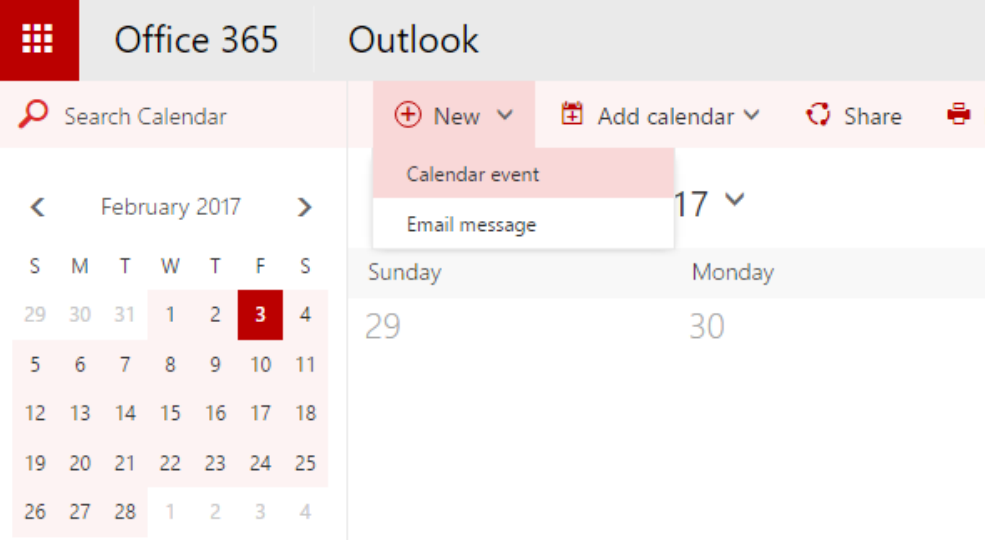


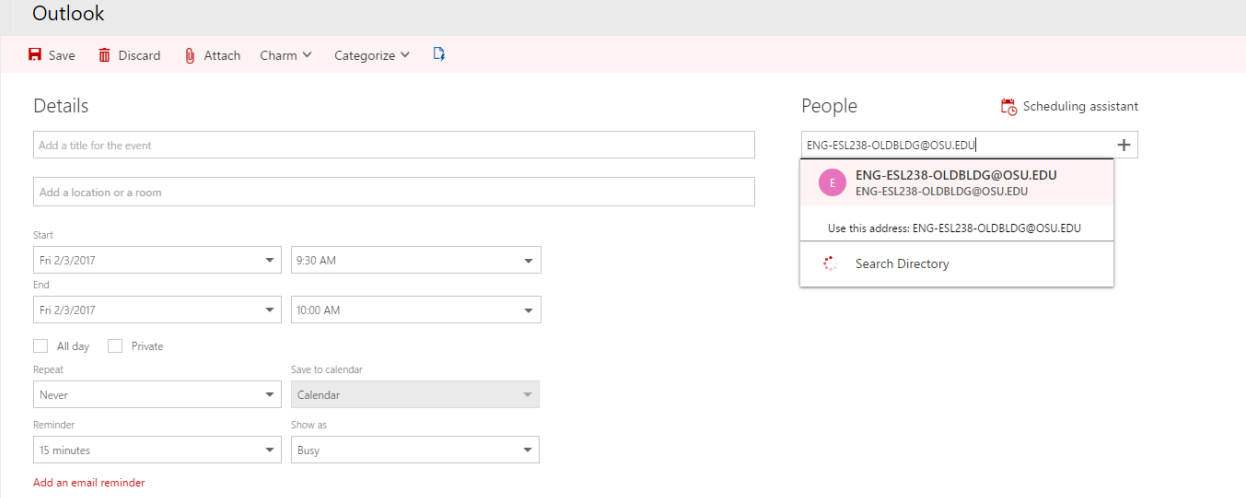
Making Room Reservations via Buckeyemail

View the calendar availability first to ensure your time/day is free. Go to your calendar in Buckeyemail and follow these steps:

- 1. Select the "New" dropdown menu and select "Calendar event".



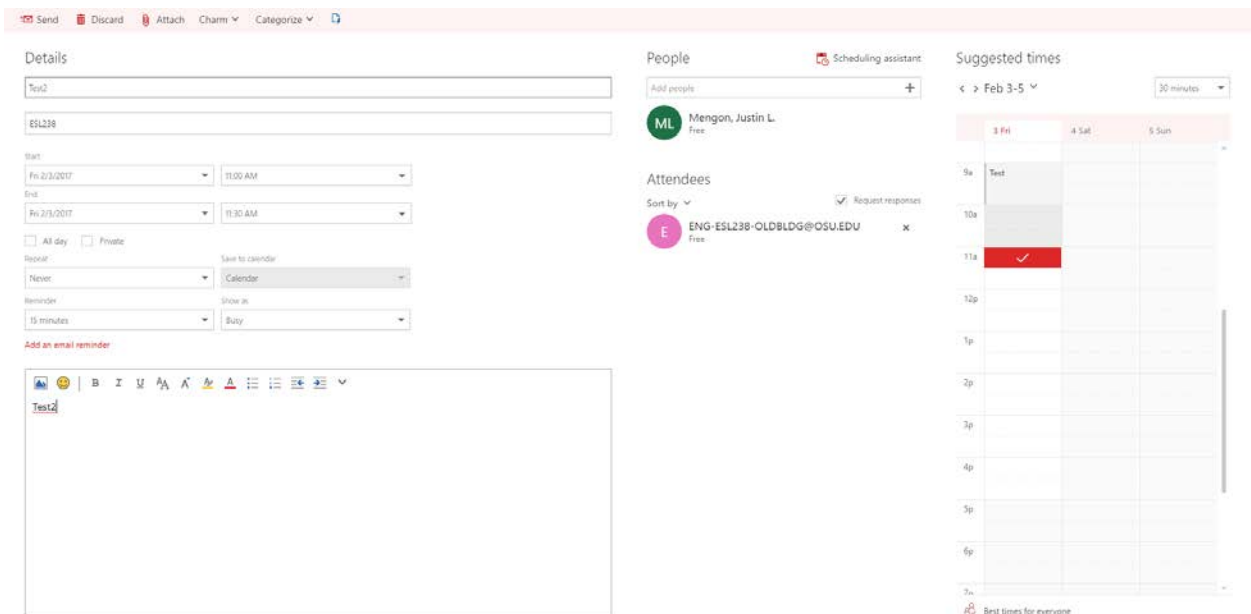
- 2. Add appointment details (Start/End times, Title) as you normally would do.
- 3. To send the reservation request to the room, type the room address in the **People** section and press the Enter key. **NOTE: room addresses are shown on the home page next to the name of each calendar and also under the image below:**



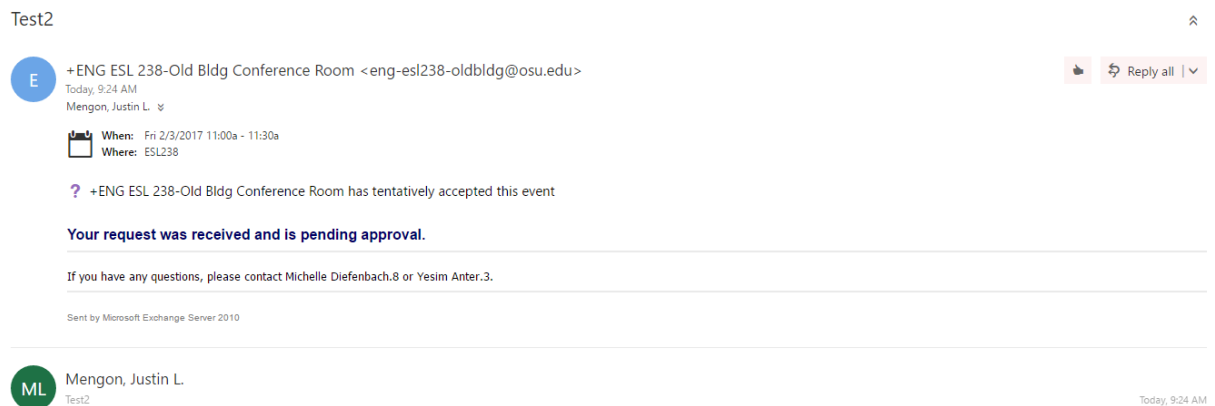
Email addresses for CR bookings:

Old ESL 238: eng-esl238-oldbldg@osu.edu , old ESL 240: eng-esl240-oldbldg@osu.edu ,
old ESL 251: eng-esl251-oldbldg@osu.edu , new ESL 141: eng-esl141-newbldg@osu.edu ,
new ESL 150: eng-esl150-newbldg@osu.edu , new ESL MRC (132): eng-esl132mrc-newblg@osu.edu ,
new ESL Lobby: eng-esllobby@osu.edu

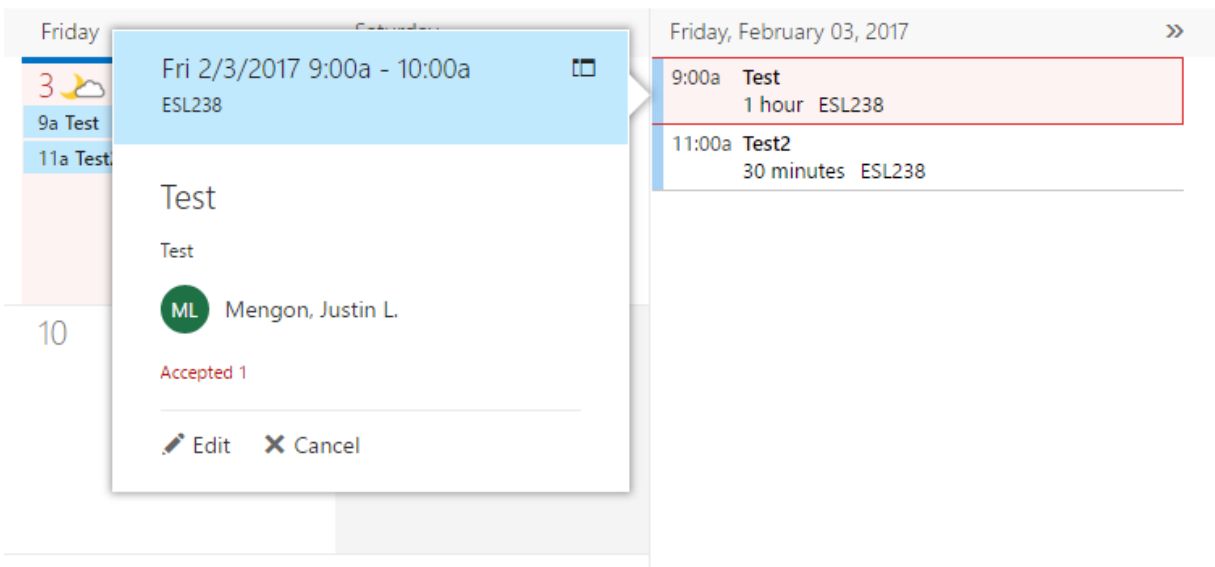
- 4. Once all details are entered and the room is listed under Attendees, press **Send**.



- The event will show up as tentative in your calendar and you will receive an email notification that your reservation has been received and is pending acceptance.



- Once the reservation is accepted, you will receive a second email notification indicating your reservation was accepted and the appointment will change to accepted status on your calendar.



If you need to change or cancel your reservation, use the appropriate links in the appointment from your calendar.