

Physics Research Building Room Calendars in Outlook

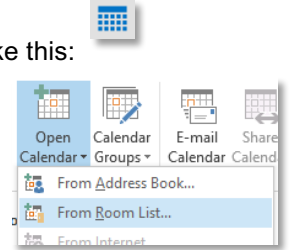
Using Outlook for Windows

Prerequisite: You're already using OSU email in the Outlook 2013/2016 program (not the Web App) on your PC. This uses the University Email System, NOT Buckeyemail. Contact action@physics.osu.edu if you have questions or need assistance connecting.

Add rooms to Outlook Calendar

When in Outlook – Click *Calendars* at the bottom left of the screen, or the Icon that looks like this:

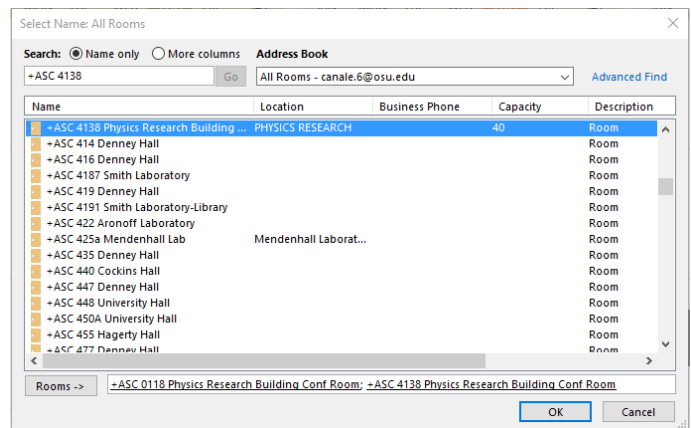
1. At the top of the screen, click the “Open Calendar” button, and choose “From Room List”.
2. Start typing +ASC and then the room number. e.g. +ASC 0118
3. It should highlight the correct room. Double click it to add it to our list of rooms at the bottom. Repeat this search for all applicable rooms, and click “OK when done.



You can choose to load all of the rooms in the PRB or only those that you need to reserve.

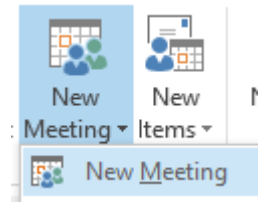
- All faculty and admins have the ability to reserve any room in the building
- Graduate Students past candidacy can reserve the small conference rooms only
- If you need to reserve spaces and are not one of these groups, please ask an admin to help or contact Kris Dunlap or Shelley Palmer for permission

Once you have the rooms in your Outlook as a group you can begin to make reservations.



Scheduling a room

1. Click the “New Meeting” button and New Meeting that appears below it.
2. Go to the To: box and start typing +ASC (space) room number, which should then pop down and show the full room name for you to select. If it does not, click on the Rooms button, which will let you search for and select a room (just like how we added the rooms to our calendar earlier).
3. (optional) You may invite others to your meeting in the To: box, just type their name.#@osu.edu email address next to the room on the To: line. When you send the invitation, it will show up in their calendar.
4. Fill in Subject (Name of Event) plus the name.# of the person reserving.
5. Fill in date and times
6. **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.
7. 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.