CBC shared conference rooms scheduling

Calendars for reservations in CBC shared conference rooms are stored on the University Email System, (UES). If you are a faculty or staff member in CBC you can access the calendars from Outlook or from the Outlook Web App, (OWA), interface on any browser. If you are a grad student, you will need to use Buckeyemail with a different procedure to reserve conference rooms.

Conference room calendar names

University Email System Display Name	UES email address (used by Buckeyemail)	Capacity
+ASC 1023 McPherson Lab	asc-1023mp@osu.edu	12-15
+ASC 1120 Newman & Wolfram Lab	asc-1120nm@osu.edu	8-10
+ASC 2136 Newman & Wolfram Lab	asc-2136nm@osu.edu	18-20 at table, more seats along walls
+ASC 716 Riffe Building	asc-716rf@osu.edu	12-15*
+ASC 768 Biological Sciences Building	asc-768bi@osu.edu	8-10
+ASC 773 Biological Sciences Building	asc-773bi@osu.edu	25
+CBEC 230	cbec230confrm@osu.edu	33
+CBEC 267	cbec267confrm@osu.edu	45
+CBEC 330	cbec330confrm@osu.edu	33
+CBEC 415	cbec415confrm@osu.edu	6-8*
+CBEC 430	cbec430confrm@osu.edu	33
+CBEC 467	cbec467confrm@osu.edu	23
+CBEC 468	cbec468confrm@osu.edu	23

*Rough estimation based on square footage. Seating might not be available for this estimated capacity.

See the instructions below to make a room reservation.

Reserving a conference room: Faculty and Staff

Room reservations are made from your personal calendar in Outlook or OWA. These instructions use OWA. The idea is that you are making a meeting reservation on your calendar, and you are inviting the conference room to the meeting.

1. Open your calendar, and click on a time/date when you would like to reserve a conference room. See *Figure 1.*

2. Pick the tab/menu choice named "Scheduling Assistant".

3. Invite the room to your meeting by typing the conference room name in the field below your own name on the left. The Global Address List on UES is indexed on Display Name, and those names are listed in the table above. It is also helpful to know that all room display names for all conference rooms start with the string "+ASC" or "+CBEC", followed by a space, and then the room number.

4. After you've added the conference room to the attendees list, it's fairly easy to see when the conference room has prior reservations. If need be you can adjust your time/date to schedule during a free slot.

5. If you are using OWA, make sure that the room you have chosen is checked. OWA has a tendency to add the room, but not check the box under "Select Rooms". See *Figure 2.*

6. Go back to the "Appointment" tab, and enter a Subject. Sometimes the Location is auto-filled. If not, you can if you wish enter a location, (presumably the conference room you are reserving). This field is not required. It makes more sense for informational purposes when you are inviting other people to the meeting in that room.

7. Send the request. You will receive an email telling you if your request has been accepted or denied. For faculty and staff in CBC, requests are automatically accepted unless there is a conflict with a previously scheduled reservation. Do not presume that a request has been accepted. Read the email that you get from the automated booking system, especially when making recurring reservations.

Reserving a conference room: Faculty and Staff

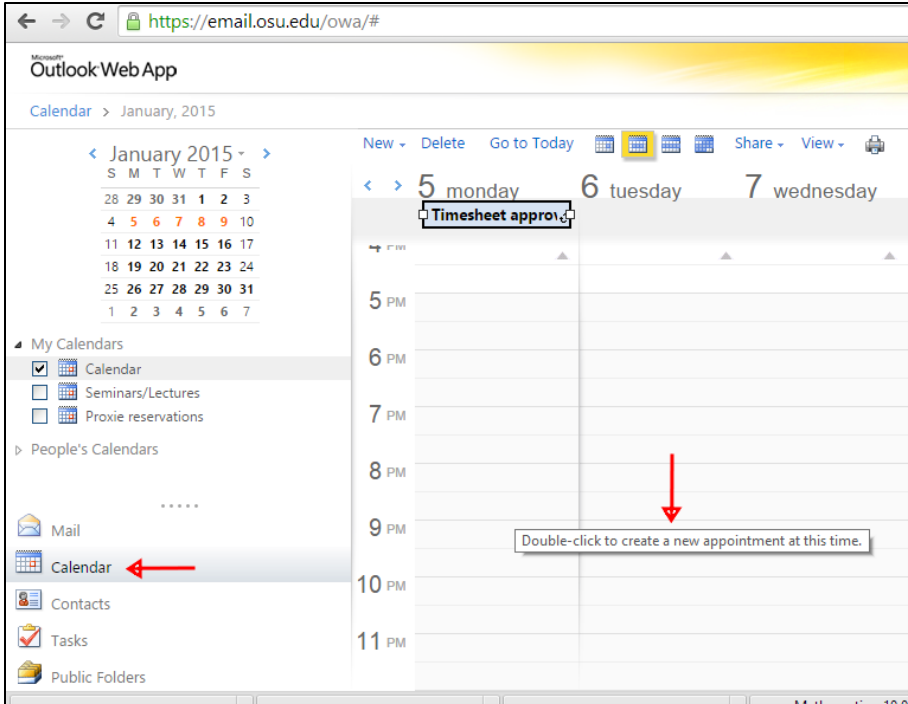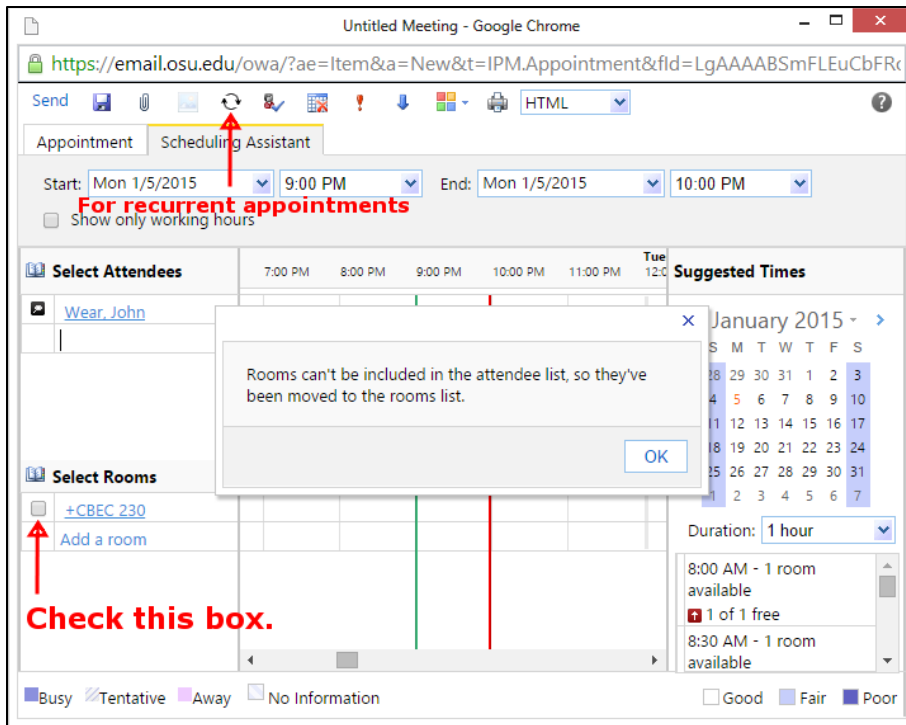*Figure 1 Start a reservation from your personal calendar*

Figure 2 Add a conference room using the Scheduling Assistant

Reserving a conference room: Grad Students

1. Most graduate students do not have UES accounts, but do have Buckeyemail accounts. You'll need to log onto Buckeyemail directly to make a room reservation.
2. Logon to your Buckeyemail account and pick the "Calendar" tab
3. Select the desired date and time for your meeting
4. Select New Event in the upper left hand corner of the calendar window
5. Give the Event a name
6. In the body of the Event, type "Conference room request". *Figure 3* shows how the Event might look in Buckeyemail.
7. Select Scheduling Assistant
8. In the Attendees field type one of the conference room email addresses in the table above.
9. In the Attendees field type the address cbc-rooms@osu.edu.
10. Prior reservations will be marked by a grayed-out box labeled "busy." *Figure 4* shows an example of how the attendees list and scheduling might look.
11. After you've found a free time, click on OK and go back to the Event form.
12. Click Send to schedule the meeting. It should show up on that conference room's calendar but will need to be accepted by our administrators.
13. **Important: We use the event invite to cbc-rooms@osu.edu to give us enough information, (date/time/room), for us to find the request and approve it. If your meeting is not approved by calendar admins it is not scheduled, and is only considered tentative. Until it is approved, someone could schedule the same room/time.**

Reserving a conference room: Grad Students
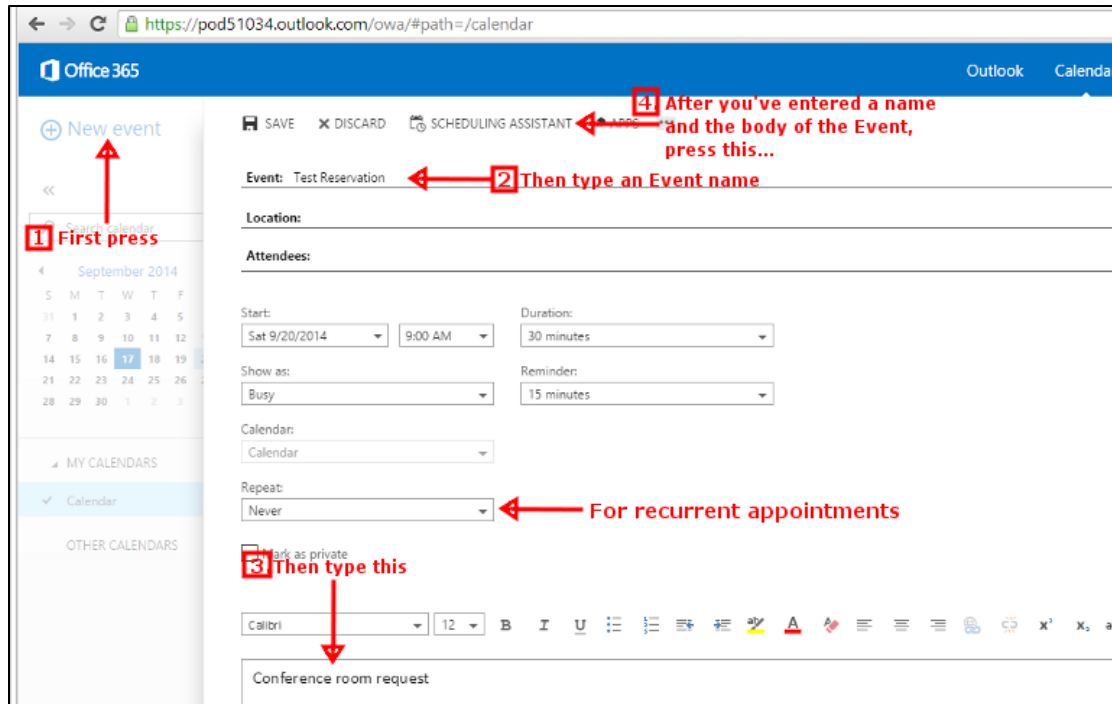
Figure 3 Create a new event in Buckeyemail

Figure 4 Buckeyemail Scheduling Assistant