1. Go into your Outlook email account and choose Calendar.

2. Once in calendar, go to Open Calendar. This should be located on your toolbar depending on which version of Outlook you are using.

3. Use the drop-down arrow and choose “From Room List.”

4. Put a “G” in the search bar and the search will take you to the Grafton rooms list. Choose the room calendar you want to open and double click on it.

Click OK. The calendar will then open and appear in your calendars. You can then click on it and see the calendar.

Updated: August 10, 2015
ROOM RESERVATION INSTRUCTIONS

Updated: August 10, 2015
To Reserve a room:

1. Click on the date and time that you want to schedule your reservation and go to New Meeting/new meeting with all.

2. The following pops up:

   When you choose “Meeting with all” the room you are requesting populates into the To: (If you wanted to invite certain people to the meeting, you would be able to enter their email addresses here and they would be notified, but it is not required.)

   Under the Subject line enter the name of the meeting or event you are using the room for. e.g. Barn Meeting; Department Meeting; Lunchtime Talk (include topic and presenter), etc.

   Check the date and the time and hit send.
ROOM RESERVATION INSTRUCTIONS

Your reservation should then show up on the calendar.

If you have requested a reservation in one of the restricted rooms the edge of the reservation will look like this: You will receive an email stating that the reservation is “temporarily accepted.” When it is approved, you will get another email and the bar will turn solid.

**Restricted Rooms:** AVA, VLH, HLH, McGrath 112, 113, 114, Wet Lab, VCC (all rooms except 313 CR)