

RESERVING *Library's Mobile Lab*

1. Go into Outlook and select calendar. Next click on File, Open, Other User's Folder. Then click on Name, and over in the upper right corner select the down arrow and choose **Mobile Lab**, then press OK. This will display the calendar of the room you are looking for. Check the date and time you would like to use the room to make sure it is available.
2. If there is nothing scheduled at that time, go back to your own calendar in Outlook, then click on actions, "new meeting request." Select the "to" tab, choose resources from the top, upper right list again using the arrow, then double click the name of the room, i.e. Room - Science 1005 and it will list it as a required attendee. Hit OK or enter to return to the meeting request.
3. Next list a subject title, the name of the event. Leave the location blank and click on the arrow next to start time to select a date, then select the arrow next to the time to select the correct time to begin usage of the room. Next pick the end time the same way.
4. Then press send! An acceptance reply will come back to you if it's approved and you then have proof of the reservation.
5. If this is for a meeting in which you will invite others, please wait for the acceptance of the room, then you may send the meeting request to others, filling in the room that has been accepted in the area marked location.

Remember, this is just for ON-CAMPUS, Warner-related requests. If anyone calls from an outside church or has a personal request, please forward them to Nathan Dunbar at extension 1206.

Please also note that requests for usage of a Warner vehicle will work the same way as the room reservations. Send a meeting request directly to that car! Remember, putting an event on a calendar is not giving you permission to hold an event. Approval must be gained through your supervisor. To request any audio/visual equipment for events, continue to email Derek Bradford. To request food services, email FoodServices. If a student would like to submit a Warner Event, he or she may contact his or her staff overseer in student development who will send the meeting request for him or her."

Completing each step of this process will ensure that the event is properly scheduled, and that it is promoted to the community, alumni, constituents, employees, etc.