How to reserve a room across campus

- All classrooms on campus
- Private Dining Room
- Esbenshade Training Room
- Chapel – GSC 101
- Hospitality Suite in TLC – TLC 401
- Collaborative study rooms in the TLC

Below are the instructions:
- In Outlook, click on calendar
- Go to the date and time in your calendar of the class or meeting. Click once to highlight it.
- Click on new meeting (second icon on the left)
- You should see To: Subject: Location:
- In the To: box, type in the room you would like to reserve; i.e. GSC 201, SAC 101, TCL 401; Esbenshade Training Room; PDR –
- Fill in the subject line
- Review to make sure the start time and end time are correct
- Now, there are two options:
  - You can click send and you will receive an accept or decline reservation
  - You can click on Scheduling Assistant (icon next to Appointment) to see if the room is available or not. If it is available, click back to Appointment
- Click Send
- You will receive an email with the room you requested as “tentative”
- Once the request is reviewed, you will either receive an “accept” or “decline” email.