1. Navigate to your calendar page.
2. Click New to schedule appt. and meeting space.
3. You’ll get a pop-up window that looks like this.
4. When the window pops up, you’ll be in the Appointment tab.
5. Click on the Scheduling Assistant tab to get the screen you see above.

Here is where you schedule the **WHEN** (6) and **WHERE** (8) of your meeting. You can choose either one first.

6. **CHOOSING THE WHEN**
   
   There are A LOT of ways to navigate to your desired meeting time.
   6a. Drop-down menus for date and time for start and end.
   6b. Click on dates in this calendar.
   6c. Scroll through list to choose time.

7. The color-coding on the page will alert you whether the time and/or space is available.
CHOOSING THE WHERE

8. Select the little arrow to the right of select rooms and click on More... to get another pop-up window. (Don't close the scheduling window. You're not done with it).

9. Navigate to your room by:
   9a. Typing in all or part of the room code and hitting the search icon.
   9b. Scrolling through the entire list until you reach the room you want.

10. Double-click on the room you want to use.

11. The room code will appear here when you double-click.

12. Make sure you click OK to verify your selection. The window will close and you should be back to your scheduling assistant window.
13. Now, back at the schedule assistant pop-up, make sure you mark the checkbox next to the room you want to use. (You might have more than one on the list, either on purpose or by accident.)

14. Navigate back to the Appointment tab of this window to finalize and save your reservation request.

15. Now fill in your subject line (15a) and use the text area (15b) to list important information. (ie: # of attendees, contact if different than scheduler, why this room is most suitable, etc.)

16. When you’re finished, just click send. You’ll receive an email as soon as your request has either been confirmed or denied.