How To: Schedule a Reflection Room on Outlook Calendar

Rational
CSU currently utilizes the Outlook Calendar to schedule a few of the reflection rooms. This is designed so that students, employees, and visitors can locate and reserve a room that fits their routine. Each room should remain unlocked at all times unless in use and no formal key request is required.

Reflection rooms that can be scheduled through Outlook are listed on the Reflection Room webpage: https://www.fm.colostate.edu/reflection_rooms.

Instructions
1. To begin scheduling a reflection room, log into your Outlook Email.
2. When you know what date/time you want to schedule a reflection room, click on the Calendar tab.

3. To begin scheduling a specific location room, navigate to the Home tab then click on New Appointment.
4. In the new window, navigate to the Appointment tab then click on Scheduling Assistant.

5. On the scheduling assistant page, click Add Rooms.

6. Scroll down until you see rooms titled “Fac RM Reflection [name of building]” then click on the room(s) you want to check availability for. Once you have selected the room(s) you want to view click “Rooms ->” and then select OK.
7. Scroll through the calendar and highlight the time and date you would like to schedule a room.

8. Once you have selected a time/room number and are ready to submit your request, click **Send Anyway**

9. You should receive a confirmation email within a few minutes stating if your request was accepted or denied.