

Reserving a Room/Resource – Full Version

Reservations for Classrooms, Teaching Labs and the Auditorium require approval from the SNR Resources approvers. You will be notified if/when your request is approved or rejected, usually within 24 working hours. Reservations for uncontrolled rooms will be system approved upon entry if the space is available. Jacki Loomis is the primary approver for conference rooms and resources. Emma Hazel is the primary approver for classrooms.

All work will be done from your Outlook calendar.

Most rooms are identified by their number with HarH preceding the number, such as HarH 901. Some rooms are identified by a unique number (see the following list):

HARH 001 is the 1st Floor Tower Lobby

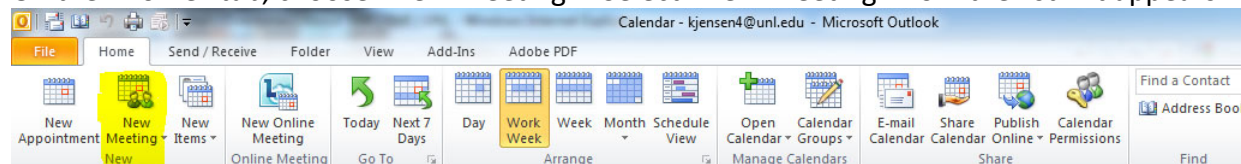
HARH 002 is the 2nd Floor Tower Lobby

HARH 003 is the 1st Floor North Wing Lobby

HARH 111 is Water Sciences Lab 111 (WSL 111)

Reserving Room/Resource

1. On the “Home” tab, choose “New Meeting.” Select “New Meeting” from the list if it appears.



2. In the reservation window, enter the following information using the given format (graphic below shares same information with red boxes being required information):
 - a. “To” line: attendees of the meeting
 - b. “Subject” line: Event Title (posted time if different than scheduled start and end times) (Contact with phone number) mm/dd/yy *first date of recurring event
 - c. “Rooms” button: select the rooms and/or resources needed
 - d. “Start Time”
 - e. “End Time”

Use "Scheduling Assistant" to view up to 30 schedules of attendees, rooms, and resources at once.

Sets recurring events. (see #3)

Invitations have not been sent for this meeting.

To... Enter any attendees of the event

Subject: Event Title (posted time if different than scheduled time) (Contact with phone number) mm/dd/yy *first date of recurring event

Location: Will autofill from "Rooms" selection

Start time: Tue 7/31/2012 2:00 PM ☐ All day event

End time: Tue 7/31/2012 2:30 PM

Can select "All Day Event" if appropriate.

Rooms...

For example:
Committee Meeting (K. Jensen 2-7569) 8/22/12

Takes you to Address Book.
1. Search by "Name Only" and type "harh."
2. Select rooms/resources.
3. Click "Rooms."
4. Click "Ok."
The "To" and "Location" fields will autofill with selections.

This information can be used to help view schedule conflicts with attendees and rooms/resources.

Room Finder

July, 2012

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Good Fair Poor

Choose an available room:

Suggested times:

2:00 PM - 2:30 PM
No conflicts

2:30 PM - 3:00 PM
No conflicts

3. If a reservation needs to repeat, complete the items as appropriate in the “Appointment Recurrence” dialog box.

The image displays four instances of the "Appointment Recurrence" dialog box, each illustrating a different recurrence pattern. Annotations provide guidance on best practices for setting these patterns.

- Top Left (Daily):** The "Recurrence pattern" section shows "Daily" selected. An annotation points to the "Start" time (8:30 AM) with the text: "Generally will not need to change 'Appointment Time.'".
- Top Right (Weekly):** The "Recurrence pattern" section shows "Weekly" selected. The "Recur every 1 week(s) on:" section has "Thursday" checked. An annotation points to the "End after" option (10 occurrences) with the text: "Best practice for Outlook is to pick 'End after' or 'End by.'".
- Bottom Left (Monthly):** The "Recurrence pattern" section shows "Monthly" selected. The "Range of recurrence" section shows "End by" set to "Thu 5/2/2013".
- Bottom Right (Yearly):** The "Recurrence pattern" section shows "Yearly" selected. The "Range of recurrence" section shows "End by" set to "Mon 8/2/2021".

Each dialog box includes fields for "Appointment time" (Start, End, Duration), "Recurrence pattern" (Daily, Weekly, Monthly, Yearly), and "Range of recurrence" (Start, No end date, End after, End by). Buttons for "OK", "Cancel", and "Remove Recurrence" are at the bottom.

4. Click "Ok."
5. Click "Send" to complete the request.
6. Upon completion of the request an email will be sent within several minutes saying the reservation has tentatively been accepted or it has been declined.

NOTE: If you get a message that a reservation has been declined and you believe it really is available, please contact a member of the Office Support Staff in the Nebraska Maps & More Store.

Completed Example Room Reservation:

Committee Meeting (K. Jensen 2-7569) 8/2/12 - Meeting

File Meeting Insert Format Text Review

Delete Forward Appointment Scheduling Assistant Online Meeting Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder Categorize Private High Importance Low Importance Zoom Meeting Notes

Invitations have not been sent for this meeting. Conflicts with another appointment on your Calendar.

From: kjensen4@unl.edu
To: HARH 202
Subject: Committee Meeting (K. Jensen 2-7569) 8/2/12
Location: HARH 202
Start time: Thu 8/2/2012 8:30 AM All day event
End time: Thu 8/2/2012 11:30 AM

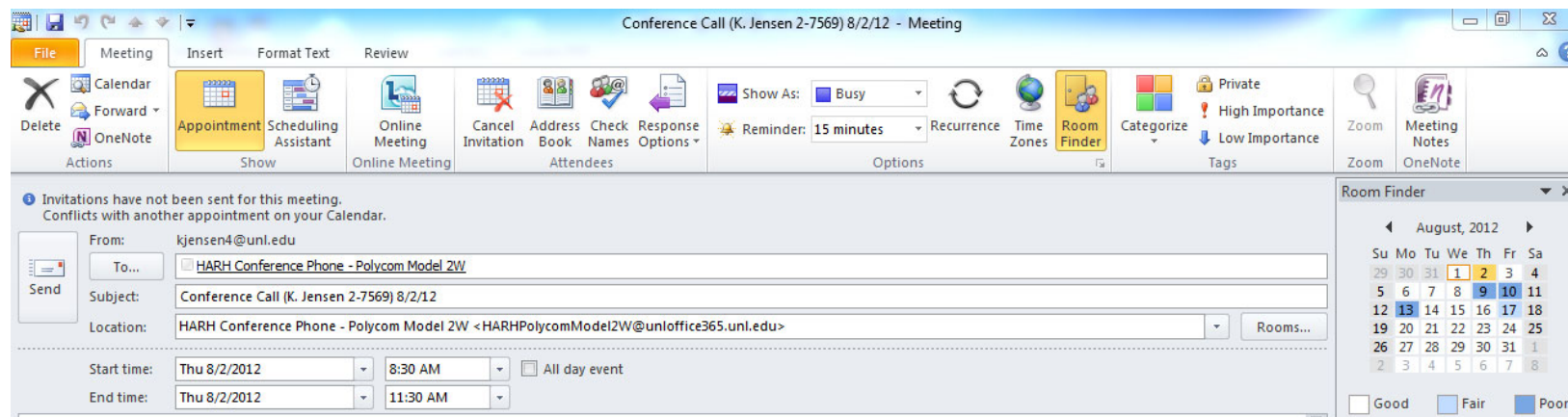
Room Finder

August, 2012

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Good Fair Poor

Completed Example Resource Reservation:



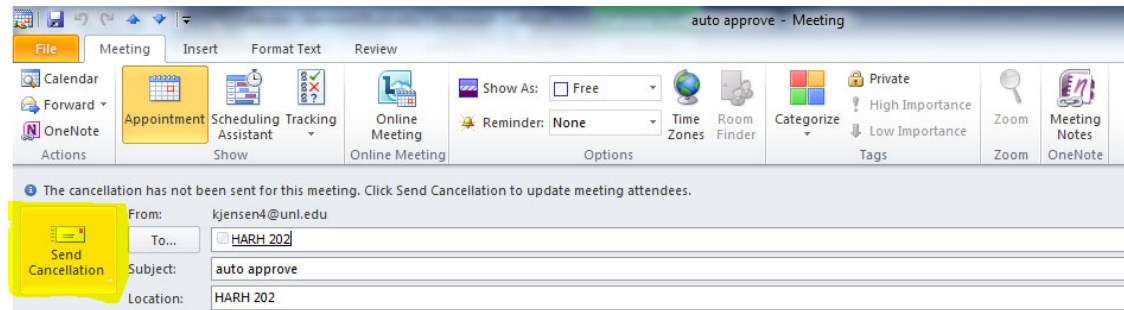
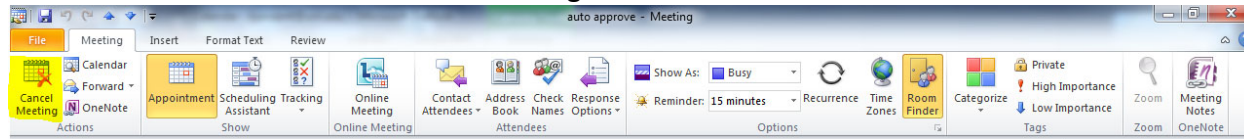
Editing Room/Resource Reservations

1. Double click to open the calendar entry to edit. If it is a recurring entry, choose whether to open the occurrence (individual event) or the entire series (whole event).
2. Make necessary changes – rooms/resources, attendees, date, time, etc.
3. Click “Send Updates.”

Deleting Room/Resource Reservations

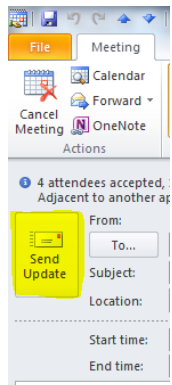
1. Double click to open the calendar entry to delete. If it is a recurring entry, choose whether to open the occurrence (individual event) or the entire series (whole event).

2. On the “Home” tab choose “Cancel Meeting” to delete the entire event and then click “Send Cancellation.”



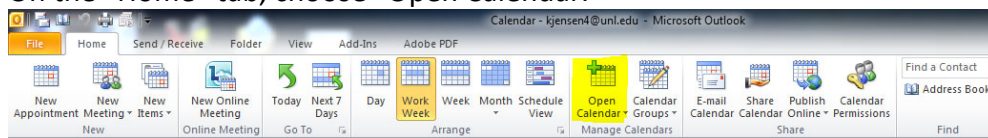
OR

Remove the rooms/resources from the “To” and “Location” line and click “Send Update” to remove just rooms/resources.

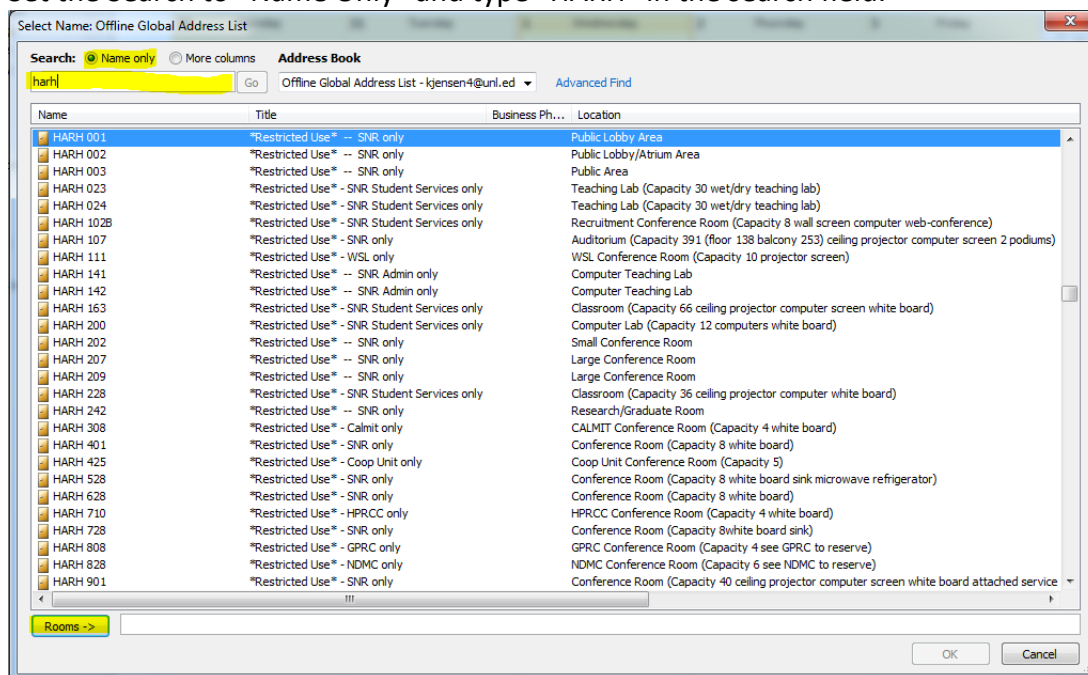


Checking Availability of Rooms/Resources

1. On the “Home” tab, choose “Open Calendar.”



2. Choose “From Room List.” The address book will open.
3. Set the Search to “Name Only” and type “HARH” in the search field.



4. Select the rooms/resources to view calendars and click “Rooms”.
5. Click “Ok.”

The list of selected rooms/resources will appear in the navigation pane. Right click on the title of the group and select “Rename Group” to give it a different name, if desired.

