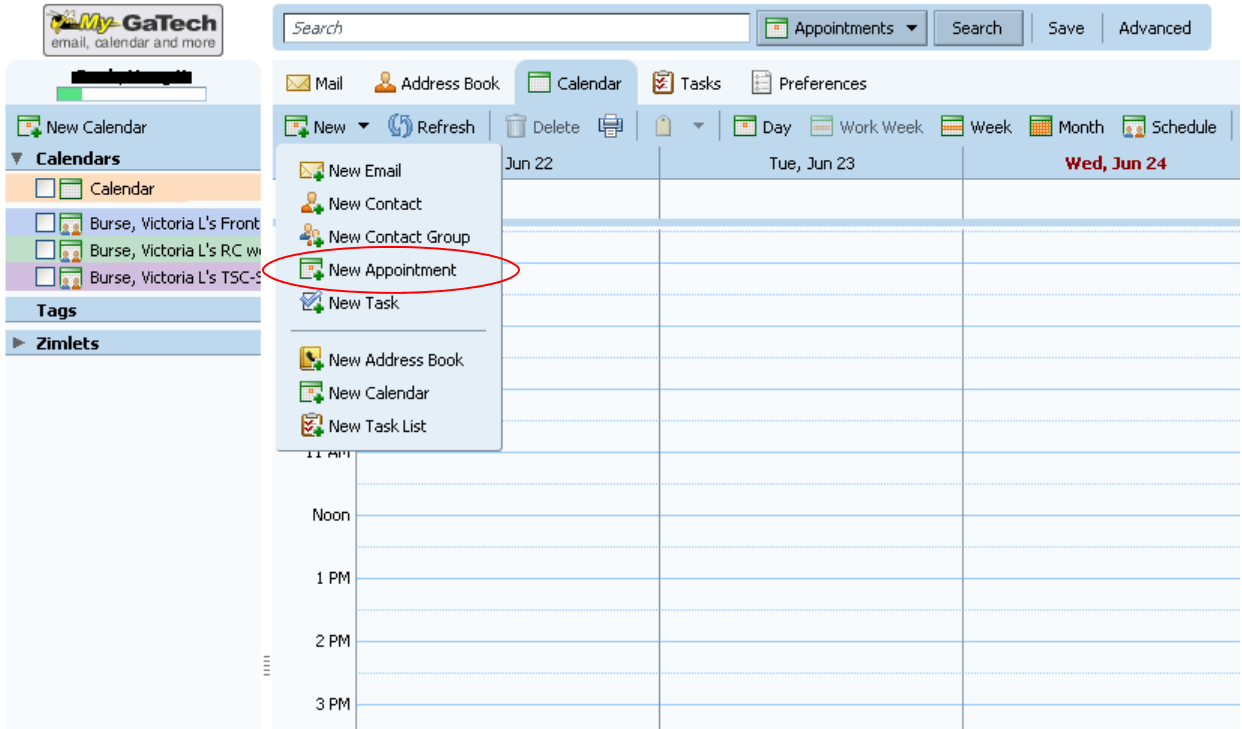
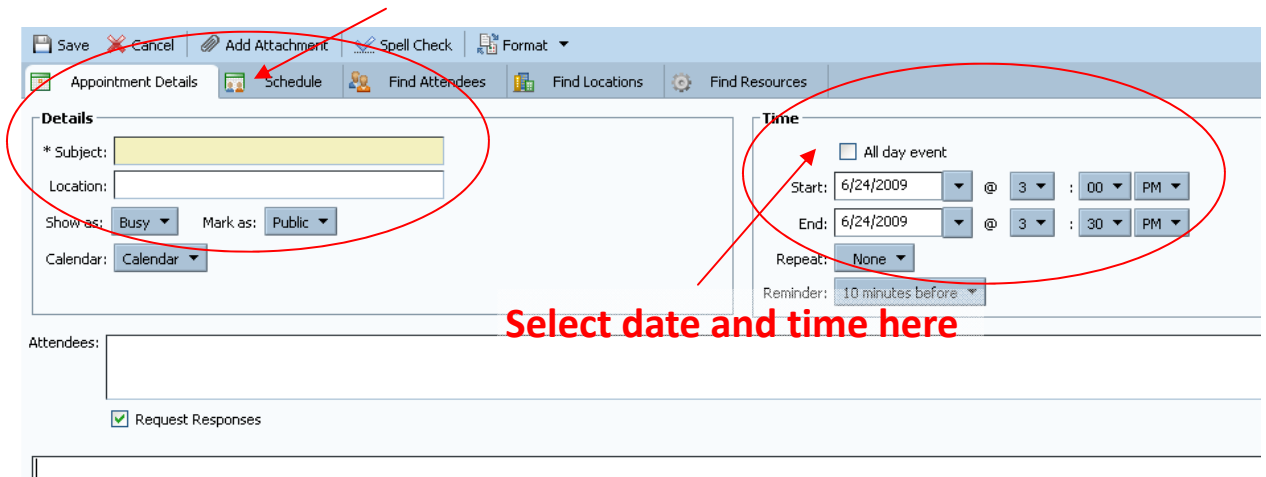


1. The process of reserving the Multipurpose Room includes creating a meeting request in My GaTech, in which you will INVITE this room as a LOCATION.
2. In any view except Preferences, on the toolbar click the arrow on and select New Appointment.

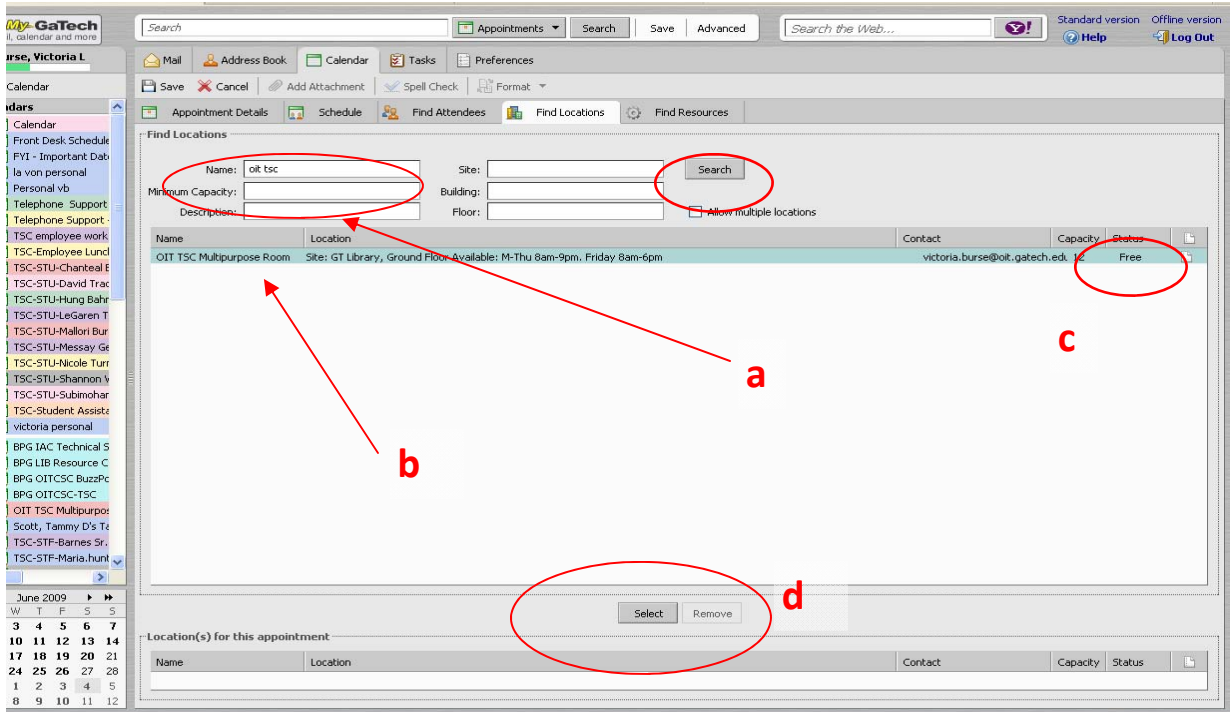


3. In the Details sections, enter the Subject, and Free/busy status - which should be marked as Busy. The subject becomes the description in the calendar and is required. Also, select the date and time of the meeting.

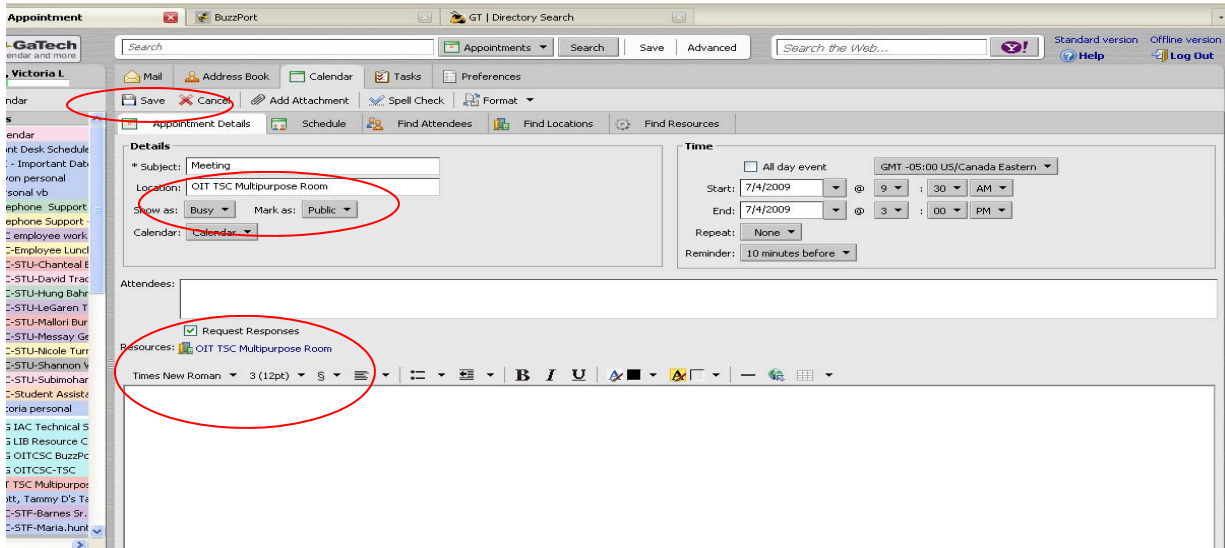
Insert information here



4. Use the Find Location tab to find and reserve the OIT TSC Multipurpose Room. Type (a) OIT TSC in the Name box, then click Search— (b) locate the room. Check the Status column (c), to be sure the room is free during your desired date and time - and then click (d) select.



5. Return to the Appointment Details tab, you will now see the location field has been updated, and this resource has been added to your meeting. Now, save this meeting to your calendar.



This meeting is now reflected on your personal calendar, and within a few moments you will receive an e-mail indicating that your request has been accepted. If this is not the case, you may call the OIT-TSC Telephone Support Center at 404-894-7173 or e-mail support@oit.gatech.edu