

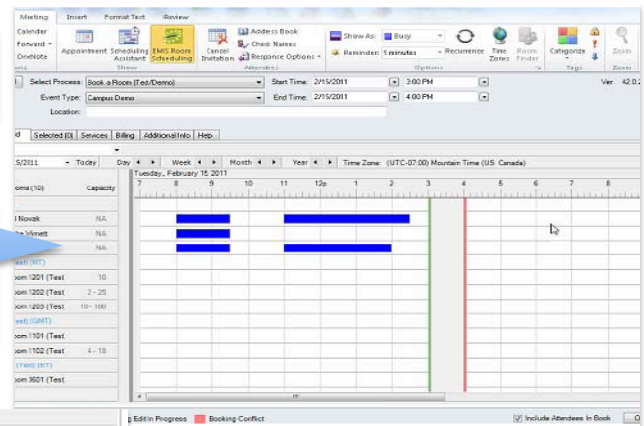
Reserving a Room in Outlook



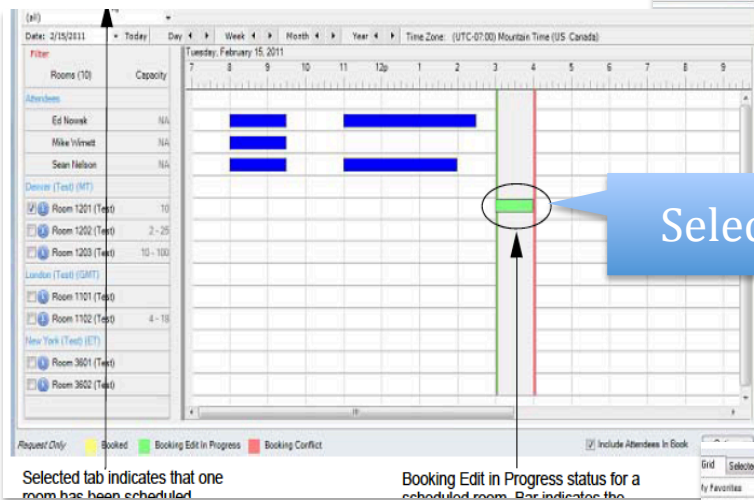
1
Open Microsoft Outlook and create a standard event request that includes the event subject, the date and time for the event, and invite the necessary attendees.

2
Click EMS Room Scheduling

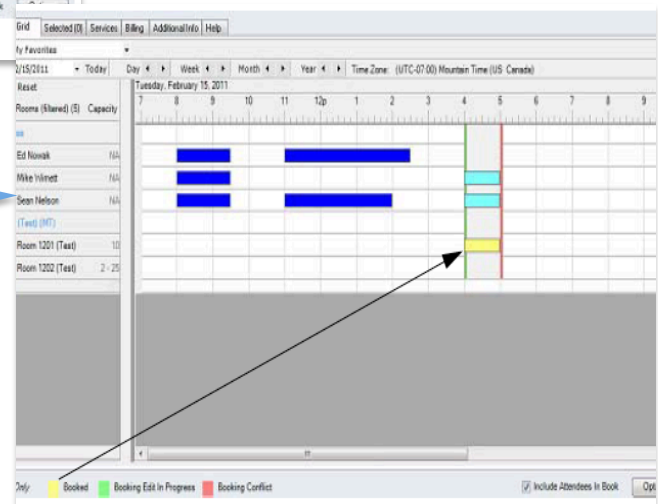
3
On the Event Type list, select the event type for the event.



4
Select the event room.



5
Click Save/Send



How to Reserve a Room Online

1

Navigate to schedulon.med.umich.edu

2

Pick the area of your desired room

3

Select the date, time, and facility of your event in the 'Where and When' box. In the 'Setup Information' box select your 'Event Type'.

4

Click Find Space

5

Select a room by clicking the green + sign next to the room.

6

Click the yellow 'Continue' button at the bottom of the page.

5

7 Fill out your event and contact details, all required fields are denoted with a red asterisk.

8

Click Submit

Book A Room Facilities Pilot My Reser

Medical Campus Reservations and Requests

NCRC Reservations and Requests

Book A Room Facilities Pilot My Reservations Browse My Account Medical School Admin Help

NCRC Reservations and Requests

Welcome Brian James Wells

Location Details

No rooms currently selected

Thursday, August 23, 2012 Eastern Standard Time 12 Hours

Attendees

All Attendees

Brian James Wells

When and Where

Add to Calendar/Send Invitations

Date: 8/23/2012 Thu Recurrence

Start Time: 5:00 PM End Time: 6:00 PM

Facilities: (all)

Setup Information

Setup Type: All

Find Attendee:

Availability Filters

Features:

Find Space

When and Where

Add to Calendar/Send Invitations

Date: 8/23/2012 Thu Recurrence

Start Time: 5:00 PM End Time: 6:00 PM

Facilities: (all)

Setup Information

Setup Type: All

Find Attendee:

Availability Filters

Find Space

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	CONFLICT
8/23/2012 Thu		5:00 PM	6:00 PM	NCRC10 - G064	Reserve	

Thursday, August 23, 2012 Eastern Standard Time 12 Hours

Attendees

All Attendees

Brian James Wells

List Grid

NCRC Building 10

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
G062B	0												
G063	0												
G062A	0												
G064	0												
South Atrium	0												
G065	0												
A180	0												
ACR1	0												
A164	0												
ACR2	0												

Location Details

Event Details

Event Name: Meeting Event Type: Meeting

Calendar Details

Subject: Meeting Show Time As: Busy

Reminder: (none)

Message:

Attach File

Group Details

Group: Med Sch Admin Core Roll-up

1st Contact: Boucher, Susan

Phone: 734/763-9034 Fax:

Email: sueb@med.umich.edu

Submit

