

## Instructions for Reserving the Marcus White Lab PC & Mac Classrooms Using Outlook Web Access with Internet Explorer (PC)

### IMPORTANT NOTES:

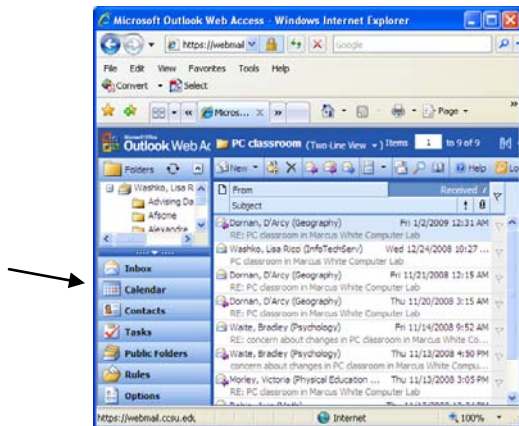
1. Spring semester requests are accepted after December 1 of the previous semester. Summer requests after May 1 of the previous semester. Fall requests after August 1 of the previous summer sessions.
2. Please request only those reservations that you definitely want. Do not request tentative reservations.
3. A request does NOT assure that the room is reserved – **you need to wait for an email confirmation, which should arrive within 24 hours.**
4. The confirmation of a request is based on a “**first-come-first-served**” policy; the **time stamp** of your request will be used to determine the reservation for overlapping requests.
5. Out of fairness for the many faculty who need to use the rooms, **each faculty member is only allowed 5 reservations per class, per section, per semester.**
6. **No reservations are allowed in the PC classroom during the last 7 weeks of the spring & fall semesters.** The PC classroom is opened for general student usage during that time to handle lab overcrowding. No reservations are allowed in the Mac classroom during the last 4 weeks of the spring & fall semesters.
7. The Classroom Calendar will appear in **People’s Calendars** in Outlook from this point on. Click the checkbox, to the right of the desired Calendar to check any available date(s) in the future.
8. **When your students arrive at the Computer Lab for a class reservation, they must present a valid CCSU Student ID at the front desk. If they do not have an ID, they will not be able to attend class.**

### Log on to Outlook Web Access

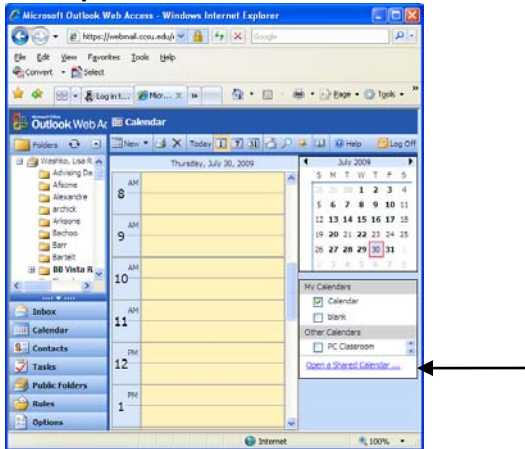
1. Launch Internet Explorer and go to [webmail.ccsu.edu](http://webmail.ccsu.edu).
2. Type your username and password and click the **Log On** button.

### How to Check for Availability of a Classroom

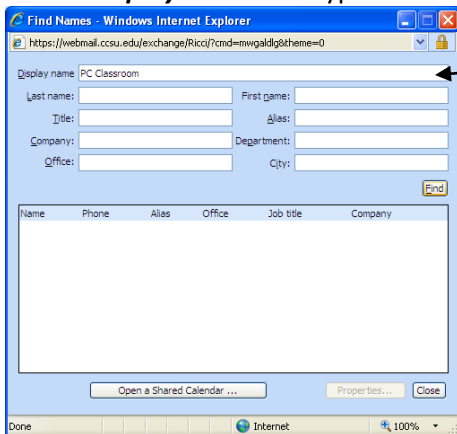
1. Click on the **Calendar** tab at the bottom left corner.



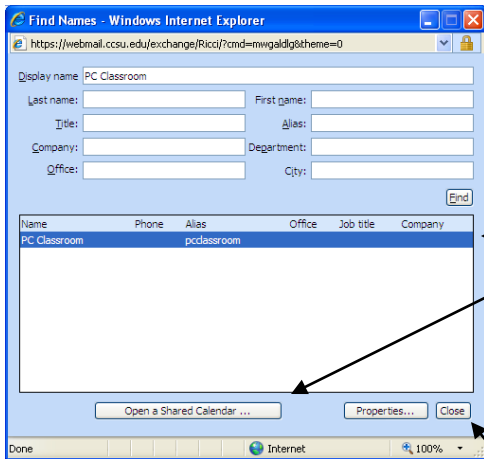
2. Click **Open a Shared Calendar...** link on the right side.



3. On the **Display Name** line type the name of the Calendar (PC Classroom or Mac Classroom) and click **Find**



4. Click the name of the Calendar shown in the box below and then click **Open a shared calendar**.

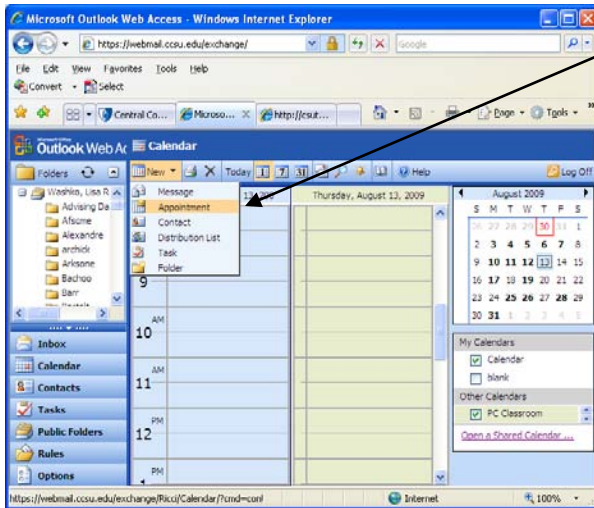


5. Click **Close** to exit the *Find Names* Dialog box.
6. Check for availability of your desired date(s) and time(s). You may change the view to weekly or monthly using the 7 and 31 calendar buttons on the toolbar. Click the day on the calendar to switch to that day.
7. Make a note of the available desired date(s) and time(s).

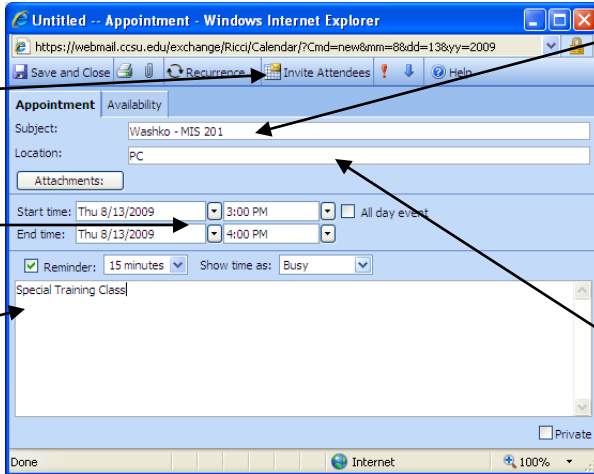
## How to Request PC/Mac Classroom Reservation

With the Calendar still open (if not, follow steps 1 – 5 above to get to the Calendar)

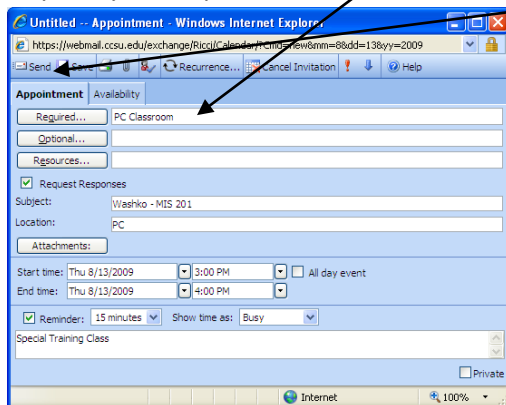
1. Click the arrow next to **New** on the toolbar and select **Appointment** from the dropdown list.



2. On the **Subject** line type your **last name, a hyphen** and the **Class** (e.g. Doe – MIS 201).



3. On the **Location** line type the **code** for the **room** you wish to reserve (PC or Mac).
4. Select the **date** and the **Start & End times** for the reservation – please indicate the exact **start** and **end** times for your class (e.g. 12:15 to 1:30 PM).
5. In the comments box below, the start and end times, please put in a short description of what the reservation is for. (e.g. Midpoint Testing or Dept Meeting or Internet Research, etc.).
6. Click **Invite Attendees ...** A new window appears.
7. On the **Required** line type **PC Classroom** or **Mac Classroom** and click the **Send** button on the toolbar to complete your request.



8. Repeat steps 1-7 above to make another reservation.