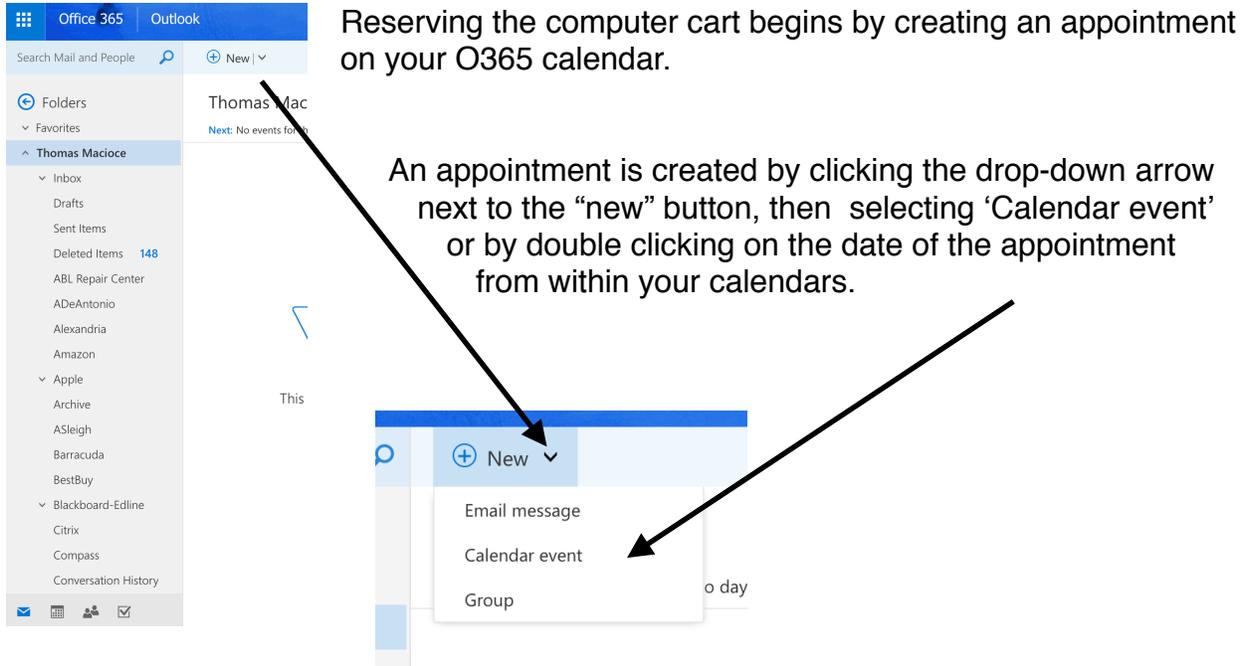


# Reserving the Computer Cart as a 'Room'

## Creating a Reservation Appointment

Teachers are asked to reserve computer carts by adding it as a "Room" to a scheduled appointment. Reservations are completed using the Calendar in your O365 web email.

**\*Reservations can only be made 30 days in advance**



Reserving the computer cart begins by creating an appointment on your O365 calendar.

An appointment is created by clicking the drop-down arrow next to the "new" button, then selecting 'Calendar event' or by double clicking on the date of the appointment from within your calendars.

## Information Needed to Make a Reservation

Please provide the necessary information to complete each field of the appointment.

**Title for event:** Please include your name and classroom #. (ex. P. Brautigam - Library)

**Start & End:** Please pay close attention to these fields. It is possible to reserve for time periods shorter than a day. If the plan is to use the resource for the entire day it is essential to check the box titled "All day". If reservations are made for a specific class period please type the exact start and end time of that period.

Details Feedback

Add a title for the event

Add a location or a room

Start

Wed 9/26/2018   All day

End

Wed 9/26/2018   Private

Time zone

# Reserving the Computer Cart as a 'Room'

After Title and Start & End sections are completed, now you can add the cart to be reserved under 'Add a Location or a Room'

**\*You can't reserve carts for more than 5 consecutive work days w/o making another reservation**

Details Feedback

Add a title for the event

Add a location or a room

Start  
Wed 9/26/2018 10:30 AM  All day

End  
Wed 9/26/2018 11:30 AM  Private

Time zone

Once you click in the section you are presented with a drop down. Choose *Add Room*:

Save Discard Attach Add Skype meeting Charm Categorize

Details Feedback

Add a title for the event

Suggested locations

Add room  All day

End  
Fri 9/21/2018 8:30 AM  Private

Time zone

All available carts, given the parameters that you set in the *Start & End Section*, will be displayed. Choose a cart.

Details Feedback

Add a title for the event

Add a location or a room

Available rooms All rooms

Pro Cart 1 (Free)

Pro Cart 2 (Free)

VHS Cart 1 (Free)

VHS Cart 2 (Free)

VHS Cart 3 (Free)

VHS Cart 4 (Free)

# Reserving the Computer Cart as a 'Room'

## **Completing the Resource Reservation**

The final step to reserve a computer cart is to click the 'Send' button at the top of the window.

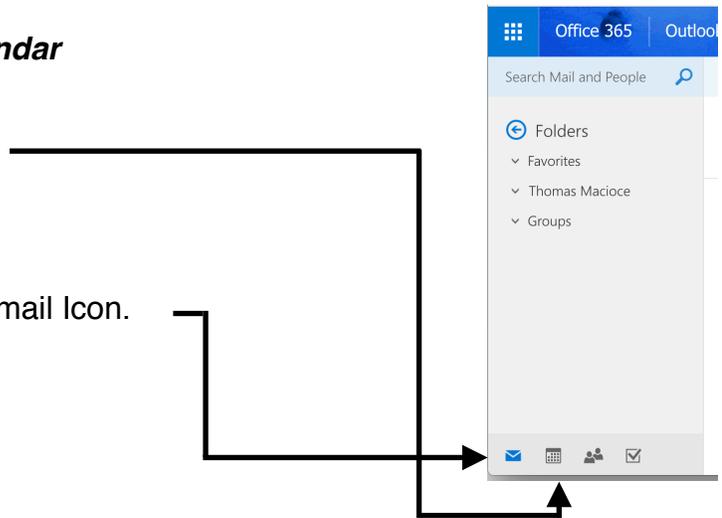
Once the resource has been reserved an email will be sent to your account acknowledging your appointment. The email will show you the details of your reservation including which cart you chose.

This appointment will also be added to your calendar for the date and time scheduled.

## **Verify reservation is on your calendar**

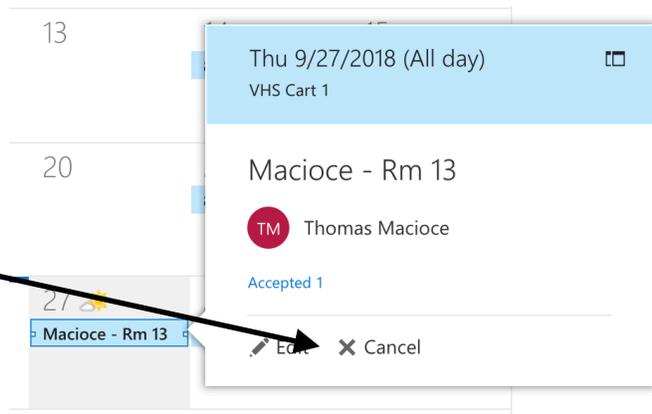
To get to your calendar, click the calendar button on the bottom left side of O365 web mail window.

To get back to email window, click email icon.



## **Canceling a Resource Reservation**

To cancel the reservation, right-click (control+click) on the appointment in your calendar and navigate to cancel.



Then click 'send the cancellation now'

