Rooms:

biotech180
biotech202
biotech271
biotech302
biotech371
biotech371
biotech402
biotech471

Equipment:

mbg3dproj
mbglaptopmac
mbglaptoppd
mbglrgproj
mbglaserpointer
mbgoverproj
mbgslideproj
mbgsmpjor

*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 the “+ Meeting” icon.

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