Rooms*:

biotech180
biotech202
biotech271
biotech302
biotech371
biotech371
biotech402
biotech471

Equipment:

mbg3dproj
mbglaptopmac
mbglaptoppd
mbglrgproj
mbglaserpointer
mbgoverproj
mbgslideproj
mbgsmproj

* The room names are one “word”. Do not add a space between biotech and the room number when entering the information as outlined below.
1. In Outlook Calendar click on “New Meeting” in the Office ribbon.

2. In the window that opens, type the room/equipment name into the “To” field.

3. Enter a subject into the “Subject” field.
4. Configure your Start and End times.

5. Click send.

6. You will receive an email from the room either accepting or declining your meeting.