Instructions using Office365 Outlook Online (using a browser)

# Reserving the PC Classroom in the Student Technology Center

IMPORTANT NOTES:

1. The Marcus White Computer Lab/Student Technology Center is open Monday through Friday at 7:30a. Reservations can start as early as 8:00am.
2. There are 30 student stations and 1 Instructor Workstation in the PC Classroom.
3. When your students arrive at the Student Technology Center for a class reservation, they MUST present their valid CCSU Student ID at the front desk. If they do not have their ID, they will not be allowed to enter the STC to attend class.
4. A request does not assure that the room is reserved. You need to wait for an email confirmation, which should arrive in 24-48 hours.
5. The confirmation of a request is based on a "first-come-first-served" policy. The time stamp of a request will be used to determine the reservation for overlapping requests.
6. Due to the number of professors looking to use the room every semester, please limit your reservations to 5 per section, per semester.
7. The classroom cannot be reserved for the entire semester as a regularly scheduled classroom.
8. No reservations are allowed during the last 7 weeks of the spring and fall semesters. The room is open for general student use during that time to handle the large volume of students using the lab during that time.
9. Spring semester requests are considered after December 1. Summer requests are considered after May 1. Fall requests are considered after August 1.
10. Please request only those reservations that you definitely want. Do not request tentative reservations.

To reserve a time in the PC Classroom you will follow the same steps as scheduling a meeting/appointment with other people. You will be requesting a meeting with Academic PC Classroom.

1. Log into your Office365 account – go to http://office365.ccsu.edu
2. Click on the Office365 tab on the left at the top of the window.
3. Under "Collaborate with Office Online" choose Calendar.
4. Click the drop down arrow next to New and choose "Calendar event"
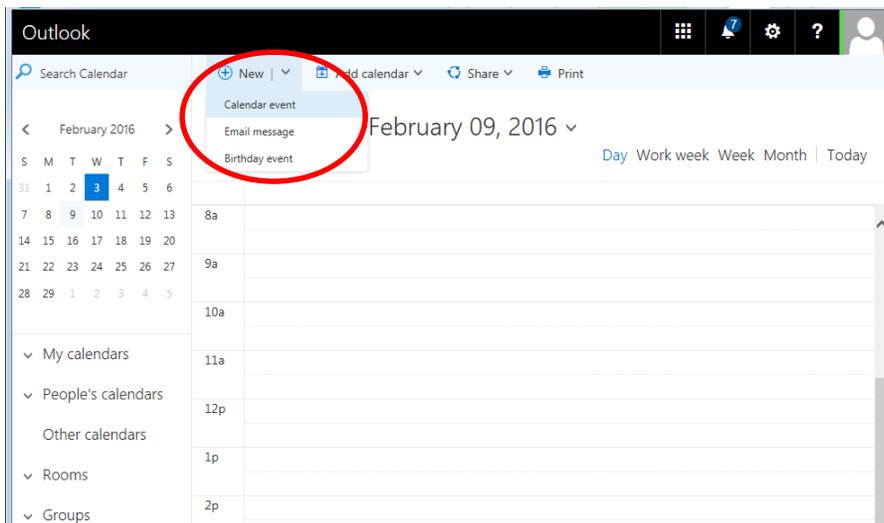
5. Choose Start and End dates and times.
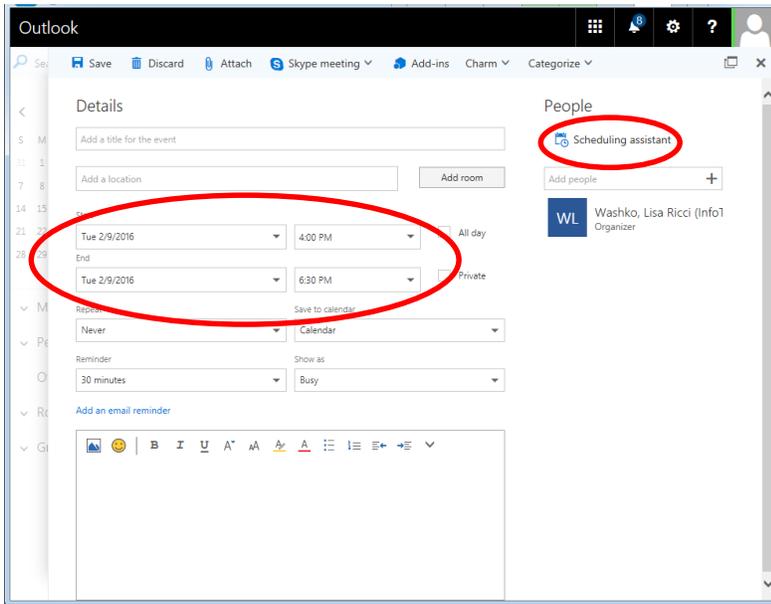
6. Next you will need to look at the current reservations on the calendar to make sure they don't conflict with your request.
7. Click on "Scheduling assistant" under "People". This will open the Event window. Refer to the picture below for steps 8-10.
8. In the Event window, in the Attendees box under the date and time (on the left) type **Academic PC Classroom** and press Enter.
9. You can view just the day you are looking to schedule or an entire week by clicking "Day" or "Week" in the upper right corner.
10. Be sure to look for conflicts with your request by looking at grid. Areas that are shaded indicate an existing reservation. Your own scheduled meetings will also be shaded and will have a colored line along the left side. In the example below, my meetings are on Tuesday from 3:00p-4:00p and Thursday from 9:00a-10:00a. The reservation I am looking for is on Tuesday from 4:00p-6:30p. There is a conflict with another reservation from 4:30p-6:00p. However, the 4:00p-6:30p time slot is available on Thursday. You can move ahead or behind one week by clicking the < or > to the left of week title. The down arrow to the right of year will give you month options.

My Meeting

Conflict
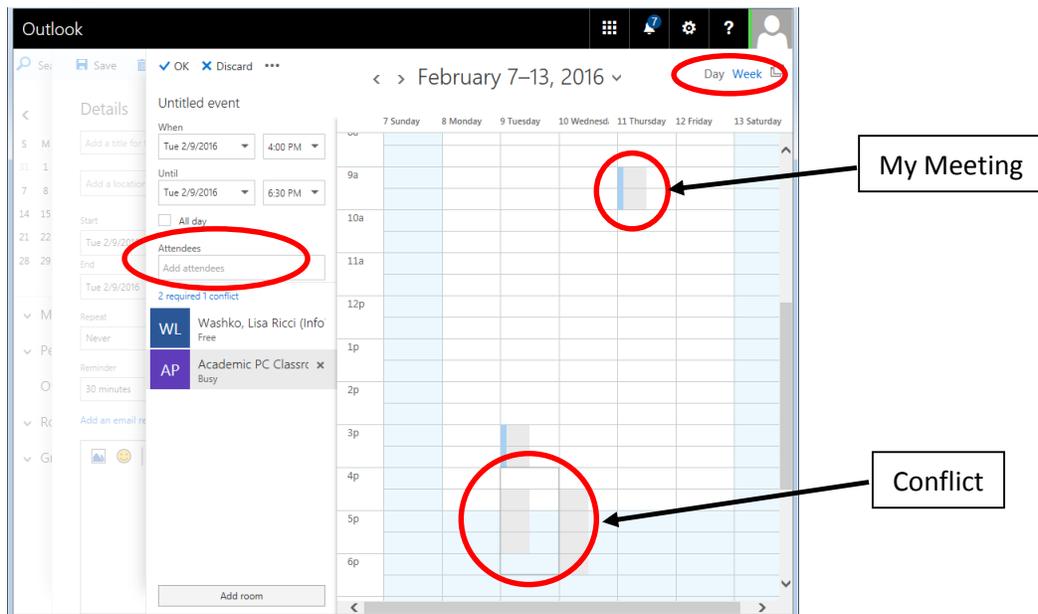
11. When you've finished selecting the requested day and time, click OK. Please add a title to your request using course name and your last name, i.e. MIS-201 Washko. You can leave the location box empty and no other fields are required. Click Send to request the reservation.
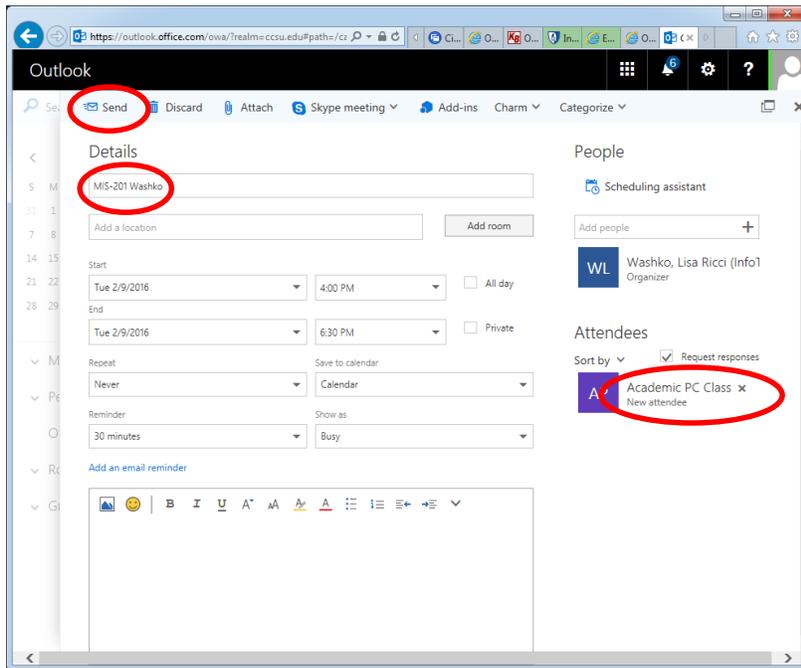
12. Within 24-48 hours you will receive a confirmation of the request. The reservation is not finalized until you receive this confirmation. Requests that conflict with a previously reserved time slot will be declined.