

Instructions using Microsoft Outlook from the Desktop

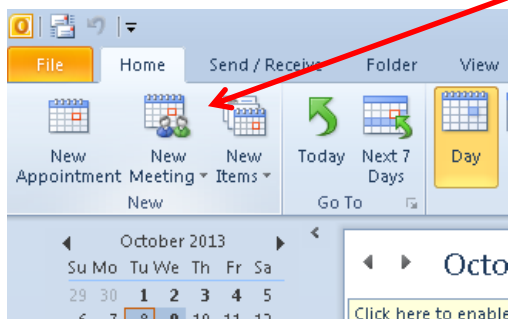
Reserving the PC Classroom in the Student Technology Center

IMPORTANT NOTES:

1. The Marcus White Computer Lab/Student Technology Center opens 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 Academic 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 high 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 those last 7 weeks.
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.

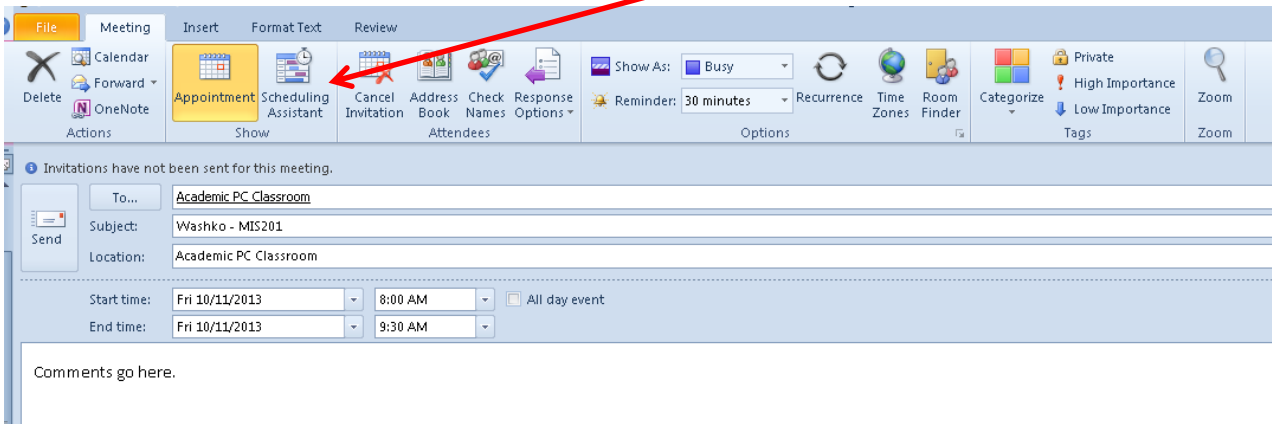
To reserve a time in the Academic PC Classroom you will follow the same steps in Microsoft Outlook as scheduling a meeting/appointment with other people.

1. Go to Calendar.
2. On the **Home** tab, in the **New** group, click **New Meeting**



3. In the To... field, type **Academic PC Classroom**
4. In the Subject box, type in your last name and the course name and number. (i.e. Washko – MIS 201)
5. In the Start time and End time lists, choose a start and end time for the request.
6. In the meeting request body, type in comments, if necessary.

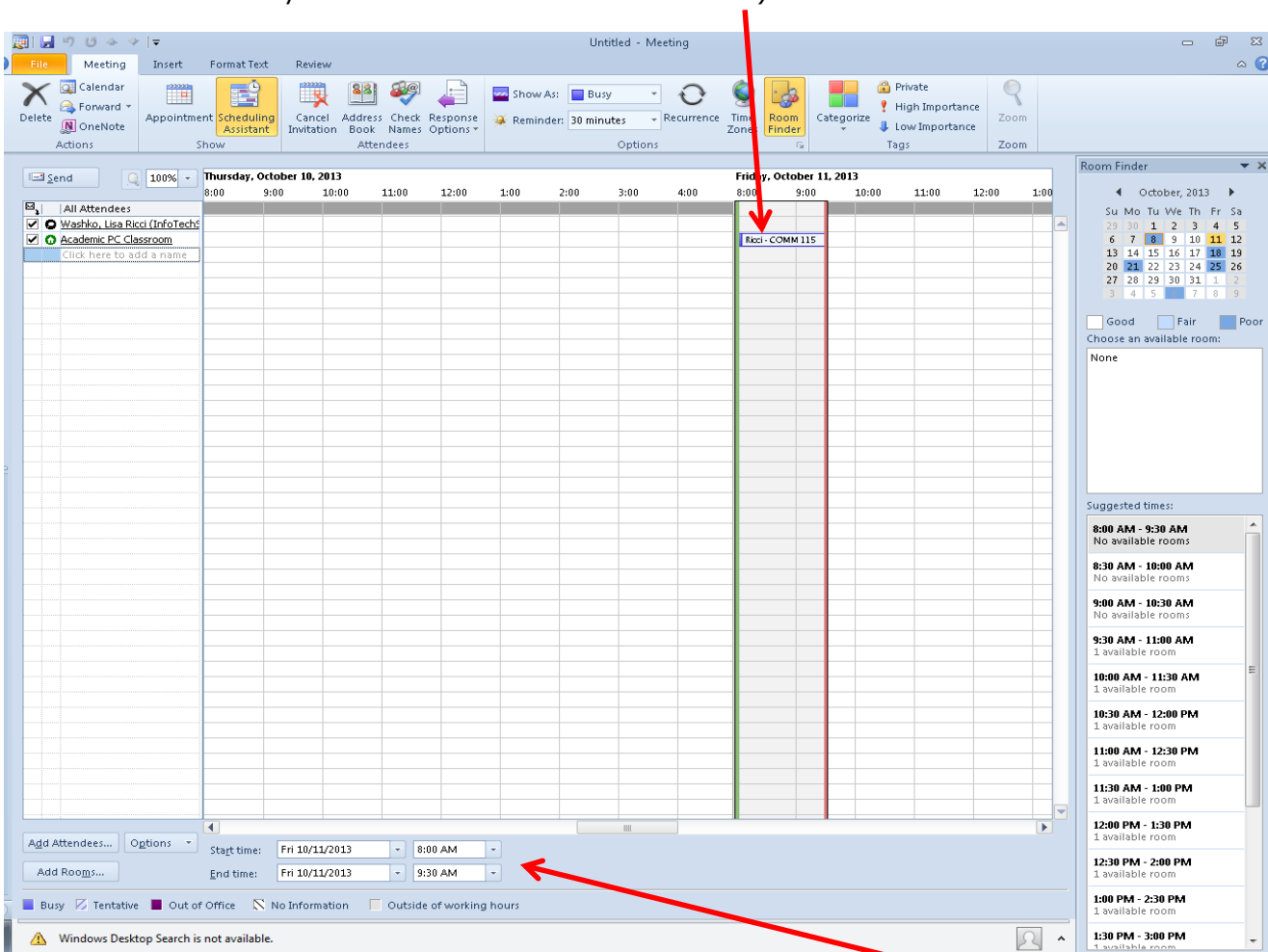
7. On the Meeting tab, in the Show group, click Scheduling Assistant.



8. Look carefully at the start and end times that you are requesting to make sure it does not conflict with another reservation on the Academic PC Classroom calendar.

9. You cannot request a time that is already taken by someone else.

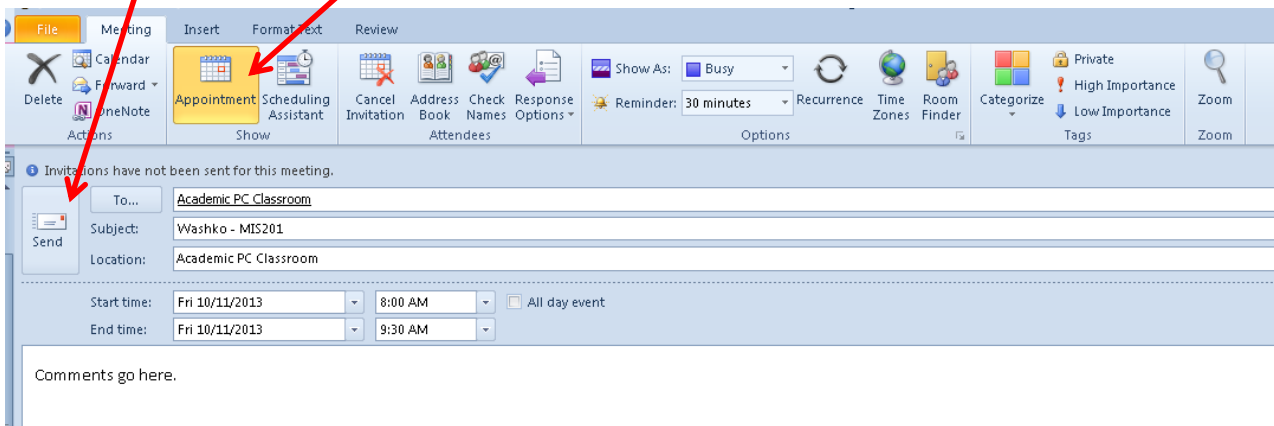
Below is an example of a conflict. The person is trying to reserve 8:00a-9:30a on Oct. 11 but there is already a reservation for Ricci – Comm115).



10. If there is a conflict, choose another date and/or start and end times. The date, start and end times can be changed at the bottom of the Scheduling Assistant window.

11. If there are no conflicts, click on Appointment in the Show group to go back to the Appointment window.

12. Click Send to request the reservation.



13. 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.