

Rooms*:

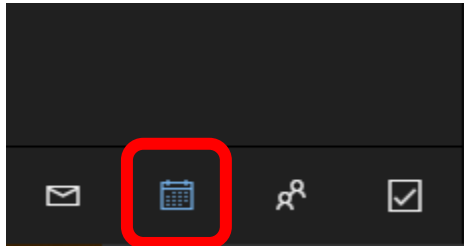
biotech180
biotech202
biotech271
biotech302
biotech371
biotech371
biotech402
biotech471

Equipment:

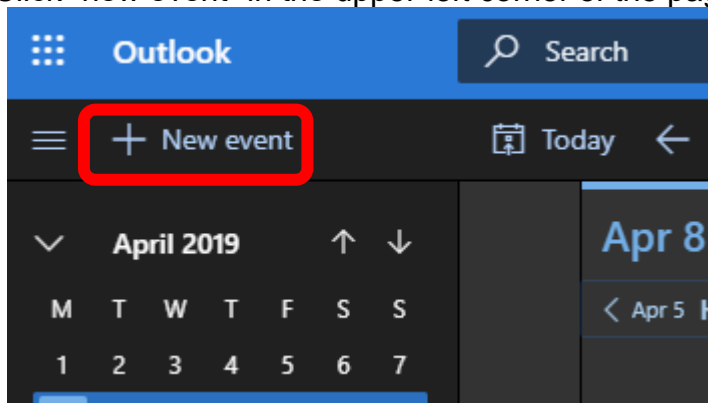
mbg3dproj
mbglaptopmac
mbglaptoppd
mbglrgproj
mbglaserpointer
mbgoverproj
mbgslideproj
mbgsmproj

- 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. Open your web browser and login to Outlook Web App (outlook.cornell.edu).
2. Click on “Calendar” on the left bottom of the window.



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



4. Fill out the fields as you require and then click “Send”.

