Making Room Reservations via University Mail

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.
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.

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.