

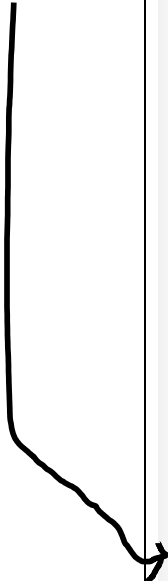
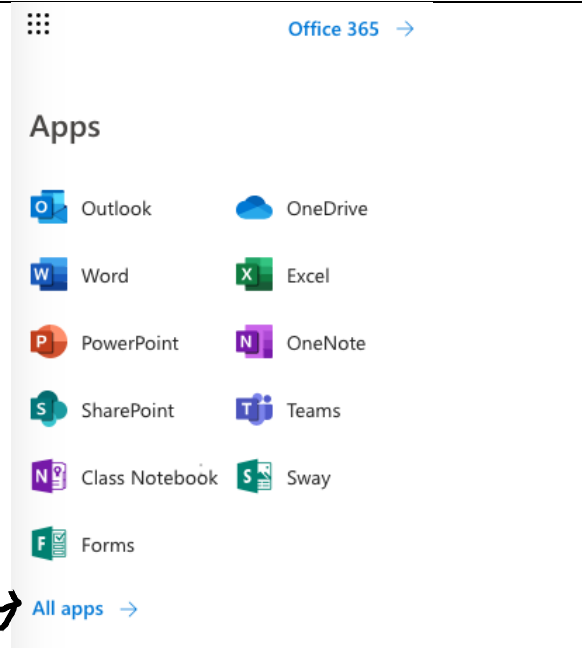

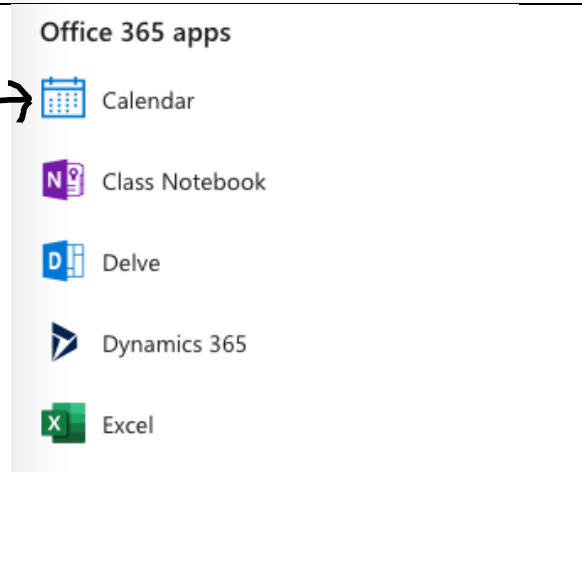
Using Outlook Web Application (OWA) to add cips conference room calendar, so you can view it's availability.

Open <https://spartanmail.msu.edu> , you will be prompted to signon and you will use your:

Msnetid Username@msu.edu. And your password to logon.

Your Outlook email will appear. In the left most corner click on the dotted square next to the outlook text.

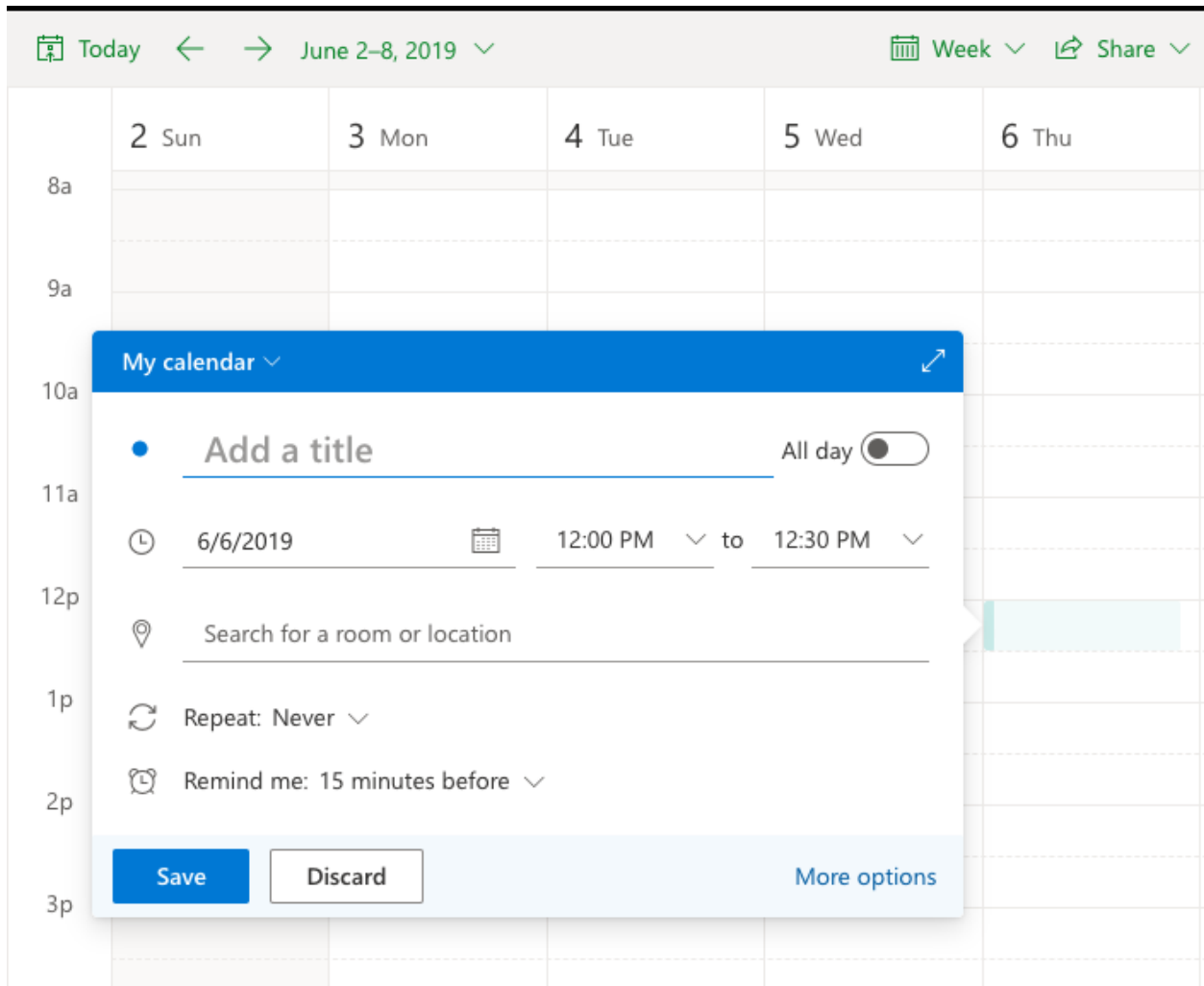


<p>Click on all apps</p> 	 <p>The screenshot shows the Office 365 app menu. At the top right, it says "Office 365" with a right-pointing arrow. Below this is a section titled "Apps" containing icons and labels for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. At the bottom of this section is a link labeled "All apps" with a right-pointing arrow.</p>
<p>Click on calendar icon</p> 	 <p>The screenshot shows a list of "Office 365 apps". The first item is "Calendar" with a calendar icon. Other items include "Class Notebook", "Delve", "Dynamics 365", and "Excel".</p>

Open the calendar

Typically the next seven days will appear on your calendar.

Go to the day you want to schedule the use of the conference room and click the day and the starting hour. The following screen will appear:





The screenshot shows a calendar interface with a weekly view for June 2-8, 2019. The days of the week are labeled: 2 Sun, 3 Mon, 4 Tue, 5 Wed, 6 Thu. The time slots are labeled from 8a to 3p. A meeting creation form is overlaid on the calendar, titled "My calendar". The form includes the following fields and options:


- Add a title** (with a blue dot icon and an "All day" toggle switch)
- Date and Time:** 6/6/2019 (with a calendar icon), 12:00 PM (with a dropdown arrow), to 12:30 PM (with a dropdown arrow)
- Location:** Search for a room or location (with a location pin icon)
- Repeat:** Never (with a refresh icon and a dropdown arrow)
- Reminder:** Remind me: 15 minutes before (with a clock icon and a dropdown arrow)





At the bottom of the form, there are three buttons: "Save" (in a blue box), "Discard" (in a white box with a grey border), and "More options" (in blue text).


Fill in the form with an appropriate Title Eg Landis Lab Meeting, set your date and from and to hours. To schedule the room you click in the search for a room or location.



The name of the conference room calendar is psm.cips.rm101. you should search for this.

My calendar  



 **Landis Lab Meeting** All day

 6/6/2019  1:00 PM  to 2:30 PM 

 psm.cips.rm101

 Re  Re

Use this location: [psm.cips.rm101](#)

 PSM.CIPS.Rm101  **Busy**

Save **Discard** [More options](#)

If you pick a time that the conference room is busy it will indicate that. See Busy in red. In this case the room is occupied (busy) we will pick More Options and select scheduling agent from the top of the next screen that appears and the scheduling assistant will appear.

My calendar

✓ Done 🗑 Discard

6/6/2019 📅 1:00 PM ▼ to 2:30 PM ▼ 🌐 All day

	Thursday, June 6, 2019					Friday, June 7, 2019								
Show only work hours <input checked="" type="checkbox"/>	12p	1p	2p	3p	4p	8a	9a	10a	11a	12p	1p	2p	3p	4p
▼ Required attendees														
👤 duynslag														
➕ Add required attendee														
▼ Optional attendees														
➕ Add optional attendee														
▼ Rooms														
🏠 PSM.CIPS.Rm101 ✕														
➕ Add a room														

📌 Busy 📌 Tentative 📌 Away 📌 Working elsewhere 📌 No information 📌 Outside of working hours

You can drag your . appointment to an open area on the calendar and resize it so it fits in the available time for that day:

My calendar

✓ Done 🗑 Discard

6/6/2019 📅 4:00 PM ⚙ All day 🗑

6/7/2019 📅 8:00 AM ⚙

	Thursday, June 6, 2019					Friday, June 7, 2019								
Show only work hours	12p	1p	2p	3p	4p	8a	9a	10a	11a	12p	1p	2p	3p	4p
Required attendees 🧑 duynslag ➕ Add required attendee														
Optional attendees ➕ Add optional attendee														
Rooms 🏠 PSM.CIPS.Rm101 ✕ Gut Lab Meeting PSM.CIF Isaac 🔄														
➕ Add a room														

🟦 Busy 🟨 Tentative 🟪 Away 🟩 Working elsewhere 🟫 No information 🟩 Outside of working hours

Along those lines too you can add required attendees and then outlook will additionally send out an email to them when they agree to attend the meeting it will add them to the meeting and add the meeting to their calendar.

After you have a good time set for your meeting and the required attendees you can click save, and on the next screen click send. You will receive an email indicating that you have added the reservation to the room calendar.



PSM.CIPS.Rm101

Accepted: Landis Lab Meeting

Wed 5/22/19, 3:55 PM