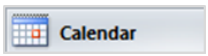
## Checking availability of the Library Resource Room

1. **Open Microsoft Outlook**

2. **View schedule:** Click on 

button

   On Calendar page, click on Open Calendar button and select Open Shared Calendar

   A small window will pop up. Type in Resource Room next to the "Name…" field, then click on OK button

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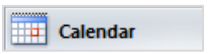
## Reserving the Library Resource Room

1. **Open Microsoft Outlook**

2. **Create Event:** Click on 

button

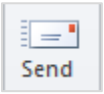
   On Calendar page, click on New Meeting button

3. **Invite Resource Room:** Type in Resource Room in the "To…" field *

4. **Enter Subject:** Type Course in Subject field (e.g. ENGL 101)

5. **Enter Location:** Type Resource Room in Location field

6. **Enter Start & End Times:** Select date, beginning time, and ending time

7. **Click on** 

**button**

8. **You will immediately receive an e-mail confirming** (or denying) **your event/meeting**

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* **Note:** If Resource Room does not automatically come up, then follow steps below

**Selecting Attendees & Resources:**

1. Click the To... button
2. Type Resource Room in search box
3. If needed, select Global Address List (*underneath Address Book*)
4. When results list comes up in window below,
   double-click on Resource Room to add to the Required -> field

1. Click on OK button