

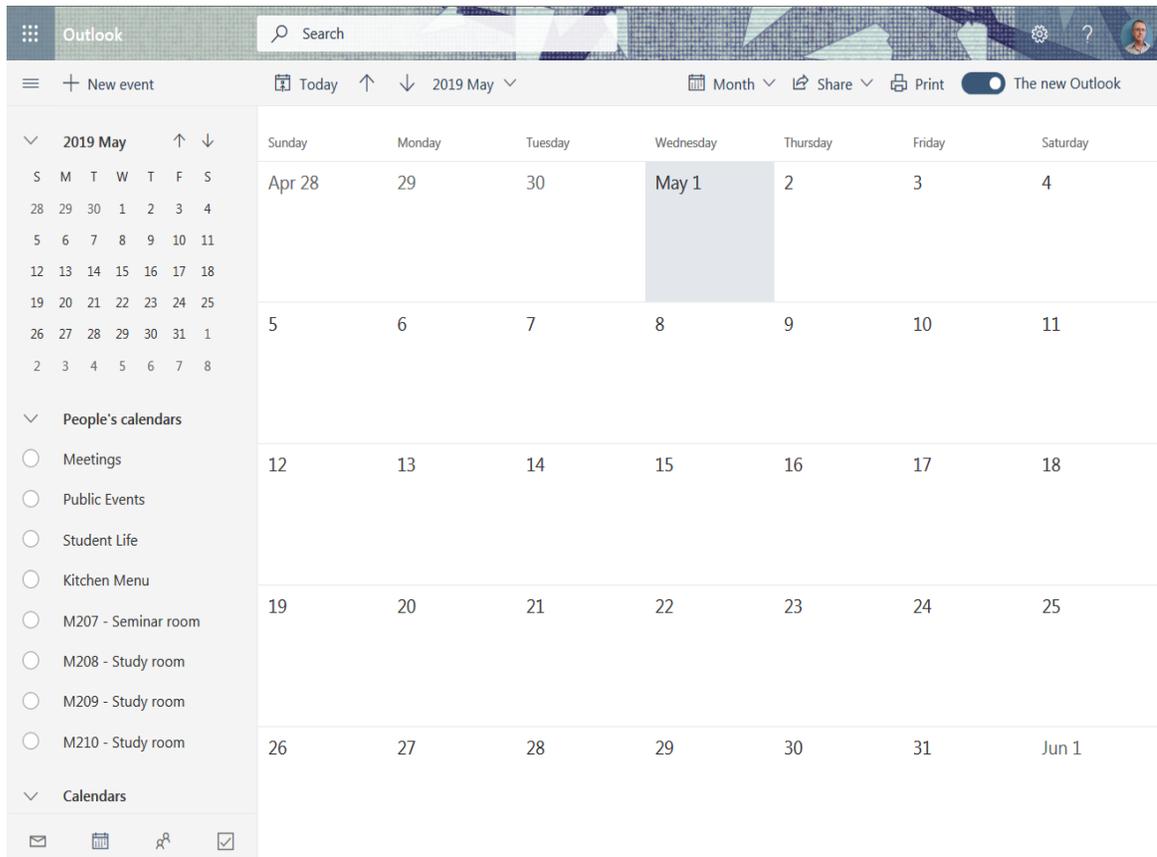
ADVANCE BOOKING INSTRUCTIONS FOR STUDY ROOMS

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

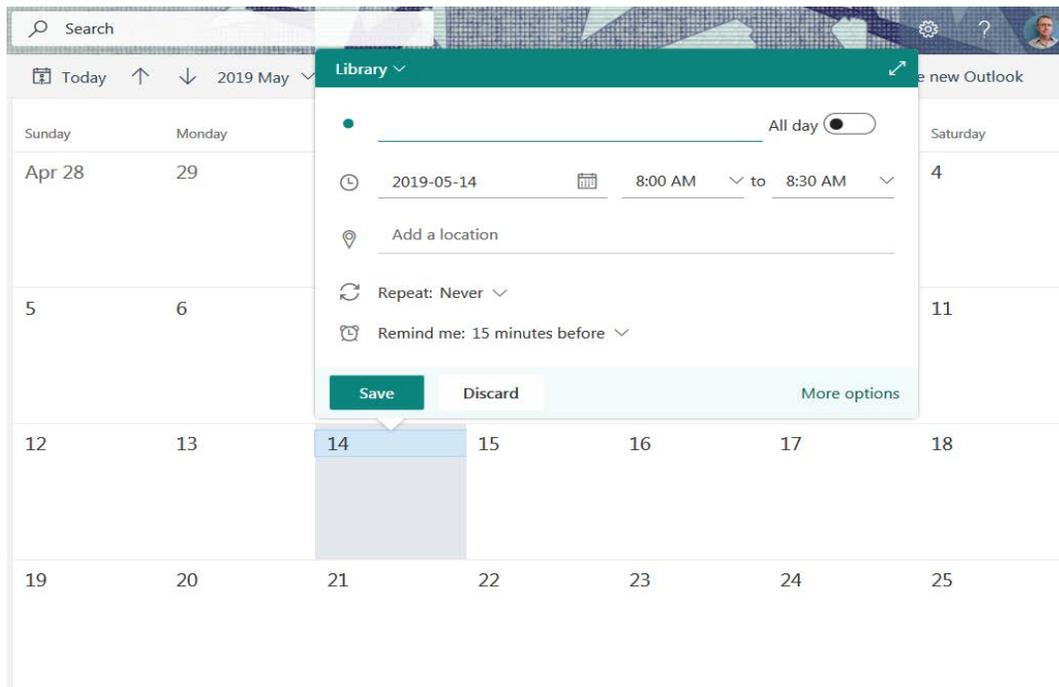
1. Go to <https://portal.office365.com/> and login with your CMU network username and password. (These are NOT necessarily the same as your Student Portal username and password. Check with Shirley Thiessen if you can't login.)
2. Open Outlook and go to the calendar by clicking on the calendar icon in the bottom left-hand corner of the window:



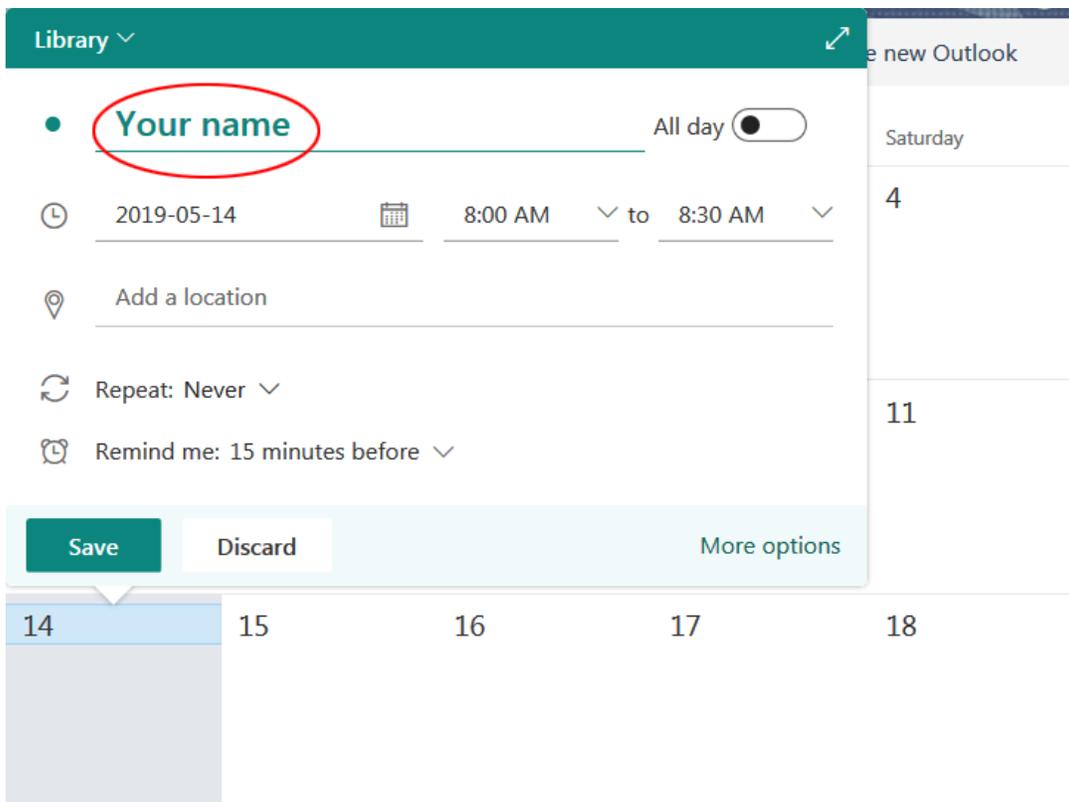
3. You should see something like this:



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):

The screenshot shows a calendar event creation interface. At the top, there is a header with 'Library' and a dropdown arrow. Below this, the user's name 'Your name' is displayed with an 'All day' toggle switch. The date is set to '2019-05-14'. The time slot is '9:00 AM to 11:00 AM', which is circled in red. Below the time slot, there is a field for 'Add a location'. The 'Repeat' option is set to 'Never' and the 'Remind me' option is set to '15 minutes before'. At the bottom, there are buttons for 'Save', 'Discard', and 'More options'. Below the buttons, a calendar grid shows the date '14' selected.

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

The screenshot shows the same calendar event creation interface as in step 6. The location field is active, and a dropdown menu is open, displaying search results for 'm2'. The results are:

- Use this location: m2
- M208 - Study room (Available)
- M207 - Seminar room (Available)
- M209 - Study room (Available)
- M210 - Study room (Available)

The dropdown menu is highlighted with a red border. The 'Save' button and the '14' date in the calendar grid are also visible.

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

The screenshot shows a library booking interface. At the top, there is a teal header with the text "Library" and a dropdown arrow. Below the header, the booking details are displayed: "Your name" with an "All day" toggle switch, the date "2019-05-14", the time "9:00 AM" to "11:00 AM", and the location "M209 - Study room". The "Repeat" option is set to "Never" and the "Remind me" option is set to "15 minutes before". At the bottom of the booking form, there are three buttons: "Send" (circled in red), "Discard", and "More options". Below the booking form, a calendar view shows the dates 14, 15, 16, and 17, with the 14th highlighted.

9. Your room should be booked!

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