

The College of Education and Human Development (CEHD) manages a public calendar for reserving room 150. See the directions below on how to submit a request. The screen may appear slightly different based on the version of Outlook you are using.

Room 150 is a classroom Monday through Thursday and may not be available for your event.

Please note College of Education and Human Development (CEHD) events are also given priority.

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

How to Schedule an Event in CEHD 150

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**.



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.
 - **The calendar for room 150 is listed as COE 150.**
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
 - Phone Number
- **Sponsoring Department:**
- **Estimated Attendance:**
- **Early Access Time:**
- **Event Start Time:**
- **Event End Time:**
- **Are you providing food? Mark One: YES NO**

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 CEHD Room Calendar

NOTE A [Microsoft Exchange Server account](#) 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.
 - COE Calendar Name: COE 150

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](#) 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

CEHD Contact Information

You can contact Shea Allman at 404-413-8127 or sallman@gsu.edu with questions.

CEHD Room 150 Details

- Room 150 is located on the first floor of the College of Education and Human Development building.
- The room is used as a classroom Mondays-Thursdays and can be used for other functions when room 150 is available.
- COE 150 has an approved capacity of 75 and is equipped 26 rectangular tables with casters and 75 chairs.
- There is one computer and two projectors in the room that can be used for video, Power-point, or other presentations.