


Reserving ACS Procedure Rooms & Hoods using calendars in Outlook

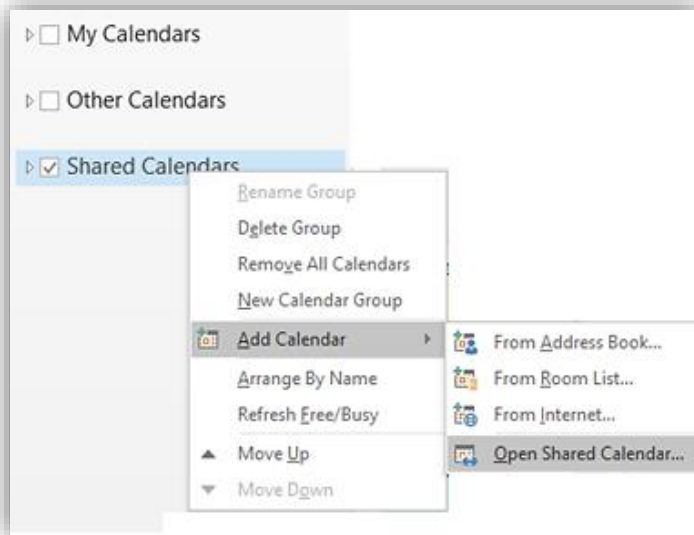
Outlook's Calendars can be used to view availability and reserve time in an ACS Procedure Room or Animal Room Hood by following the steps below:

1. Check the availability for a specific room/hood

Each ACS room/hood that is available to reserve has its own calendar

Go to the Calendars section of Outlook 

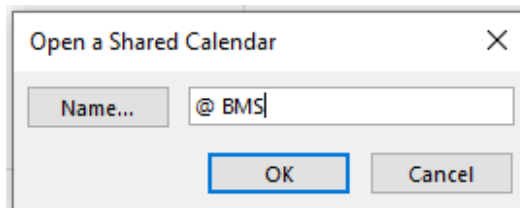
Right-click the calendar section you want to save ACS Rooms to (My Calendar, Other Calendar or Shared) and choose Add Calendar > Open Shared Calendar



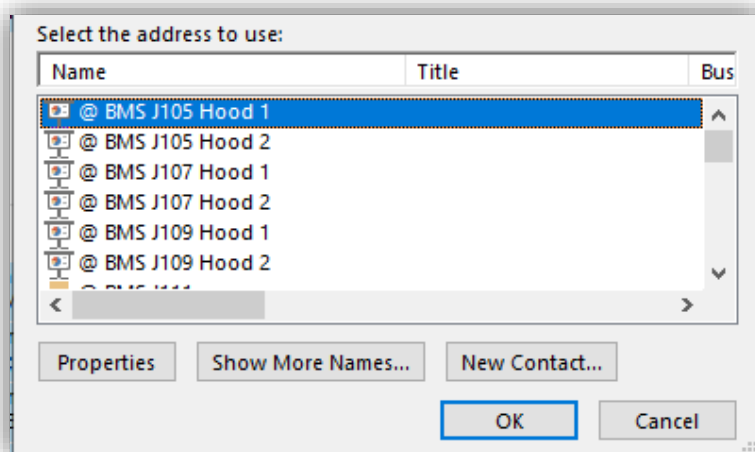
To view all rooms/hoods in a building:

Type "@" then hit the spacebar and enter the correct building abbreviation (BMS, CB, CG, VM)

- BMS (Biomedical Science)
- CB (Communicore Basement)
- CG (Cancer and Genetics)
- VM (Vet Med Metabolic Building)



You can now choose your animal housing room/procedure room and click "ok". *Alternatively, you can type in the exact room/hood name (see full list of rooms/hoods by building at the end of this document).*



NOTE:

- ❖ The first time you open a calendar it may take several moments to load.
- ❖ The actual room calendars are READ ONLY so you can check current availability. You CAN NOT book directly on the room/hood calendar
- ❖ Once you have identified an available date/time, return to YOUR calendar to reserve (see next steps).

2. Reserving a room/hood

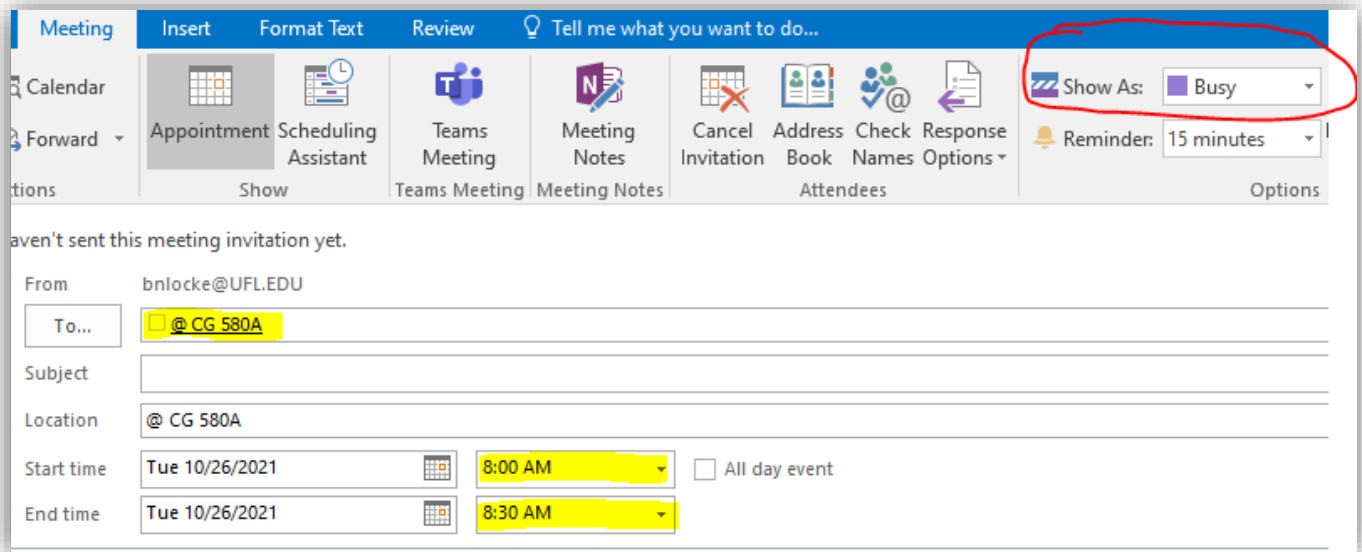
Return to your personal outlook calendar

Right click the day you want to request a reservation and choose "New Meeting Request"

In the "To:" field, enter the full name of the calendar you checked (*can copy exact names from list at end of this doc*)

Set the reservation Start and End times

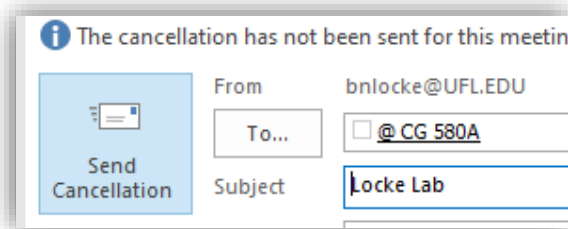
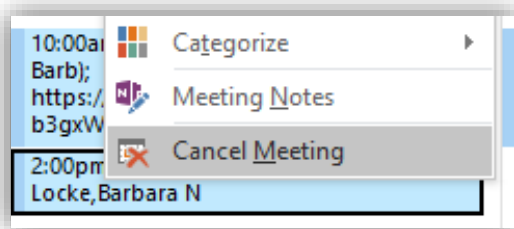
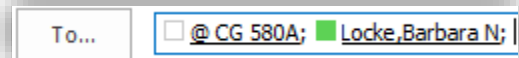
Ensure "Show As:" is marked as BUSY



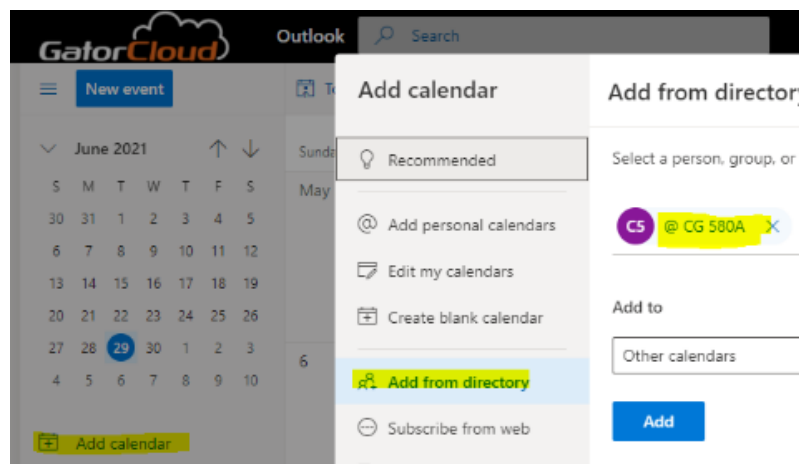
Once all above information is entered hit "SEND" button

NOTE:

- ❖ You are basically inviting the ACS Room to a meeting and it will automatically accept if no conflicts.
- ❖ You can invite others by adding them to the "To:" line
- ❖ The room account will send a response email shortly.
- ❖ To CANCEL a reservation go to YOUR calendar, right-click the meeting and hit "Cancel Meeting" then "Send"



- ❖ To view the room calendars in web mail: Add Calendar > Add From Directory > enter the room name (see list)



Reservation Calendar names by building

Biomedical Science

@ BMS J105 Hood 1
@ BMS J105 Hood 2
@ BMS J107 Hood 1
@ BMS J107 Hood 2
@ BMS J109 Hood 1
@ BMS J109 Hood 2
@ BMS J111
@ BMS J112
@ BMS J115 Station 1
@ BMS J115 Station 2
@ BMS J116
@ BMS J117
@ BMS J121 Hood 1
@ BMS J121 Hood 2
@ BMS J123 Hood 1
@ BMS J123 Hood 2
@ BMS J125 Hood 1
@ BMS J125 Hood 2
@ BMS J132
@ BMS J134 Station 1
@ BMS J134 Station 2
@ BMS J134 Station 3
@ BMS J135
@ BMS J138 Station 1
@ BMS J138 Station 2
@ BMS J138 Station 3
@ BMS J140 Hood 1
@ BMS J140 Hood 2
@ BMS J142 Hood 1
@ BMS J142 Hood 2
@ BMS J144 Hood 1
@ BMS J144 Hood 2
@ BMS J146
@ BMS J147
@ BMS J150 Station 2
@ BMS J154
@ BMS J156 Hood 1
@ BMS J156 Hood 2
@ BMS J158 Hood 1
@ BMS J158 Hood 2
@ BMS J158 Hood 3
@ BMS J160 Hood 1
@ BMS J160 Hood 2
@ BMS J179

Communicore

@ CB-16
@ CB-51
@ CB-52
@ CB-53
@ CB-53 Station 1
@ CB-53 Station 2
@ CB-61C
@ CB-61D
@ CB-61E
@ CB-61F
@ CB-61G
@ CB-65C
@ CB-85 BSC-A
@ CB-85 BSC-B
@ CB-86 BSC-A
@ CB-90B Station 1
@ CB-90B Station 2
@ CB-90B Station 3
@ CB-94
@ CB-96
@ CB-98
@ CB-99
@ CB-100A
@ CB-100B
@ CB-100E
@ CB-101
@ CB-102
@ CB-112
@ CB-113
@ CB-114
@ CB-115
@ CB-116
@ CB-118
@ CB-119
@ CB-121
@ CB-123
@ CB-125
@ CB-128
@ CB-129
@ CB-130
@ CB-134
@ CB-137 BSC-A
@ CB-137 BSC-B
@ CB-138
@ CB-140
@ CB-142
@ CB-156

Cancer and Genetics

@ CG 575A
@ CG 575B
@ CG 575F
@ CG 575G
@ CG 580A
@ CG 580B
@ CG 580C
@ CG 580E
@ CG 580F
@ CG 580G

Vet Med Metabolic

@ VM-19
@ VM-21
@ VM-23A
@ VM-23B
@ VM-26A
@ VM-26B
@ VM-28A
@ VM-28B