The College of Education manages and has made public calendars for the COE Lobby and 150 in order to view their availability. See the directions below for instructions on making official room requests for the COE Lobby and COE 150. The screen may appear slightly different based on the version of Outlook you are using.

Please adhere to the meeting times you are approved to have the room, because many meetings are scheduled back to back. COE 150 is a classroom Monday through Thursday and is not available for during that time. Please note College of Education events are also given priority.

Student organizations should ask their faculty or staff advisors to reserve these spaces on their behalf.

**Schedule a meeting in COE 150 or the COE Lobby**

Send a meeting request to set up a time to meet with others and to track who accepts the request.

1. In Calendar, click **New Meeting**.

   ![New Meeting](image)

   **Keyboard shortcut** To create a meeting request regardless of where you are in Outlook, press Ctrl+Shift+Q.

2. In the **Subject** box, tell your recipients what the meeting is about.

3. In the **Location** box, tell your recipients where this meeting will be held. If you use a **Microsoft Exchange account**, click **Rooms** to check availability and reserve rooms.

   1. **Rooms** are listed as COE 150 or COE Lobby
   1. COE 150 is limited to 75 people

4. In the **Start time** and **End time** lists, click the meeting start and end times.

5. In the meeting request body, the following information is required. You can also **attach files**.

   The following information should be included with the request:

   - **Event Name**
   - **Organizer Contact Information**
     - Name
     - Email
6. Click **Scheduling Assistant**. The Scheduling Assistant for Exchange accounts helps you find the best time for your meeting by analyzing when recipients and meeting resources, such as rooms, are available.

   If you’re not using an Exchange account, click **Scheduling**.

7. Click **Add Attendees**, and then type the recipients names, email addresses, or resource names (separated by semicolons) in the **Required**, **Optional**, or **Resources** boxes.

   If you’re not using an Exchange account, click **Add Others > Add from Address Book**.

   You can search for attendees by typing in the **Search** box, and then clicking **Go**. Click the name from the results list, and then click **Required**, **Optional**, or **Resources**.

   A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting. You can click and drag the lines to a new start and end time. For Exchange accounts, the free/busy grid shows the availability of attendees.

8. For Exchange accounts, the **Room Finder** pane contains suggested best times for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.

9. After your attendees are added, to switch back to the meeting request, on the ribbon, click **Appointment**.

10. Click **Send**.

11. You will receive one of the following immediate responses via email.

   - **Tentative**
     1. Your request was received and is pending approval.

   - **Declined**
     1. Your request was declined because there are conflicts.

12. The request is only approved when you receive the following email
• Accepted

1. COE “the Room Number” has accepted this meeting.

**Open a COE Room Calendar**

**NOTE** A [Microsoft Exchange Server account](https://www.microsoft.com/en-us) is required.

1. In Calendar, on the Home tab, in the Manage Calendars group, click Open Calendar, and then click From Room List.
2. Type a name in the Name box, or click Name to select a name from the Address Book.
   1. COE Calendar Names
      1. COE 150
      2. COE Lobby

The shared Calendar appears next to any calendar that is already in the view.

After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time that you want to view the shared Calendar, you can click it in the Navigation Pane.

**NOTES**

• To remove a calendar from the Other Calendars list, right-click the calendar, and then click Delete Calendar.
• The owner of the calendar items controls who can see the items and change them.

**Training Resource**

[Lynda.com](https://www.lynda.com/) has a very good tutorial on how to use Outlook Calendars.

1. Refer to Tutorial - Outlook 2013 Essential Training
2. Section 7 – Working with the Calendar

**COE Contact Information**

If you need addition help please contact Shea Allman at 404-413-8127 or sallman@gsu.edu
COE Room Details

**COE 150**
Details of the Room:
- Room 150 is located on the first floor, College of Education building.
- The room is used as a classroom Mondays-Thursdays and can be used for other functions when room 150 is not used as a classroom.
- COE 150 has an approved capacity of 75.
- The room is equipped 26 rectangular tables with casters and 75 chairs.
- There is one computer, and two overhead projectors, and two projector screens in the room that can be used for video, Power-point, or other presentations.
- The access code to open the room will be emailed to you upon approval of room use.

**COE Lobby**
The following items are your responsibility:
- The COE Dean’s Office does not furnish tables and chairs for your event in the lobby.
  - If you need tables and/or chairs, you need to contact the Facilities Customer Service Center at 404-413-0700 well in advance of your event.
- Please do not block the entrances to the building and/or room 150.
- If you move the furniture in the sitting areas of the lobby, please return the lobby in the order that you found it.
- If you are having an event catered, you must make arrangements with your caterer to pick-up their equipment and clean-up after your event.
- If there is a large spill or something in the room gets damaged during your event, please notify the College of Education Dean’s Office staff immediately (10th floor).
- Any damages are the responsibility of the person, department, or organization reserving the room.