

Making Room Reservations via University Mail

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ESL Room Scheduling

Click on "**View Calendar**" to see availability. [University employees](#) (faculty/researchers/staff) can make room reservations by clicking on "**Reserve Room using University Email**". [Students](#) can schedule meetings on the calendar by clicking on the "**Reserve Room using BuckeyeMail**" link. For questions or concerns, please contact [Yesim Anter](#) or [Michelle Diefenbach](#).

- Guidelines for Students: [Making Room Reservations Via BuckeyeMail](#)
- Guidelines for University Employees: [Making Room Reservations Via UniversityMail](#)

Note: If you are an outlook user, you can search and make reservations directly from your outlook. For instructions on how to make room reservations via outlook, [click here](#). If you wish to add ESL CR calendars to your outlook calendar view, [click here for guidelines](#).

ESL 240 Conference Room – Old ESL; eng-esl240-oldbldg@osu.edu

The ESL 240 conference room is located on the second floor, south side of the old ESL building on 1320 Kinnear Road, just behind the new ESL building. It is adjacent to CR 238. This conference room can accommodate up to 15 individuals around the conference table and another 5 on the side. It features a white board, a phone line and a 40" TV monitor.

[View Calendar](#) [Reserve Room using University Email Account \(Faculty/Staff\)](#) [Reserve Room using BuckeyeMail \(Students\)](#)

ESL 238 Conference Room – Old ESL; eng-esl238-oldbldg@osu.edu

The ESL 238 conference room is located on the second floor, south side of the old ESL building on 1320 Kinnear Road, just behind the new ESL building. It is adjacent to CR 240. This conference room can accommodate up to 7 individuals around the conference table and another 5 on the side. It features a white board and a phone line.

[View Calendar](#) [Reserve Room using University Email Account \(Faculty/Staff\)](#) [Reserve Room using BuckeyeMail \(Students\)](#)

ESL 251 Quiet Room – Old ESL; eng-esl251-oldbldg@osu.edu

The ESL 251, Quiet Room, is located on the second floor, north side of the old ESL building on 1320 Kinnear Road, just behind the new ESL building.

[View Calendar](#) [Reserve Room using University Email Account \(Faculty/Staff\)](#) [Reserve Room using BuckeyeMail \(Students\)](#)

ESL 141 Conference Room – New ESL; eng-esl141-newbldg@osu.edu

The ESL 141 conference room is located on the first floor in the administrative area of the new ESL

1. Click on ESL Room Scheduling link on the left tab. It will display a list of all ESL conference rooms, descriptions of each room along with a link to **view** the calendar or **schedule** an appointment.
2. To see a conference room's availability, simply click on "**View Calendar**" link. Booked times will be displayed as "Busy".
3. To reserve a meeting in a particular conference room, click on "**Reserve Room**" link that is under the desired conference room. A separate window will appear which will lead you through University or Buckeye email authentication. Enter your lastname.# (user name) and password.
4. In the new appointment request window, add appropriate appointment details (start/end times, subject/reoccurrence) as you normally would do. The CR name will be automatically populated on the "**To**" field. Do not remove or delete it from this section.

Send [Icons] HTML [Dropdown] [Refresh]

- Invitations haven't been sent for this meeting.

Appointment: Scheduling Assistant

To...: ENG-esl238-oldbldg@osu.edu

Optional...: [Blank]

Resources...: [Blank]

Subject: [Blank]

Location: [Blank] Request a response to this invitation

Start time: Tue 1/24/2017 4:00 PM All day event

End time: Tue 1/24/2017 4:30 PM

Reminder: 15 minutes Show time as: Busy Private

Tahoma [Dropdown] 10 [Dropdown] **B** **I** U [List Icons] [List Icons] [List Icons] [List Icons] [Color Picker] [Color Picker] [Dropdown]

5. If you are inviting other people to the meeting, add their email address on the “**To**” field, using a semicolon (;) between each individual email address.
6. You can leave “**Location**” field blank since the conference room name is already populated on the “**To**” field. However you can type a generic CR name for your own records, as shown below.

Send [Icons] HTML [Dropdown] [Refresh]

- Invitations haven't been sent for this meeting.

Appointment: Scheduling Assistant

To...: ENG-esl238-oldbldg@osu.edu;

Optional...: [Blank]

Resources...: [Blank]

Subject: Test-Yesim - 1

Location: Old ESL 238 Request a response to this invitation

Start time: Tue 1/24/2017 5:00 PM All day event

End time: Tue 1/24/2017 5:30 PM

Reminder: 15 minutes Show time as: Busy Private

Tahoma [Dropdown] 10 [Dropdown] **B** **I** U [List Icons] [List Icons] [List Icons] [List Icons] [Color Picker] [Color Picker] [Dropdown]

7. Once done with all meeting details hit “**Send**” button on top. Your reservation request will be directed to appropriate ESL personnel to take appropriate action on the request.