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.

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https://wiki.umms.med.umich.edu/display/EMSForum/Schedulon
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.
7. Fill out your event and contact details, all required fields are denoted with a red asterisk.
8. Click Submit

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