

MBG Room Request Instructions: Outlook Web App

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.


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1. Open your web browser and login to Outlook Web App (outlook.cornell.edu).
2. Click on “Calendar” In the top navigation menu.



3. Click “new event” in the upper-left corner of the page.



 new event

4. Do the following on the new event page:
 - a. Fill in the “Event” field with your event’s subject
 - b. Leave “Location” blank!**
 - c. Type or copy and paste the room/resource name from above in the “Attendees” field.
 - i. You will be presented with a popup. Please click on the room name or “search contacts & directory”, depending on which is presented to you.
 - d. Fill out the rest of the page as you require and then click “SEND” at the top of the page.
5. You will receive an email from the room informing you if your event was accepted or declined.

Please submit a help request at <http://help.cals.cornell.edu> if you have any issues.