Reserving a Room/Resource – Short 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):
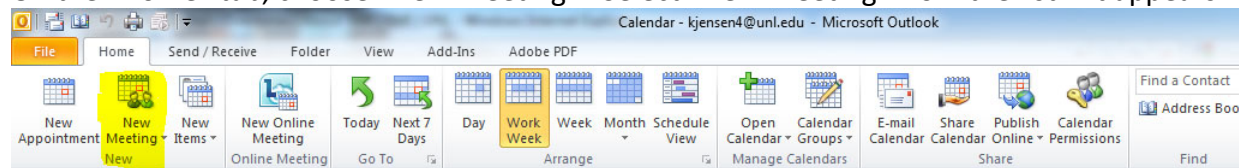
> HARH 001 is the 1st Floor Tower Lobby
> HARH 002 is the 2nd Floor Tower Lobby
> HARH 003 is the 1st Floor North Wing Lobby
> HARH 111 is Water Sciences Lab 111 (WSL 111)

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"

A screenshot of an Outlook "Untitled - Meeting" window with annotations:

- **Enter any attendees of the event** (pointing to the To... field)
- **Event Title (posted time if different than scheduled time) (Contact with phone number) mm/dd/yy *first date of recurring event** (pointing to the Subject field)

Start time: Tue 7/31/2012 2:00 PM
End time: Tue 7/31/2012 2:30 PM

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

Takes you to Address Book.
1. Search by "Name Only" and type "harh."
   a. NOTE: If you need to an SNR resource change the address book to UNL GAL
2. Select rooms/resources.
3. Click "Rooms."
4. Click "Ok."
The "To" and "Location" fields will auto fill with selections.

Room Finder panel showing July, 2012 calendar and "Choose an available room: None"

3. Click "Send" to complete the request.

4. Upon completion of the request an email will be sent within several minutes saying the reservation has 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:

Completed Example Resource Reservation: