
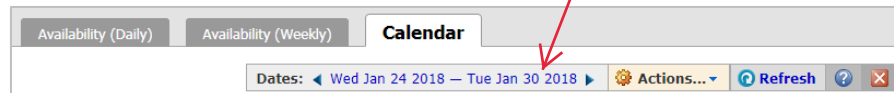





Scheduling the Library Resource Room in 25Live

1. Log into [CCNET](#) (link at bottom of WWCC Homepage).
2. Click on 25Live icon  and [Sign In](#) with your NET ID.
3. On the “Home” tab under “Quick Search,” click in the “Search Locations” box, type in 282 (Resource Room), and click on the “Go” button to search.
4. Click on [Location Name](#) (WW00D0282).
5. Check availability using the [Daily](#), [Weekly](#), or [Calendar](#) tab. Click on one of the [dates](#) to select a date range to search.




6. To Create an Event, click on the [edit icon](#)  (under each day in [Calendar](#) view or click an empty time slot in [Daily](#) or [Weekly](#) view).

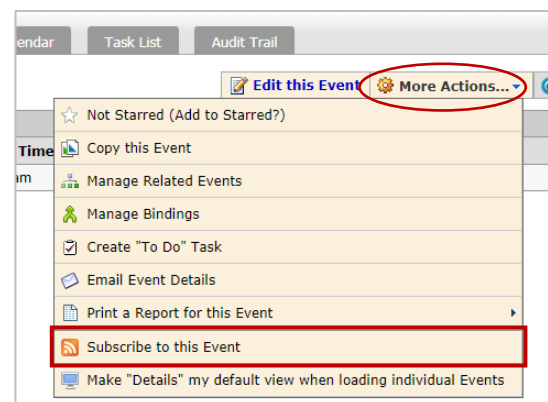
Enter details for:

- a. **Event Name** * (e.g. ENGL 101 – Instructor Last name)
- b. **Event Type** * (e.g. Meeting, Lecture, etc.)
- c. **Primary Organization** * (e.g. Arts & Sciences, Workforce Education, etc.). Click on “Next” button.
- d. **Expected attendance** * Enter number and click on “Next.”
- e. **Repeating Event?** Select No or Yes.
- f. **Enter Event Start and End Times** (if repeating, first date only) and click on “Next.”
- g. For repeating events, **select type** (weekly, monthly, etc.) and use the calendar icon  to enter “repeats through” end date. Click on “Next.”
- h. Under [Search by Location Name](#), type in 282 and press Enter, check that  is displayed. Click on “Next.”
- i. Click on “Next” for remaining (Resources, Attached Files, Contacts, Requirements, and Comments).
- j. Check box to agree to **Terms and Conditions** and click on “Save” button.

* Required field

Adding an Event to your Outlook Calendar

1. Open event in 25Live.
2. Under the “More Actions” pulldown menu, click on [Subscribe to this Event](#) (ignore side menu).
3. When window pops up, click on [iCAL icon](#) .
4. Open the download file at bottom of page.
5. File will open an event in Outlook. Enter your name in the [TO](#) field (and anyone else you wish to invite).
6. Click on “Send Update” button.



NOTE: If an event is cancelled in 25Live, you will need to notify your **Outlook Calendar** invitees separately.