Instructions for Reserving the Marcus White Lab PC & Mac Classrooms
Using Outlook Web Access with Internet Explorer (PC)

IMPORTANT NOTES:

1. Spring semester requests are accepted after December 1 of the previous semester. Summer requests after May 1 of the previous semester. Fall requests after August 1 of the previous summer sessions.
2. Please request only those reservations that you definitely want. Do not request tentative reservations.
3. A request does NOT assure that the room is reserved – you need to wait for an email confirmation, which should arrive within 24 hours.
4. The confirmation of a request is based on a “first-come-first-served” policy; the time stamp of your request will be used to determine the reservation for overlapping requests.
5. Out of fairness for the many faculty who need to use the rooms, each faculty member is only allowed 5 reservations per class, per section, per semester.
6. No reservations are allowed in the PC classroom during the last 7 weeks of the spring & fall semesters. The PC classroom is opened for general student usage during that time to handle lab overcrowding. No reservations are allowed in the Mac classroom during the last 4 weeks of the spring & fall semesters.
7. The Classroom Calendar will appear in People’s Calendars in Outlook from this point on. Click the checkbox, to the right of the desired Calendar to check any available date(s) in the future.
8. When your students arrive at the Computer Lab for a class reservation, they must present a valid CCSU Student ID at the front desk. If they do not have an ID, they will not be able to attend class.

Log on to Outlook Web Access

1. Launch Internet Explorer and go to webmail.ccsu.edu.
2. Type your username and password and click the Log On button.

How to Check for Availability of a Classroom

1. Click on the Calendar tab at the bottom left corner.
2. Click **Open a Shared Calendar...** link on the right side.

3. On the **Display Name** line type the name of the Calendar (PC Classroom or Mac Classroom) and click **Find**.

4. Click the name of the Calendar shown in the box below and then click **Open a shared calendar**.

5. Click **Close** to exit the **Find Names** Dialog box.

6. Check for availability of your desired date(s) and time(s). You may change the view to weekly or monthly using the 7 and 31 calendar buttons on the toolbar. Click the day on the calendar to switch to that day.

7. Make a note of the available desired date(s) and time(s).
How to Request PC/Mac Classroom Reservation
With the Calendar still open (if not, follow steps 1 – 5 above to get to the Calendar)

1. Click the arrow next to New on the toolbar and select Appointment from the dropdown list.

2. On the Subject line type your last name, a hyphen and the Class (e.g. Doe – MIS 201).

3. On the Location line type the code for the room you wish to reserve (PC or Mac).

4. Select the date and the Start & End times for the reservation – please indicate the exact start and end times for your class (e.g. 12:15 to 1:30 PM).

5. In the comments box below, the start and end times, please put in a short description of what the reservation is for. (e.g. Midpoint Testing or Dept Meeting or Internet Research, etc.).

6. Click Invite Attendees … A new window appears.

7. On the Required line type PC Classroom or Mac Classroom and click the Send button on the toolbar to complete your request.

8. Repeat steps 1-7 above to make another reservation.