**Rooms**:  
biotech180  
biotech202  
biotech271  
biotech302  
biotech371  
biotech371  
biotech402  
biotech471  

**Equipment**:  
mbg3dproj  
mbglaptopmac  
mbglaptoppd  
mbglrgproj  
mbglaserpointer  
mbgoverproj  
mbgslideproj  
mbgsmpproj  

* 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.