

# Reserve GCRL facility space by using your outlook calendar

**Step 1:** Open up your Microsoft Outlook email

**Step 2:** Click on the calendar icon on the bottom left hand corner

**Step 3:** Click “New Meeting” in the top left hand corner

**Step 4:** Invite people who may need to know about this meeting (you do not have to do this step)

**Step 5:** In the subject line type what you are reserving the space for

**Step 6:** Where it says “Location”, click the button that says “Rooms...”

**Step 7:** Pick your room (Ex: Caylor 104, 103 & Auditorium; FSB 101,102,105,108; Cedar Point Room A,B,C; MEC Conference Room, Dining Hall)

**Step 8:** Choose your start and end time

**Step 9:** Click Send

\*If the space is available it will automatically reserve this space for you. If the room is already reserved it will decline your request.

When you are making these reservations and it declines your request, you can look in the bottom right hand corner of your “set up a meeting tab” and see what times that space is available for that day.

IF YOU HAVE ALREADY SENT IN A ROOM RESERVATION: I have updated the Outlook calendar to reflect what existing reservations I already have listed. If you do not see your name or date with your room reserved, please feel free to go ahead and reserve it yourself.

If you would like to view a specific room calendar as a whole, under the calendar tab press “Open Calendar”, then click “From Room List” and then you may select what room you are trying to reserve. If you have any questions or encounter any problems while trying to reserve a space, please contact Ben Weldon at 228-818-8824.

As of right now we do not have calendars for any Housing Facilities. If you are looking to book housing accommodations please contact Ben at the above phone number.