

# Reserving Resources with Webmail (Office 365)

Remember the overall scheme of booking a room : we create an event and then invite the room.

1. To get to the calendar, click Calendar here
2. To create a new event, either click “new event” or double-click on the day of your event.

3. Up pops the event dialog box. Go ahead and fill in all of the information that you can EXCEPT for the Attendees (the room). We’ll deal with it separately.

4. To invite the room click on the “Plus” sign at the end of the Attendees line.
5. A list of potential invitees will appear. To find a room, type “paly -” in the search box and hit the magnifying glass. A list of paly rooms will appear.

6. Choose the room you want for your event by clicking on the plus sign next to the room name.
7. Click OK to make the reservation. Tah dah!!

The screenshot shows the Office 365 webmail interface. At the top, the 'Calendar' tab is selected. A 'new event' button is visible. Below is a calendar grid for September 2013. An event dialog box is open for 'My Big Event' on Thursday, September 5th, 2013, from 8:00 AM to 10:00 AM. The location is 'ERC'. The 'Attendees' field is empty, and a plus sign is at the end. A search box contains 'paly -' and a magnifying glass icon. Below the search box, a list of potential invitees is shown, including 'Alexey' and 'Alexe'. A second search box also contains 'paly -'. Below that, a list of rooms is displayed, including 'Paly - Dance Studio', 'Paly - EngCow01', 'Paly - EngCow02', 'Paly - English Lab', 'Paly - ERC', 'Paly - Football Field', 'Paly - Haymarket Theatre', and 'Paly - HSS Cow'. A plus sign is next to 'Paly - ERC'. At the bottom, an 'OK' button is visible, and the 'Required attendees' field shows 'Paly - ERC;'. The 'Paly - Dance Studio' room is highlighted at the bottom of the screen.