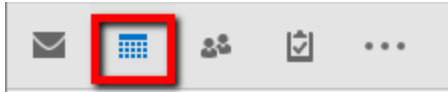
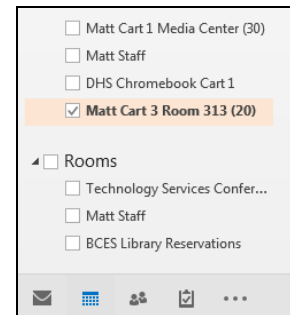


## Making Reservation on Public Calendar:

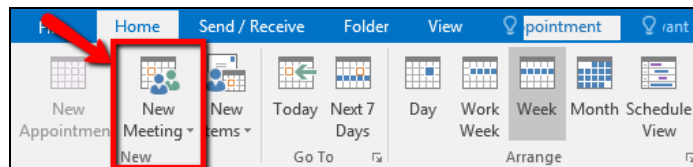
1. Open the calendar section of Outlook.



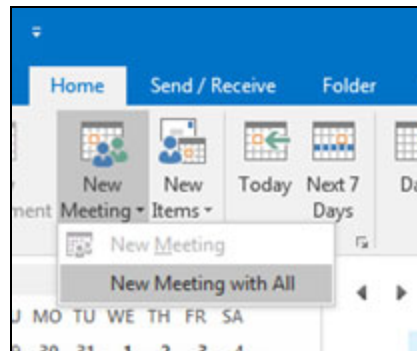
2. Click on the calendar where you want to make a reservation.
3. On that calendar find the date when you want to reserve the room or equipment, click on that date to select it.



4. Then, find the New Meeting menu at the top of the calendars section. Click **New Meeting**.



5. From the dropdown, select **New Meeting with All**.



6. In the appointment box that opens,
  - a. Type your name in the Subject line
  - b. **In the Location line**, DELETE what shows and type your **meeting/event name and your name** and the **approximate number of attendees** for the meeting.
  - c. Enter your Start and End times.
  - d. Hit **Send**.

Send	To...	CO Drive Lab 1	
	Subject	Ruth Allen	
	Location	Technology Training (15)	
	Start time	Tue 1/22/2019	1:00 PM
	End time	Tue 1/22/2019	2:00 PM

7. The reservation will be added to the room/equipment calendar, and it will be added to your personal calendar.

***\*\*To cancel a reservation, select it on your personal calendar in Outlook and delete it.***