

Reserving a Room in the CLC and Alter Hall

Group study rooms available for current Xavier students:

- CLC: 214, 215, 414, 415, 416, 417, 420, 423, 525, 536
- ALT: 005, 109, 209, 210

Lactation Room available for current Xavier students, faculty, and staff:

- CLC 409

Please follow these instructions to reserve one of these rooms:

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

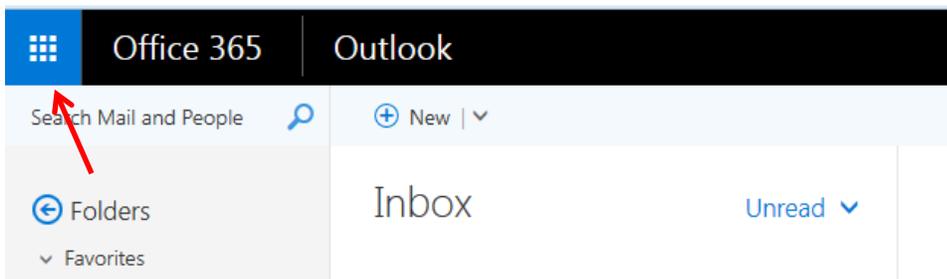


Enter your Xavier username and password.

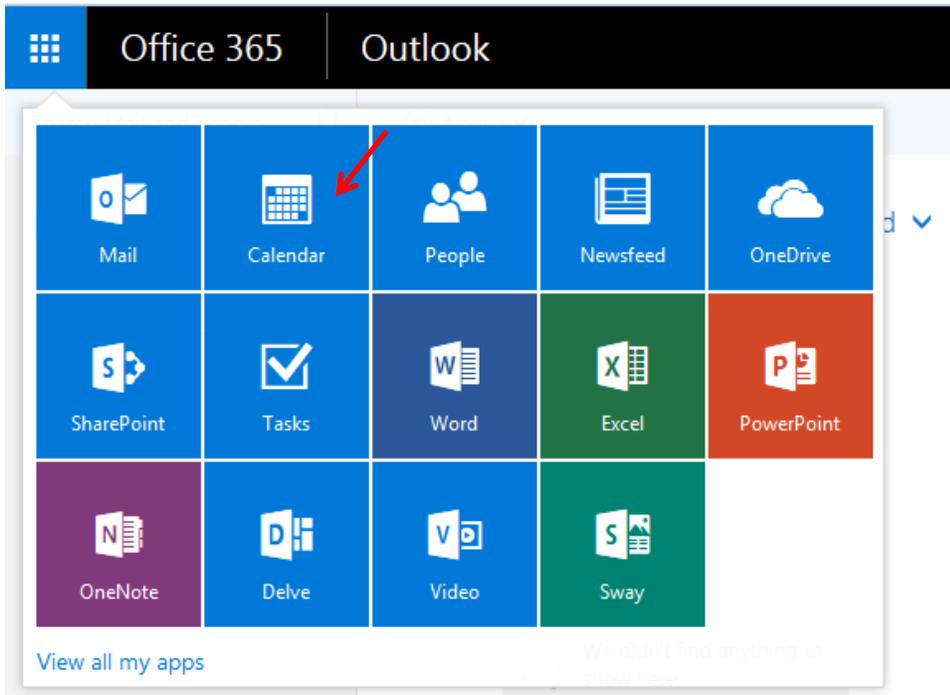
Username:

Password:

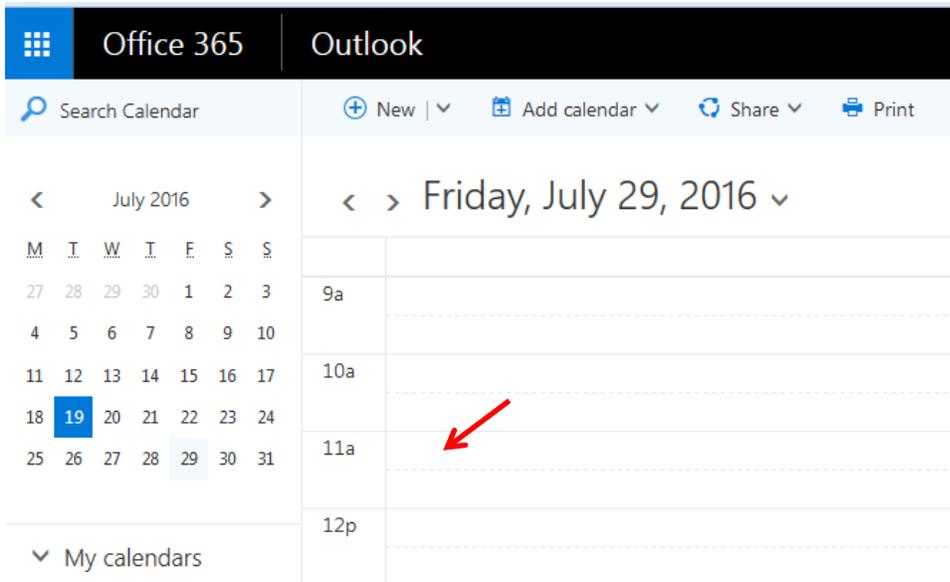
1. Click the box in the top left for more options:



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:

Details

Jill Brown Math Study Session

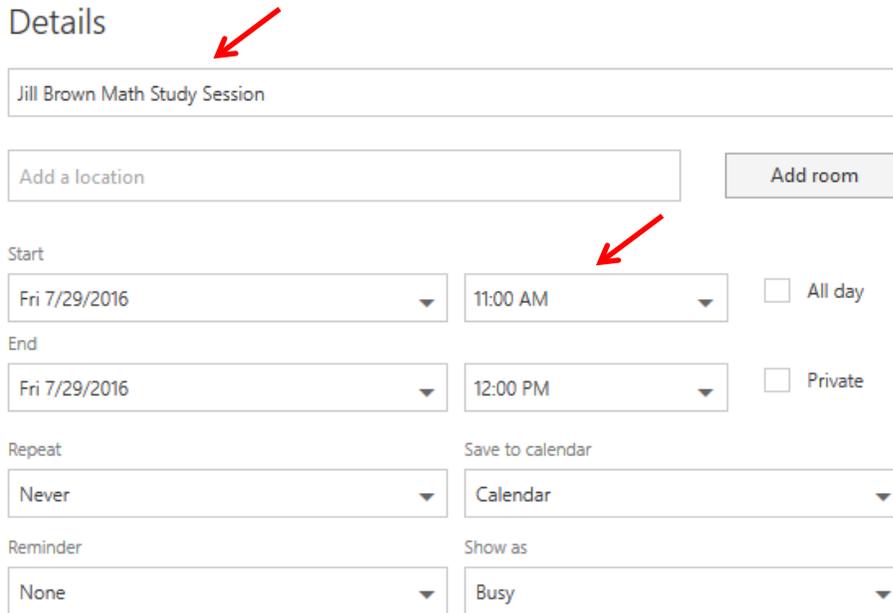
Add a location Add room

Start
Fri 7/29/2016 11:00 AM All day

End
Fri 7/29/2016 12:00 PM Private

Repeat Save to calendar
Never Calendar

Reminder Show as
None Busy



5. To see available rooms, click Add Room:

Details

Jill Brown Math Study Session

Add room

Start
Fri 7/29/2016

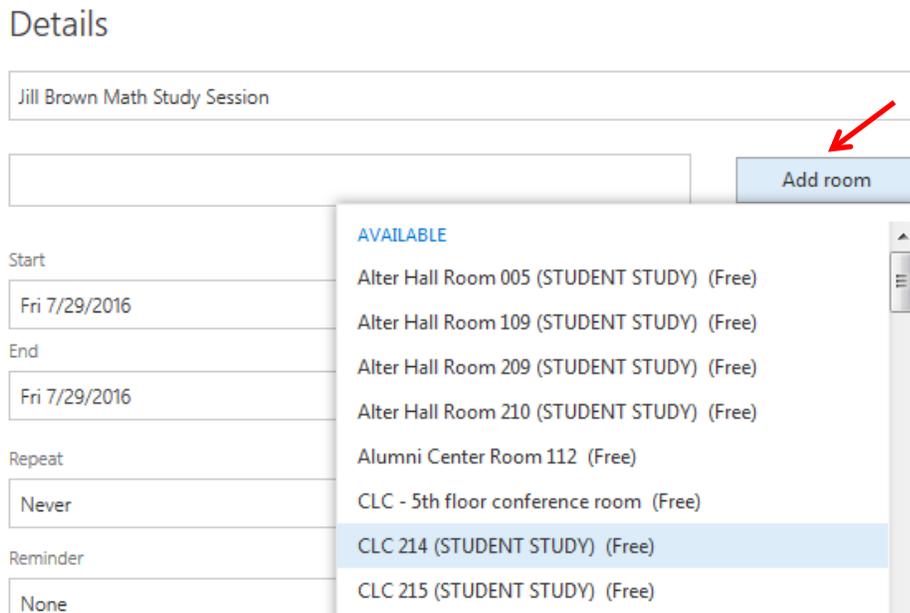
End
Fri 7/29/2016

Repeat
Never

Reminder
None

AVAILABLE

- 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)



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 and the lactation room only, even if the other rooms show as (Free) in the room list or show Accepted once the reservation has been made.

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

Details

Jill Brown Math Study Session

CLC 214 (STUDENT STUDY)

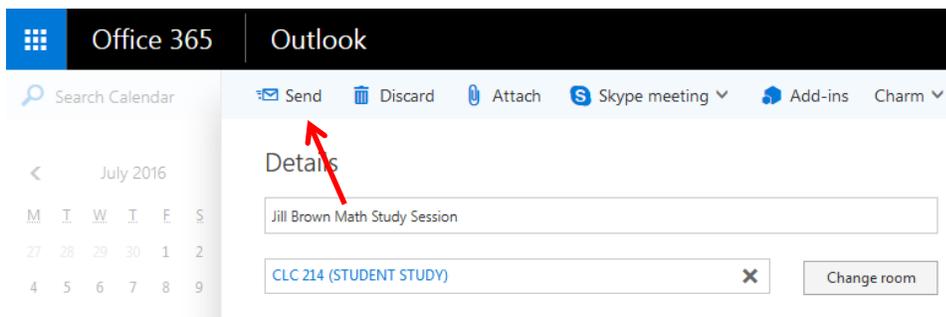
Start

Fri 7/29/2016 11:00 AM All day

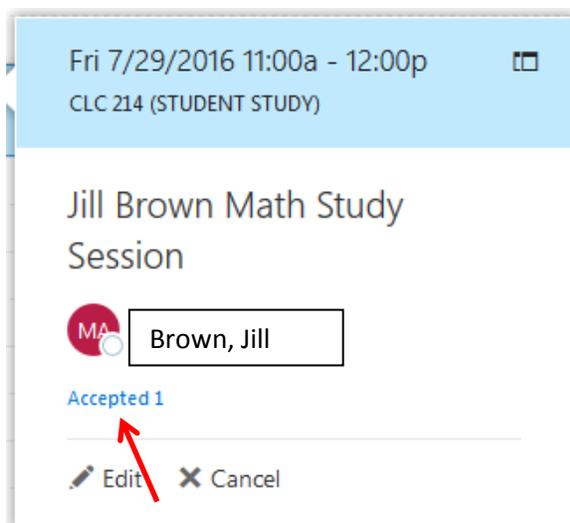
End

Fri 7/29/2016 12:00 PM Private

7. Click Send:



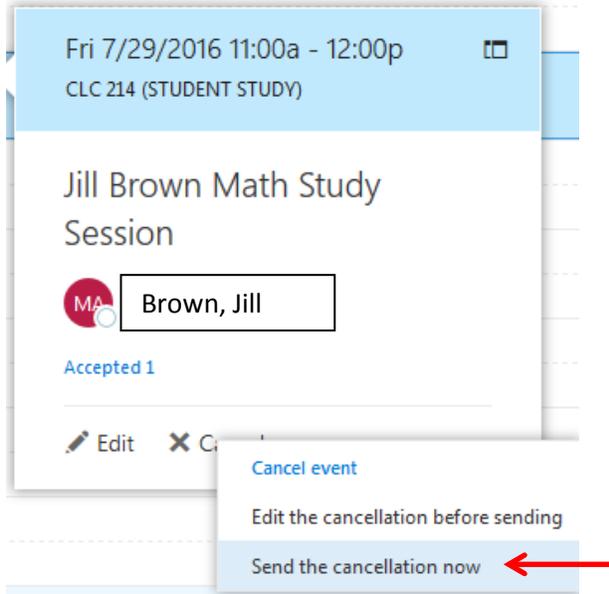
8. Your reservation is complete. The event will appear in your calendar and you will get an email confirmation telling you if the room reservation is Accepted or Declined. In addition to the email message, Accepted or Declined information will also appear in the calendar event itself. Click once on the event in your calendar to see the details pop up. **ALWAYS VERIFY THAT YOUR RESERVATION IS ACCEPTED.** 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 3rd floor of the CLC or call 513-745-3881.