

## 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.D227A  
Math.WellsHall.D228  
Math.ZoomCart

## 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 [ithelp@math.msu.edu](mailto:ithelp@math.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 2016 Desktop Application*

To access a calendar through an Outlook desktop client:

- 1) Open the **Home** menu group in the calendar section
- 2) Click on **Open Calendar** and **Address Book**
- 3) In the pop-up, make sure **Global Address List** is selected in the **Address Book** pull-down menu
- 4) Make sure **Name only** is selected for the search box, then type in the name of the calendar you are looking for. The list will be filtered as you type
- 5) Double click on the name of the calendar you want to add in the list and that should add it to the **Calendar > box** at the bottom of the window
- 6) Click **OK** to add the calendar. To see the calendars you have available, open the left menu sidebar by clicking the arrow at the top

### *Microsoft (Office) 365 Online*

- 1) Open [Office 365 online](#)
- 2) Click on the Calendar icon
- 3) Click on **Import calendars** in the left menu sidebar
- 4) In the pop-up, select **From directory**
- 5) Type in the calendar name you want to add; it should autocomplete to the calendar you are looking for
- 6) Click **Add** after selecting the calendar to add. You can view the calendar entries by selecting the calendar entry in your left sidebar menu