state.edu](mailto:help@cse.ohio-state.edu) or (614) 292-6542.