

## Reserving a Group Study Room in the CLC and Alter Hall

Students may reserve these group study rooms in the CLC and Alter Hall:

CLC: 214, 215, 414, 415, 416, 417, 420, 423, 525, 527, 536, 537

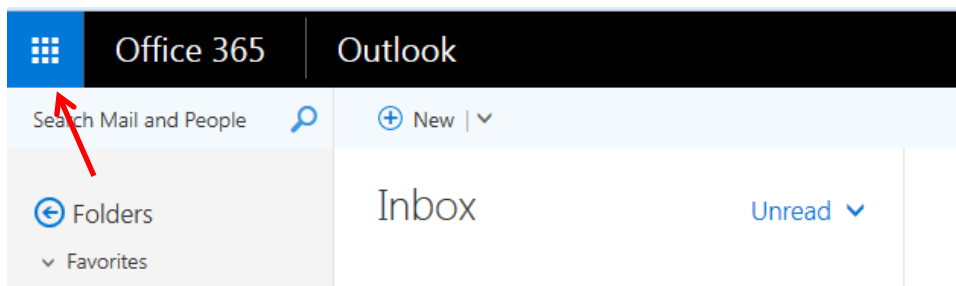
ALT: 005, 109, 209, 210

Login to Office365/Outlook on the web as if you are checking your email:

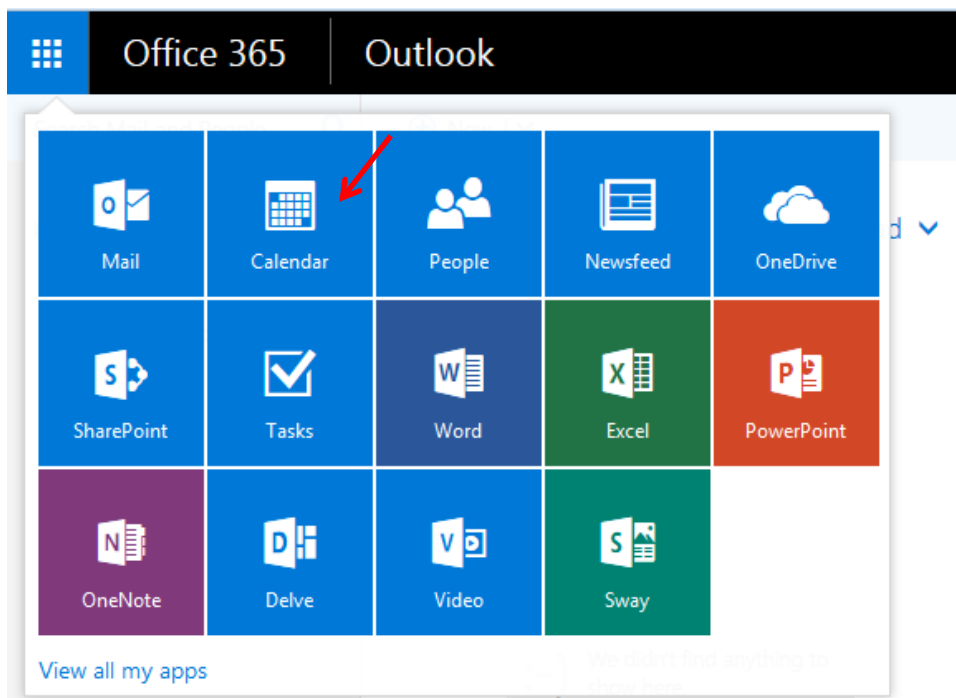


The image shows the Xavier University login page. At the top left is the Xavier University logo, which consists of a shield with a cross and the text "XAVIER UNIVERSITY". Below the logo is a login form with the heading "Enter your Xavier username and password." There are two input fields: "Username:" and "Password:". Below the password field is a "Sign In" button.

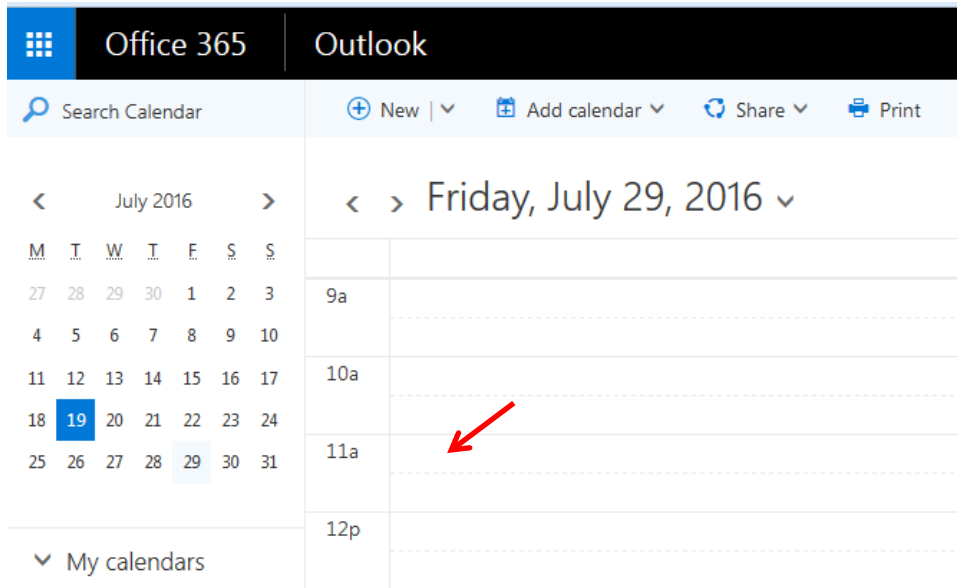
1. Click the box in the top left for more options:



2. Click Calendar:



3. Double-click on the day and time you want your reservation to start:



4. Fill in the specifics of your reservation, including the beginning and end times. Please include your name in the details of your session:

The screenshot shows the 'Details' form for a calendar reservation. The title is 'Jill Brown Math Study Session'. There are fields for 'Add a location' and 'Add room'. The 'Start' field is set to 'Fri 7/29/2016' at '11:00 AM'. The 'End' field is set to 'Fri 7/29/2016' at '12:00 PM'. There are checkboxes for 'All day' and 'Private'. Other fields include 'Repeat' (Never), 'Save to calendar' (Calendar), 'Reminder' (None), and 'Show as' (Busy). A red arrow points to the 'Details' title.

5. To see available Study Rooms, click Add Room:

### Details

The screenshot shows a reservation form for a 'Jill Brown Math Study Session'. The 'Add room' button is highlighted with a red arrow. A dropdown menu is open, listing available rooms under the heading 'AVAILABLE'. The rooms listed are:

- Alter Hall Room 005 (STUDENT STUDY) (Free)
- Alter Hall Room 109 (STUDENT STUDY) (Free)
- Alter Hall Room 209 (STUDENT STUDY) (Free)
- Alter Hall Room 210 (STUDENT STUDY) (Free)
- Alumni Center Room 112 (Free)
- CLC - 5th floor conference room (Free)
- CLC 214 (STUDENT STUDY) (Free)
- CLC 215 (STUDENT STUDY) (Free)

The 'CLC 214 (STUDENT STUDY) (Free)' option is highlighted in blue. The form also shows fields for Start (Fri 7/29/2016), End (Fri 7/29/2016), Repeat (Never), and Reminder (None).

6. The CLC and Alter Hall study rooms are listed like this:

CLC 214 (STUDENT STUDY) (Free)

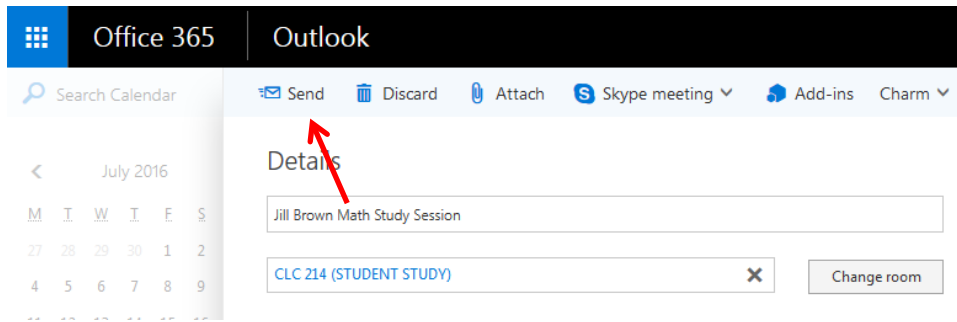
**Although conference rooms and other spaces on campus may show as (Free) in the list, students may not reserve these unless they have prior permission to do so from faculty or staff. Please use these instructions to reserve group study rooms only, even if the other rooms show as (Free) in the room list or show Accepted once the reservation has been made.**

Select the study room you would like to reserve and it will fill in your reservation:

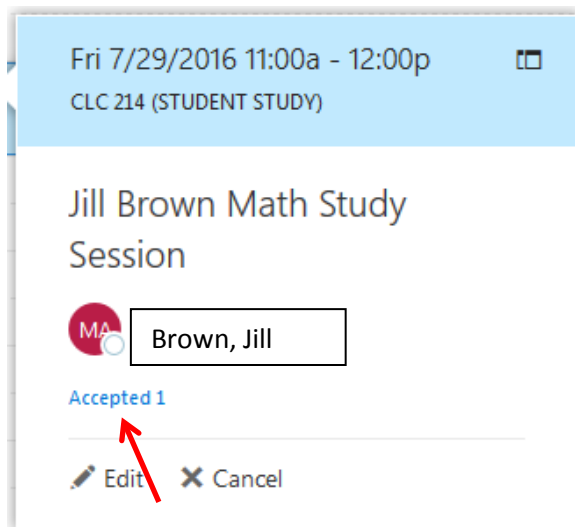
### Details

The screenshot shows the reservation form with 'CLC 214 (STUDENT STUDY)' selected in the room field, indicated by a red arrow. The 'Change room' button is visible. The form also shows fields for Start (Fri 7/29/2016, 11:00 AM) and End (Fri 7/29/2016, 12:00 PM). There are checkboxes for 'All day' and 'Private', both of which are currently unchecked.

7. Click Send:



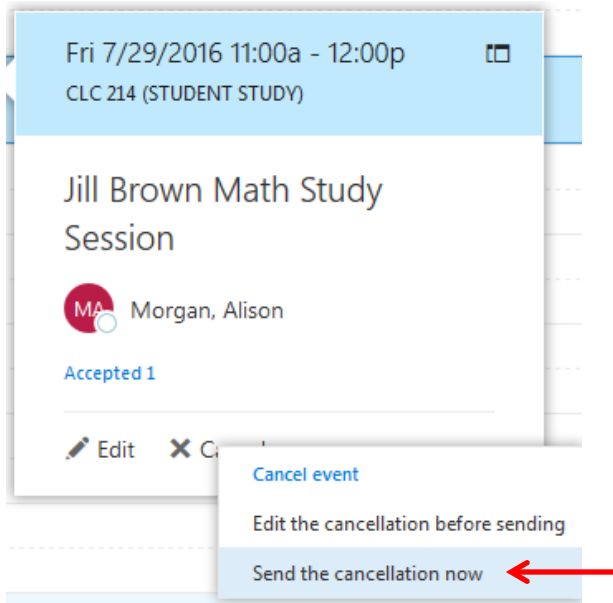
8. Your reservation is complete. The event will appear in your calendar and you will get an email confirmation telling you if the room reservation is Accepted or Declined. In addition to the email message, Accepted or Declined information will also appear in the calendar event itself. Click once on the event in your calendar to see the details pop up. **ALWAYS VERIFY THAT YOUR RESERVATION IS ACCEPTED AND NOT DECLINED FOR SOME REASON.** This reservation shows as Accepted:



**To cancel a reservation:**

Occasionally a reservation may show as Declined or you may need to reschedule your reservation. You will need to cancel the reservation to delete it from your calendar and schedule a new reservation in a different room or at a different time.

1. Click once on the event in your calendar to see the details pop up.
2. Click Cancel -> Send Cancellation Now:



3. The event will be removed from your calendar.

**For assistance, please contact the Connection Center on the 3<sup>rd</sup> floor of the CLC or call 513-745-3881.**