

## How To: Schedule a Reflection Room on Outlook Calender

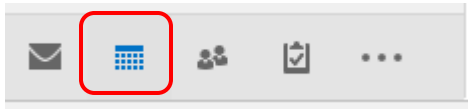
### Rational

CSU currently utilizes the Outlook Calender 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.

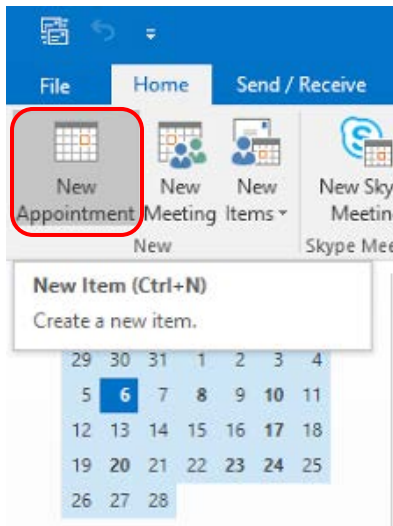
**Reflection rooms that can be scheduled through Outlook are listed on the Reflection Room webpage:** [https://www.fm.colostate.edu/reflection\\_rooms](https://www.fm.colostate.edu/reflection_rooms).

### Instructions

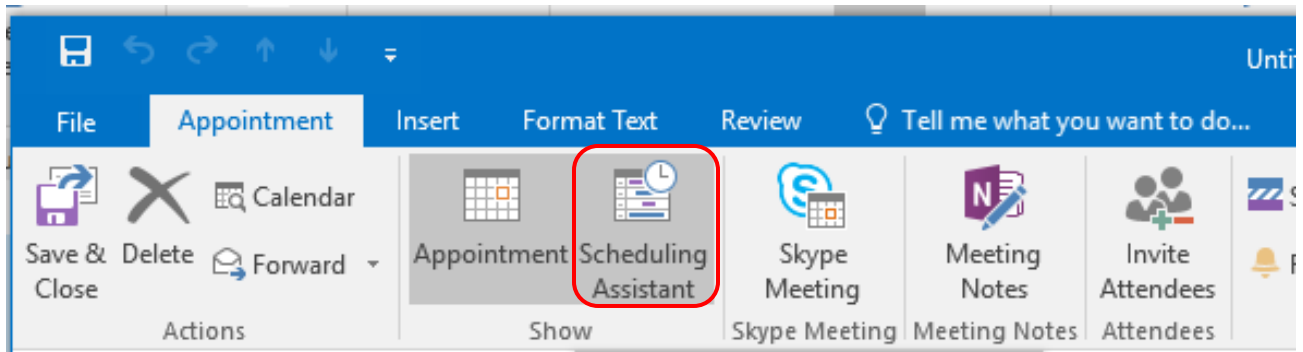
1. To begin scheduling a reflection room, log into your **Outlook Email**.
2. When you know what date/time you want to schedule a reflection room, click on the **Calender** tab.



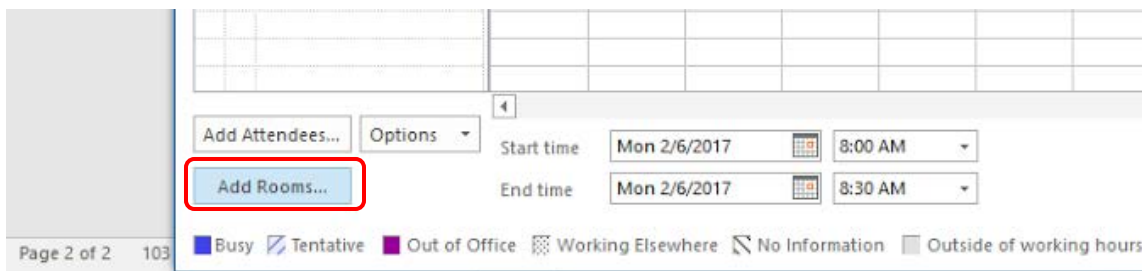
3. To begin scheduling a specific location room, navigate to the **Home tab** then click on **New Appointment**.



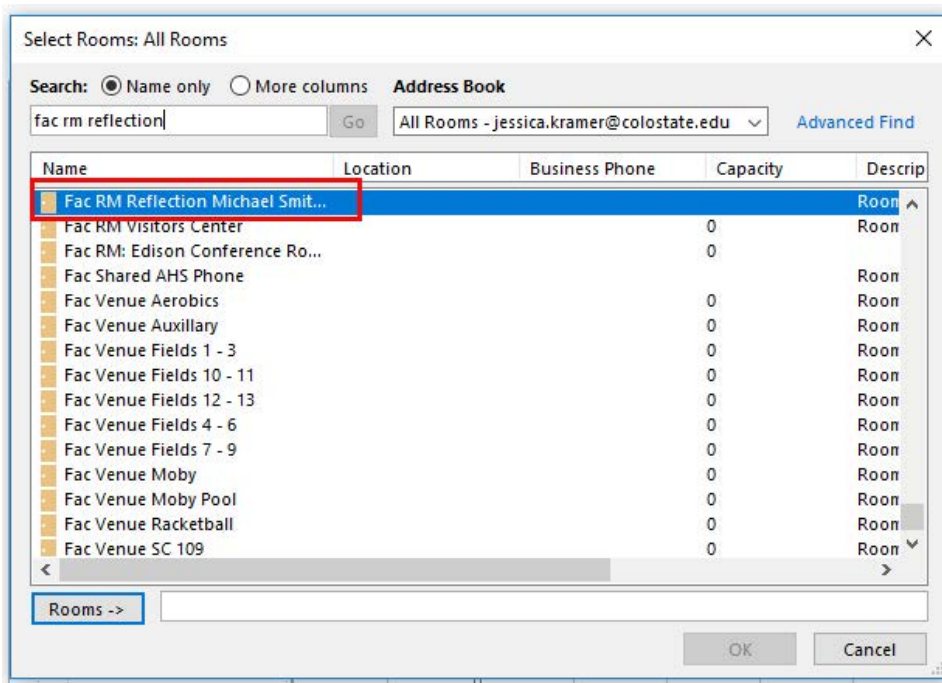
4. In the new window, navigate to the **Appointment** tab then click on **Scheduling Assistant**.



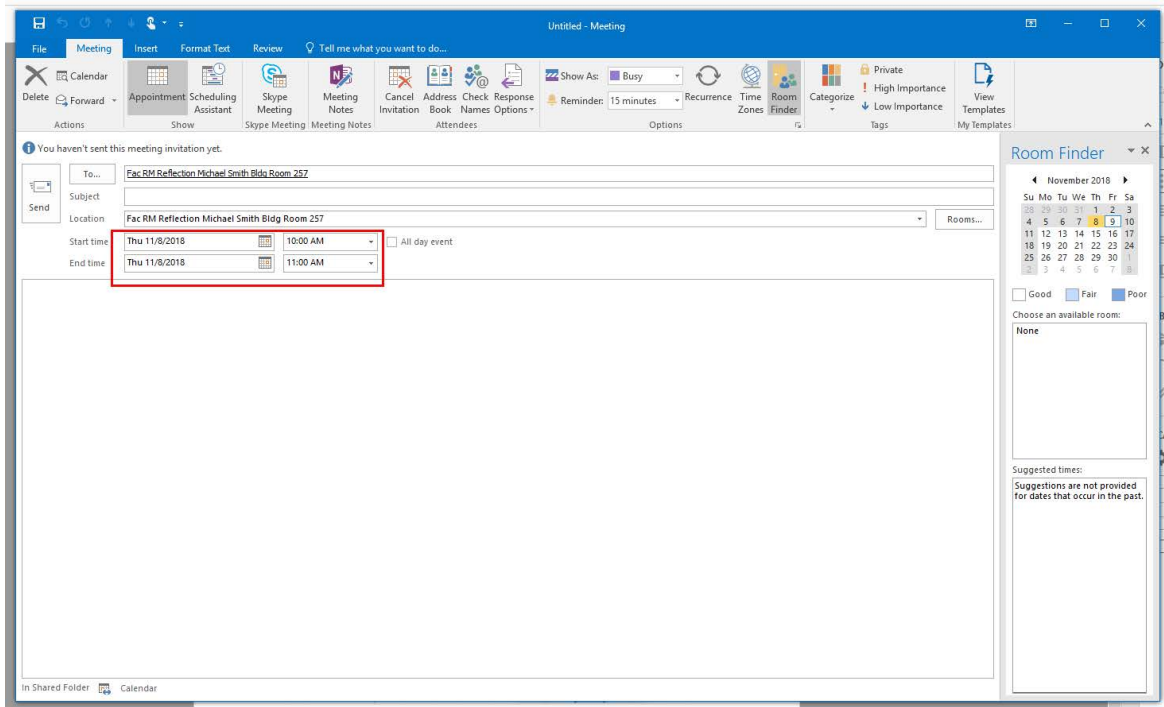
5. On the scheduling assistant page, click **Add Rooms**.



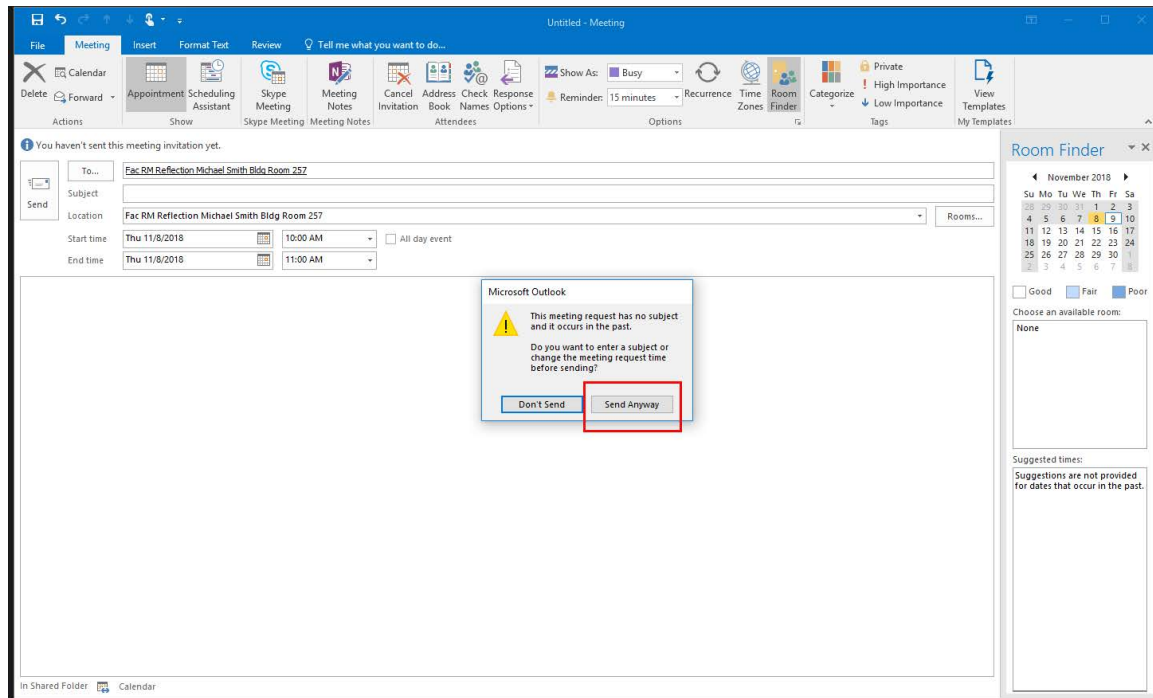
6. Scroll down until you see rooms titled "**Fac RM Reflection** [name of building]" then click on the room(s) you want to check availability for. Once you have selected the room(s) you want to view click "**Rooms ->**" and then select **OK**.



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.