

## Room Scheduling

To schedule reservations for Mathematics Department rooms, please use the calendar function of Outlook, either from your desktop app (if it installed), or from the [Microsoft \(Office\) 365 website](#).

Use these addresses for the conference room calendars:

Math.WellsHall.C117  
Math.WellsHall.C204  
Math.WellsHall.C204A  
Math.WellsHall.C304  
Math.WellsHall.C329  
Math.WellsHall.C517  
Math.WellsHall.D101.Atrium  
Math.WellsHall.D101G  
Math.WellsHall.D101H  
Math.WellsHall.D101J  
Math.WellsHall.D101K  
Math.WellsHall.D227A  
Math.WellsHall.D228  
Math.ZoomCart  
Math.ZoomCart2

## Making a Reservation

To make a reservation:

- 1) Open Outlook app, or go to [Office 365 online](#)
- 2) Open your Calendar
- 3) Create a new meeting by clicking the “New Meeting” button and fill out the pertinent information
- 4) Invite the conference room (see list of names above) to that meeting as an attendee
- 5) Add other attendees if need be
- 6) Send the meeting notification
- 7) If there is no conflict, **and** you are authorized for **auto-approval**, you are finished! To confirm, you can view the room calendar by following the instructions in the next section.
  - a) If your request requires approval, it will be reviewed by the Math Staff. Upon approval, you will receive an email notification.

For assistance with reservations, please email [Math.UndergradOffice@msu.edu](mailto:Math.UndergradOffice@msu.edu)

For technical questions or problems, please email [Math.ITHelp@msu.edu](mailto:Math.ITHelp@msu.edu)

## Adding Conference Room Calendars

You can add conference room calendars to your calendar list in Outlook by following these instructions. Having these calendars in your list can be handy for finding open time slots and viewing your reservations.

### *Outlook Desktop App*

To access a calendar through an Outlook installed on your computer:

- 1) Click the calendar icon in the lower-left corner
- 2) In the left column, locate the calendar group name where you would like the calendar to appear
  - a) You can always use the "Other Calendars" group, or you can add a new calendar group first
- 3) Right-click the calendar group name from step 2
- 4) Hover over "Add Calendar..." and click "From Room List"
- 5) Enter the name in the "Search" box and click the little arrow icon next to it
  - a) Tip: You can search by the name "Math" to see all available specific to the Math Department
- 6) Double-click on the room(s) you wish to add
- 7) Click "Ok" and wait a minute for them to populate and synchronize

### *Microsoft (Office) 365 Online*

- 1) Open [Office 365 online](#)
- 2) Click on the Calendar icon in the leftmost column
- 3) Click on "Add calendar" in the left menu
- 4) Click on the "Add from directory" option in the left column of pop-up window
- 5) Enter the name of the room in the search box; it should make suggestions as you type
- 6) Optional: select the calendar group to use
- 7) Click on "Add"
- 8) You may need to click the arrow icon to next to the calendar group name to expand the list
- 9) If you don't see the calendar and/or calendar group in your list on the left, click "Show all"