

## HOWTO: Reservation procedure for the *ReSPonD Lab*

### **Purpose:**

The purpose of this HOWTO is to detail the process of reserving a spot in the *ReSPonD Lab* for your research needs

By using this tool, any university affiliate can review the current bookings, make a reservation for their own needs, and be sent a calendar reminder of that event.

ISU uses Outlook (Microsoft) to handle scheduling. Gmail and Google Calendars will soon be grandfathered and should not be used. Two Outlook interfaces are available, and each interface will have its appropriate procedure.

If using a **desktop** version of Outlook, please refer to instructions with the **DESK** acronym.

If using the **online** version of Outlook, please refer to instructions with the **OWA** acronym.

### **Initial Set-up:**

As a future user of the *ReSPonD Lab*, you need to add the *ReSPonD Lab* calendar to your Outlook calendar options to **view availability** and **reserve** appropriately.

Please complete the following steps **before** making your 1<sup>st</sup> *ReSPonD Lab* reservation.

### **I. Initial Set-up:**

#### **1. DESK**

1. Open Outlook
2. Go to your **Calendar** view
3. In the *Home* option strip, select **Open Shared Calendar**
  - i. In the search box, search: **ROSS H 326**
  - ii. **Select** and click **Open**
4. A **ROSS H 326** calendar option has been added to your calendar lists
  - i. In case this does **NOT** appear, repeat the steps above from (3.)
5. You have now completed the **initial set-up**

#### **2. OWA**

1. Open Office 365 on any internet browser: <https://www.office.com>
2. In the left-hand app options, **select** the **Outlook** icon
  - i. If needed, use your ISU login information
  - ii. Outlook will now open in a separate tab
  - iii. In the left-hand app options, **select** the **Calendar** icon
3. In the Calendar view
  - i. Click **Add calendar**
  - ii. On the left-hand side menu, **select Add from directory**
  - iii. Type **ROSS H 326**
    1. Choose option **Add to > My calendars**
    2. Click **Add**

3. Close the *Add calendar* window with the right-hand corner X
4. You have now completed the **initial set-up**

## II. View Availability

Before scheduling your *ReSPonD Lab* session, ensure that no other reservations have been booked for your intended time.

### 1. DESK/ OWA

1. Open Outlook
2. Go to your Calendar view
3. **Uncheck** your personal calendar
4. **Checkmark** the **ROSS H 326** calendar
5. **Review** your intended reservation day and time
  - i. If a block titled “**busy**” is present, the *ReSPonD Lab* has already been booked for your intended time. **Select** a new time.
  - ii. If **no** block exists, move to **III. Reservation procedure** below

## III. Reservation procedure

After completing the **view availability** section, you are now ready to make a *ReSPonD Lab* room reservation.

### 1. DESK

1. With your present calendar view being **ROSS H 326** (check marked option)
  - i. Locate the **Appointment** icon in the *Home* option strip
    1. Click on **Appointment**
    2. A new window will open:
      - a. Give a subject to your reservation
      - b. Set **location** to: ROSS H 326
      - c. **Adjust** as necessary:
        - i. Starting and ending day and time
      - d. In the blank content box:
        - i. Complete as much information needed for your participants and those sharing the event with you
  3. **Click on *Invite*:**
    - a. **To: field**
      - i. All intended participants to the event should be added here:
        1. Enter the ISU email of all intended participants
        - ii. **Enter the *ReSPonD Lab* calendar name: **ROSS H 326** as a participant**
  4. **Adjust** additional settings:
    - a. Complete any calendar settings as you would for regular calendar invites
      - i. Consider setting:
        1. **Unselecting *Teams Meeting*** option

2. **Select** an event reminder
5. **Once** complete:
  - a. **Send** the appointment
2. **OWA**
  1. With your present calendar view being **ROSS H 326** (check marked option)
    - i. Locate the **New event** icon on the top left-hand side corner
      1. Click on **New event**
      2. A new window will open:
        - a. Give a subject to your reservation
        - b. Next line (*Invite Attendees*)
          - i. All intended participants to the event should be added here:
            1. Enter the ISU email of all intended participants
            - ii. **Enter the *ReSPonD Lab* calendar name: **ROSS H 326** as a participant**
          - c. **Adjust** as necessary:
            - i. Starting and ending day and time
          - d. Set **location** to: ROSS H 326
          - e. **Adjust** as necessary:
            - i. Consider **unchecking** *Teams Meeting* option
            - ii. Set event reminder
          - f. In the blank content box:
            - i. Complete as much information needed for your participants and those sharing the event with you
  3. **Once** complete:
    - a. **Send** the appointment

#### IV. Editing Procedures

1. **DESK/ OWA**
  1. **After** sending the appointment, the following actions will be taken by Outlook:
    - i. An appointment event will be created in your **own *Calendar*** and all other participants' email you included
    - ii. An **acceptance email** from the ROSS H 326 calendar will be sent to the event organizer, confirming the room reservation.
      1. If a conflict exists, the request will be **rejected**
        - a. If this occurs, refer to step (II.)
  2. Housekeeping practice
    - i. Once completed, the organizer should always remember to restore their calendar settings:
      1. **check mark** your personal *calendar*
      2. **uncheck** the ROSS H 326 calendar
  3. **Canceling/ Editing** the event
 

The event organizer is responsible for **canceling** or **editing** appointments. To do so, follow this procedure:

    - i. **Ensure that you are viewing your personal calendar**

- ii. **Click** on the event your wish to cancel or edit
  1. **If canceling**
    - a. **Select** that option in the appointment view
  2. **If editing**
    - a. **Edit** any information from the appointment box view
    - b. **All changes** will update the *ReSPonD Lab* calendar
- iii. Please note that **any changes** will still be subject to being **approved or rejected** based on the calendar's availability.

For any questions, please refer to the current RA for Dr. John Levis.