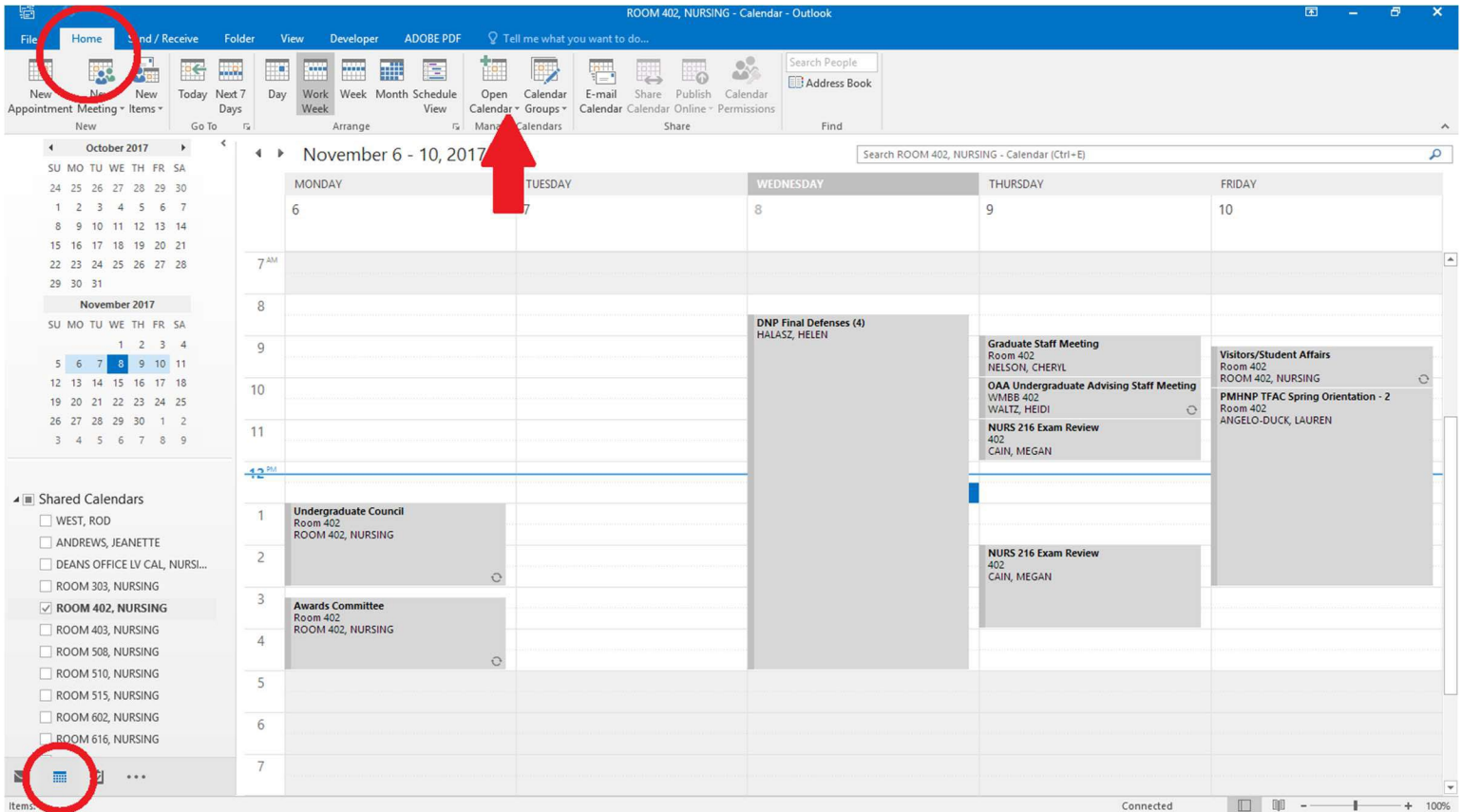


CON MEETING ROOM CALENDARS AND RESERVATIONS

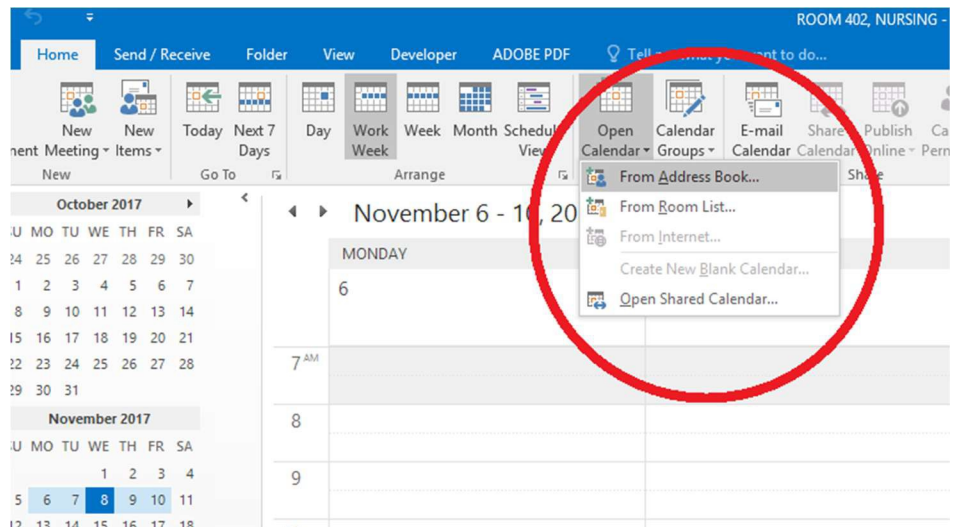
You must be logged in to the USC Network; you will not be able to view calendars when using the Outlook Web App.

View Meeting Room Calendars

- In the **Calendar** view in Outlook, in the **HOME** tab, go to the **Add Calendar** dropdown (in the Manage Calendars section)



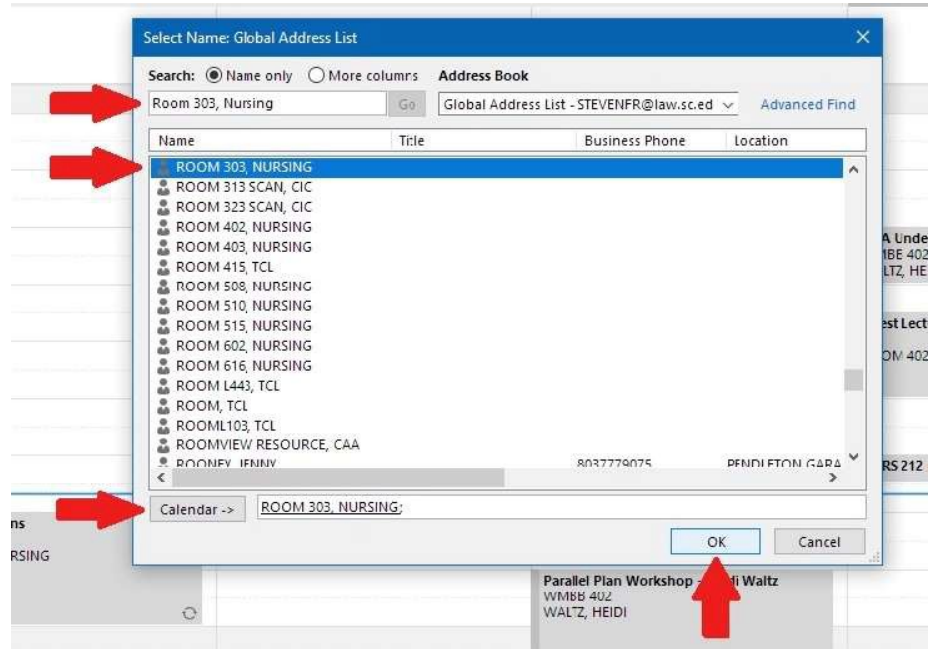
- Select **“From Address Book”**



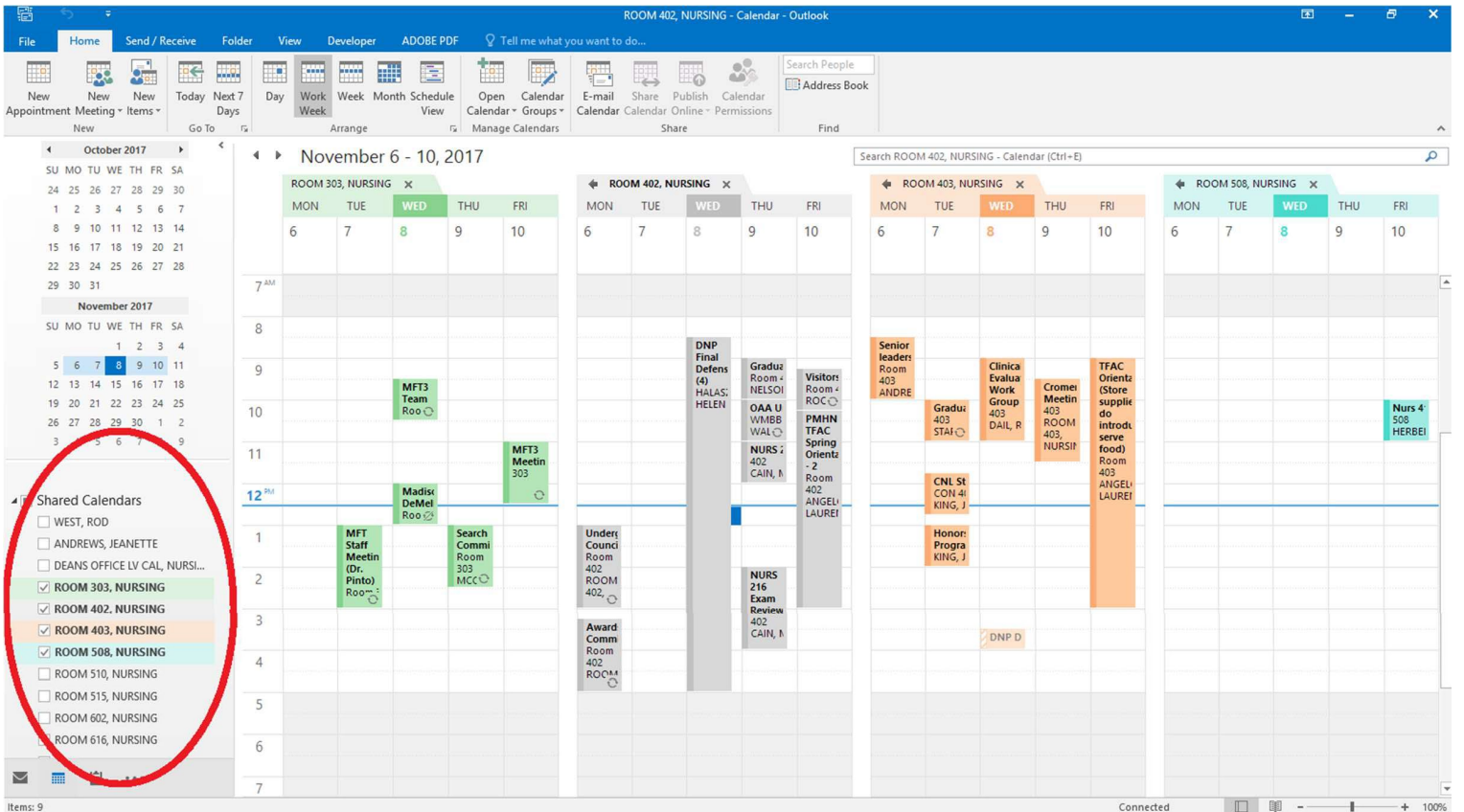
- In Search box, type in “Room ###, Nursing” (choose 303, 402, 403, 409*, 508, 510, 515, 602, or 616)

*You may also contact [Shantia Muller](#) (777-0766) to reserve CON Classroom 409.

- Select the appropriate room, then click on **Calendar** (at bottom)
- Click **OK**



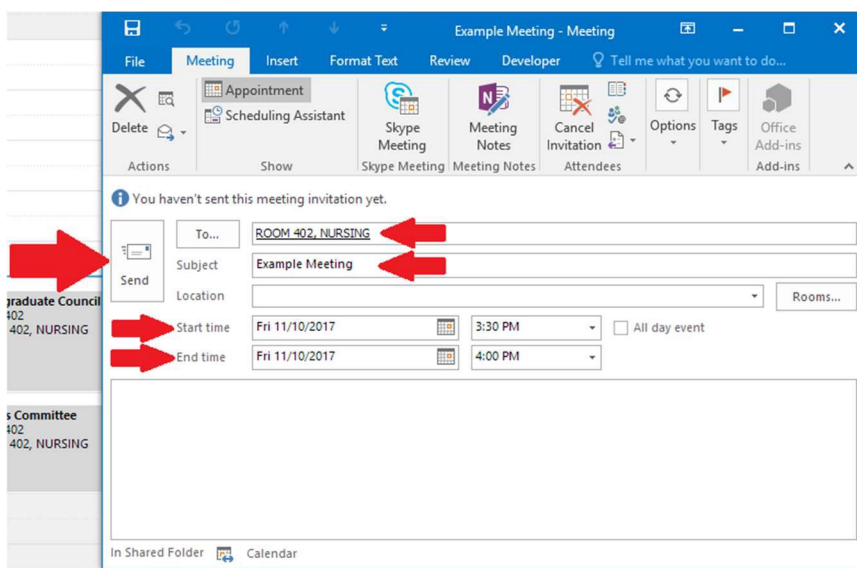
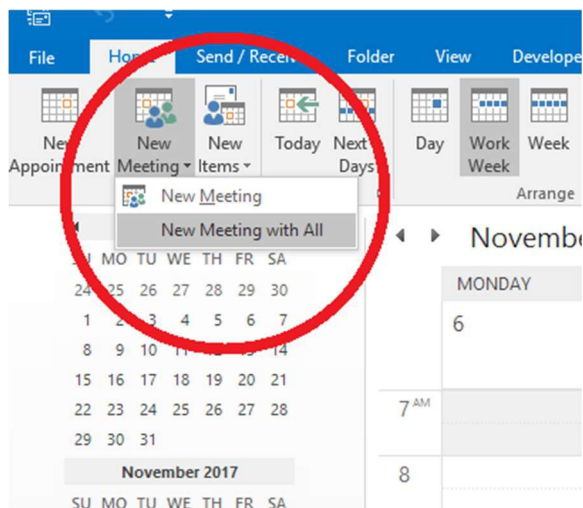
This will add the room’s calendar to your Outlook Shared Calendars sidebar so that you may view it at any time (meaning that you only have to go through this process once). It is advised that you add all eight meeting room calendars so that you may view them side-by-side to check availabilities.



Make Meeting Room Reservations

To send a reservation request for a meeting room:

- **Single-click** in the room's calendar on the date you want to reserve. (Double-clicking will result in an error message.)
- Then go to "New Meeting" in the Home tab, and select "New Meeting with All." An "Untitled - Meeting" window will open with the room name in the "To" line (this is correct; do not put this in the "Location" line). Note: If you have multiple calendars open, they may all be automatically entered into the "To" line. Please be sure that only the room you want is listed in the "To" line (delete any others that may appear).
- Fill in the subject line with the name of your event and select the appropriate timeframe (pay close attention to AM and PM); please do not check the "All Day Event" box.
- Click Send to submit your request. Your request will be reviewed by the calendar administrators, and you will receive an approval or denial of the request.



The following rooms cannot be reserved through Outlook or the Dean's Office:

<ul style="list-style-type: none">• 1st floor classrooms: 125, 127 & 133• 231 (auditorium)• 423	You must contact the Registrar or go through 25Live to reserve these rooms.
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