ADVANCE BOOKING INSTRUCTIONS
# FOR STUDY ROOMS

Study room booking can only be done by CMU students through Outlook online.

1. Go to https://portal.office365.com/ and login with your CMU network username and password. (These are NOT ncecessarily the same as your Student Portal username and password. Check with Shirley Thiessen if you can't login.)

2. Open Outlook and go to the calendar by clicking on the calendar icon in the bottom left-hand corner of the window:
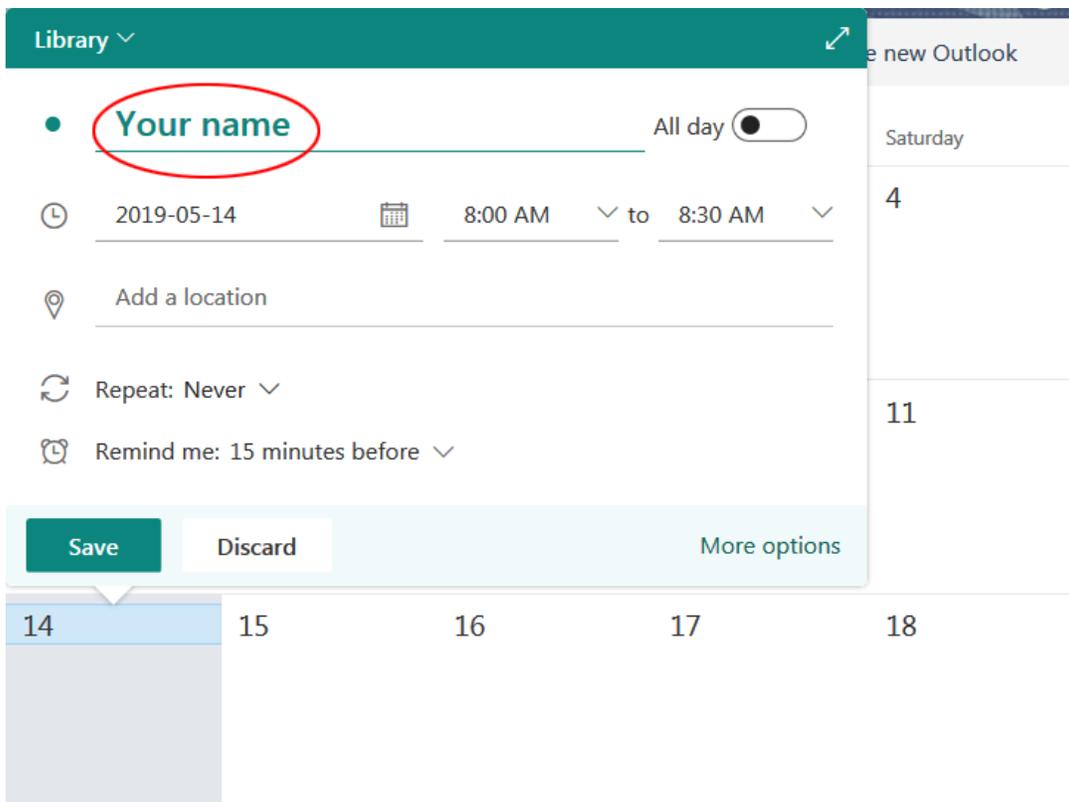

3. You should see something like this:
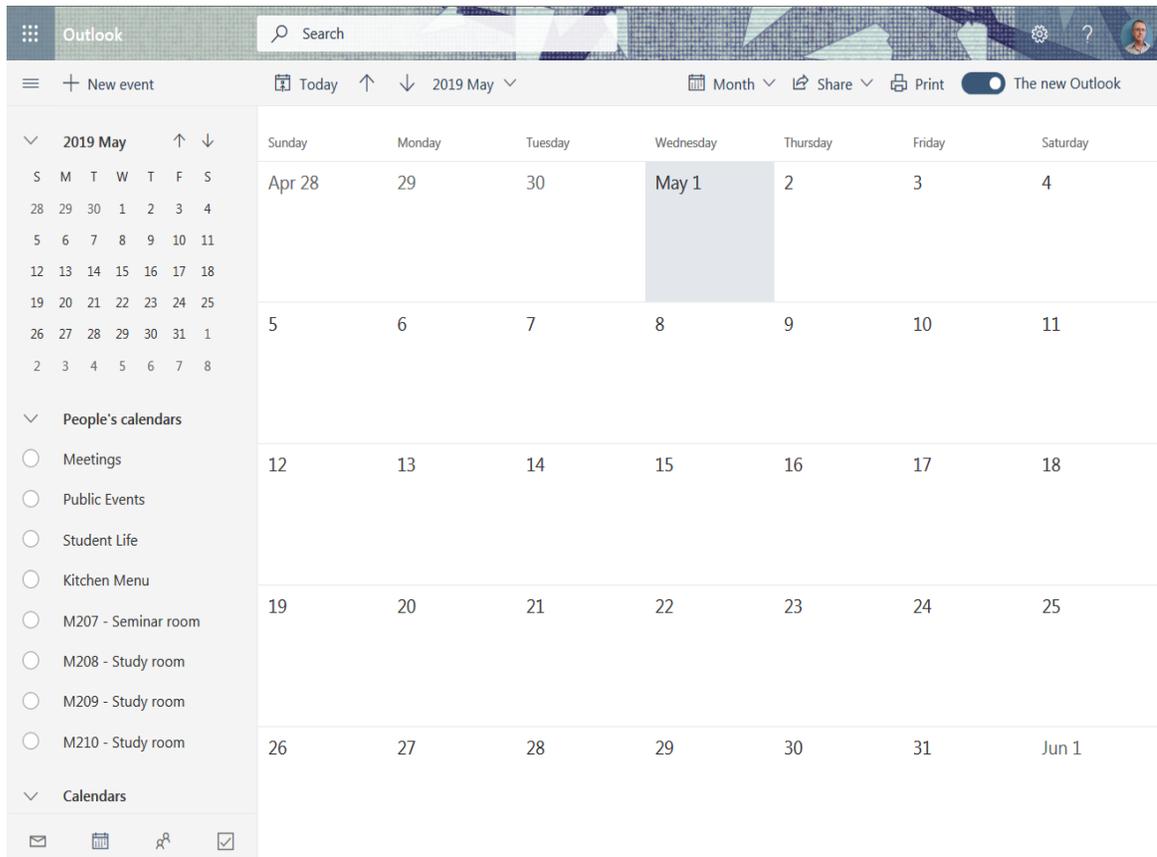
4. You will need to create a "new event." Do this by clicking on the day you wish to have the room. A window will pop up:
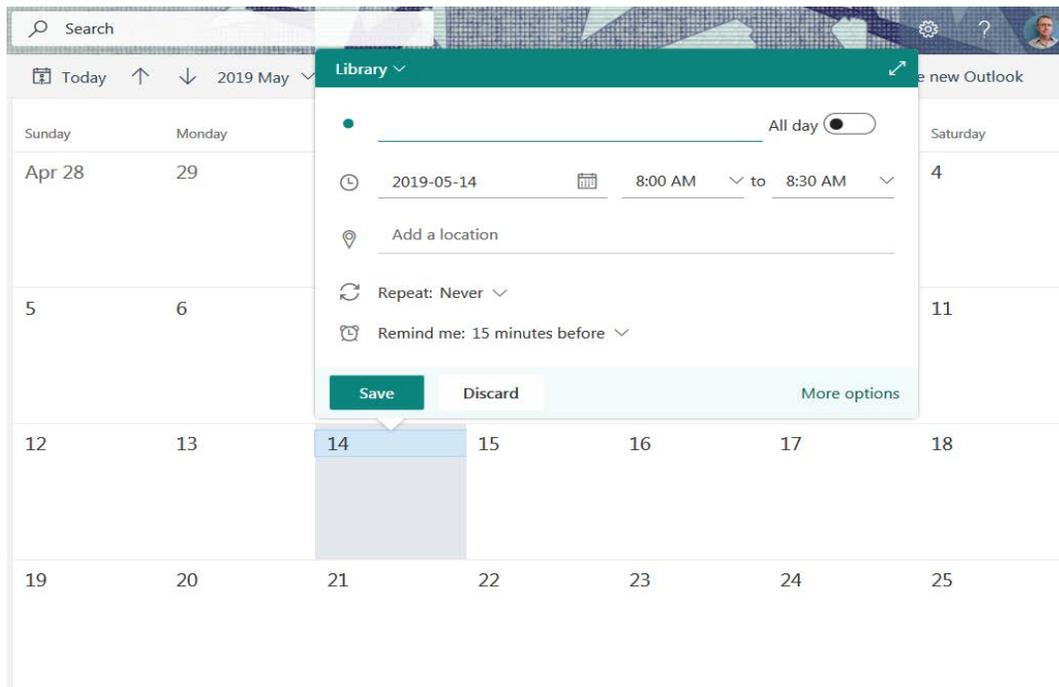
5. Give your booking a name. Your own name will better identify you:

6. Select a time-slot (no more than 2 hours):

7. Choose a study room. Type "m2" to get a list of options:

8. Choose a reminder time if you wish. Then click on "Send."

9. Your room should be booked!

Still need help? Contact the IT Department (it@cmu.ca) or see the library staff.