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. Patty Swanson is the primary approver for classrooms.

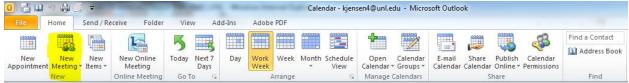
All work will be done from your Outlook calendar.

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 "Sche	duling Assistant" to view up to 30 schedules		
	of attende	ees, rooms, and resources at once. Untitled - Mea Sets recurring events. (see #3)		_ 0 X
Fi	le Meeting	Insert Format Text Review		۵ (?)
Dele	Calendar Calendar Forward ~ MOneNote Actions	Appointment Scheduling Online Cancel Address Check Response 🙀 Pamindar 15 minutes 👻 Recurrence Time Room Categorize	ate h Importance r Importance	Zoom Meeting Notes Zoom OneNote
6 1	nvitations have not	t been sent for this meeting.		Room Finder 🔹 🗙
	То	Enter any attendees of the event		◀ July, 2012 ►
Se	Subjetti	Event Title (posted time if different than scheduled time) (Contact with phone number) mm/dd/yy *first	date of r	recurring event
	Location:	Will autofill from "Rooms" selection	Rooms	1 2 3 4 5 6 7 8 9 10 11 12 13 14
	Start time:	Tue 7/31/2012 - 2:00 PM - All day event Can select "All Day Event" if appropriate.		15 16 17 18 19 20 21
	End time:	Tue 7/31/2012 v 2:30 PM v		22 23 24 25 26 27 28 29 30 31 1 2 3 4
	For example Committee I	Takes you to Address Book. 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 se	elections	Good Fair Poor ose an available room: ne
		This information can be used to help view schedule conflicts with attendees and rooms/resources.];	Suggested times: 2:00 PM - 2:30 PM No conflicts 2:30 PM - 3:00 PM No conflicts

ppointment Recurrence		Appointment Recurrence
Appointment time Start: 8:30 AM End: 9:30 AM Duration: 1 hour Recurrence pattern	Generally will not need to change "Appointment Time."	Appointment time Start: 8:30 AM End: 9:30 AM Duration: 1 hour Duration: 1 hour Recurrence pattern Daily Recur every @ Weekly Sunday Monthly Implication Yearly Friday
Range of recurrence Start: Thu 8/2/2012 No end date End after: 10 occurrences OK Cancel Remove Recurrence	Best practice for Outlook is to pick "End after" or "End by."	Range of recurrence Start: Thu 8/2/2012 Image: The B/2/2012 Image: The B/2/2012 Image: The B/2/2012
Appointment Recurrence Appointment time Start: 8:30 AM End: 9:30 AM Duration: 1 hour Recurrence pattern O Daily O Day ② Meekly O The first Yearly	× nth(s)	Appointment Recurrence
Range of recurrence Start: Thu 8/2/2012		Range of recurrence Start: Thu 8/2/2012 Image: The B/2/2012 Image: The B/2/2012 Image: The B/2/2012 Image: The B/2/2021 Image: The B/2/2021 Image: The B/2/2021 Image: The B/2/2021

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

- 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.
 - <u>NOTE:</u> 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:

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Send Subject: Committee Meeting (K. Jensen 2-7569) 8/2/12										5	678	2 3 9 10 16 17					
	Location:	HARH 202										-	Rooms			23 24	25
	Start time: End time:	Thu 8/2/2012 Thu 8/2/2012	 ▼ 8:30 AM ▼ 11:30 AM 		All day e										27 28 29 3 4 5 od Fa	6 7	1 8 Poor

Completed Example Resource Reservation:

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	Invitations have not been sent for this meeting. Conflicts with another appointment on your Calendar. From: kjensen4@unl.edu To Improve the prove of the provement of the													August, Mo Tu We	Th Fr	Sa	
Send	Subject:	Conference Call (K. Jensen 2-7569) 8/2/12											5 6 7 8 9 10 11 12 13 14 15 16 17 18				
	Location:	HARH Conference Phone -	Polycom Model 2	W < HARHPoly	comModel2W	@unloffice	365.unl.edu>					-	Rooms	19 20 21 22 23 24 25			
Start time: Thu 8/2/2012 Image: All day event												27 28 29 3 4 5					
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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."

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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."

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	New		Online Meeting	Go To	19		A	rrange		5	Manage	alendars		5	hare		Find

- 2. Choose "From Room List." The address book will open.
- 3. Set the Search to "Name Only" and type "harh" in the search field.

arh	Go Offline Global Address List - kjensen4@unl.ed	Advanced Find
Name	Title Busine	ss Ph Location
HARH 001	*Restricted Use* SNR only	Public Lobby Area
HARH 002	*Restricted Use* SNR only	Public Lobby/Atrium Area
HARH 003	*Restricted Use* SNR only	Public Area
HARH 023	*Restricted Use* - SNR Student Services only	Teaching Lab (Capacity 30 wet/dry teaching lab)
HARH 024	*Restricted Use* - SNR Student Services only	Teaching Lab (Capacity 30 wet/dry teaching lab)
HARH 102B	*Restricted Use* - SNR Student Services only	Recruitment Conference Room (Capacity 8 wall screen computer web-conference)
HARH 107	*Restricted Use* - SNR only	Auditorium (Capacity 391 (floor 138 balcony 253) ceiling projector computer screen 2 podiums)
HARH 111	*Restricted Use* - WSL only	WSL Conference Room (Capacity 10 projector screen)
HARH 141	*Restricted Use* SNR Admin only	Computer Teaching Lab
HARH 142	*Restricted Use* SNR Admin only	Computer Teaching Lab
HARH 163	*Restricted Use* - SNR Student Services only	Classroom (Capacity 66 ceiling projector computer screen white board)
HARH 200	*Restricted Use* - SNR Student Services only	Computer Lab (Capacity 12 computers white board)
HARH 202	*Restricted Use* SNR only	Small Conference Room
HARH 207	*Restricted Use* SNR only	Large Conference Room
HARH 209	*Restricted Use* SNR only	Large Conference Room
HARH 228	*Restricted Use* - SNR Student Services only	Classroom (Capacity 36 ceiling projector computer white board)
HARH 242	*Restricted Use* SNR only	Research/Graduate Room
HARH 308	*Restricted Use* - Calmit only	CALMIT Conference Room (Capacity 4 white board)
HARH 401	*Restricted Use* - SNR only	Conference Room (Capacity 8 white board)
HARH 425	*Restricted Use* - Coop Unit only	Coop Unit Conference Room (Capacity 5)
HARH 528	*Restricted Use* - SNR only	Conference Room (Capacity 8 white board sink microwave refrigerator)
HARH 628	*Restricted Use* - SNR only	Conference Room (Capacity 8 white board)
HARH 710	*Restricted Use* - HPRCC only	HPRCC Conference Room (Capacity 4 white board)
HARH 728	*Restricted Use* - SNR only	Conference Room (Capacity 8white board sink)
HARH 808	*Restricted Use* - GPRC only	GPRC Conference Room (Capacity 4 see GPRC to reserve)
HARH 828	*Restricted Use* - NDMC only	NDMC Conference Room (Capacity 6 see NDMC to reserve)
HARH 901	*Restricted Use* - SNR only	Conference Room (Capacity 40 ceiling projector computer screen white board attached service
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- 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.

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