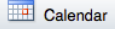




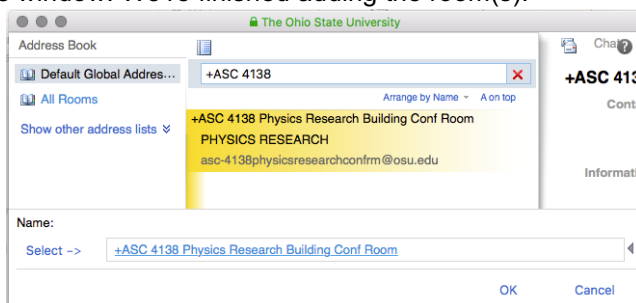
Physics Research Building Room Calendars in Outlook

Using the Outlook Web App (<https://email.osu.edu/owa>)

Note: This uses the University Email System, NOT Buckeyemail. Contact action@physics.osu.edu if you have questions or need assistance.




Add rooms to Outlook Web App's Calendar

1. After you've logged in, click the calendar button at the bottom left of screen. looks like this: 
2. At the top of the screen, click the **Share** button, and choose  **Add Calendar...**
3. click the "Name" button  and near the top center there is a search box. Search for the room name there. When it appears, double click to add it to our list at the bottom.
4. (optional) search for and double-click any other rooms you wish to add. It will append them to the 'select' list at the bottom.
5. and then click OK to close this window. We're finished adding the room(s)!



6. Now you can see the room calendars listed. You can check the boxes next to the room names to view one or more calendars at the same time!
 - All faculty and admins have the ability to reserve any room in the building
 - Graduate Students past candidacy can reserve the small conference rooms only
 - If you need to reserve spaces and are not one of these groups, please ask an admin to help or contact Kris Dunlap or Shelley Palmer for permission

Scheduling a room

1. Click the little down-arrow next to the "New" button. Note: don't click the New button itself, only the arrow: 
2. Choose "Meeting Request" 
3. Go to the Resources: box and start typing +ASC (space) room number, which should then pop down and show the full room name for you to select.
4. (optional) You may invite others to your meeting in the To: box, just type their name.#@osu.edu email address on the To: line. When you send the invitation, it will show up in their calendar.
5. Fill in Subject (Name of Event) plus the name.# of the person reserving.
6. Fill in date and times
7. **If it is a recurring appointment/meeting:** Choose the Recurrence  option. Currently, you are limited to reserving rooms less than 180 days ahead of time. If you wish to reserve for a longer period, please contact Shelley Palmer or Kris Dunlap.
8. If you are satisfied, click SEND. The room's email should respond to you with "Accepted", and invitees will be notified.

You may not change or cancel any existing meeting without the permission of the original owner. If you do, you will lose your calendar privileges. Do not make appointments for groups outside of the Department without permission. All outside meetings (not involving Physics personnel) **must be cleared through Kris Dunlap or Shelley Palmer (i.e. Chemistry Christmas Party, Astronomy Colloquium, etc).**

Rooms available to be reserved are:

+ASC X100L (ATRIUM)	+ASC 0118	+ASC 1080 (Smith Seminar Room)
+ASC 1136	+ASC 2015	+ASC 2061
+ASC 2128	+ASC M2015	+ASC M2035
+ASC M2061	+ASC 3041	+ASC 4138 (Conference Room)

+ASC 3100 (Wellness Room) – will have specific persons with ability to reserve directly – others with permission.