Instructions for Reserving the Marcus White Student Technology Center (Computer Lab)  
PC Classroom  
Using Outlook on the Desktop

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 24-48 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.
7. 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.

How to Check for Availability of a Classroom
1. Launch Microsoft Outlook.
2. Click on the Calendar tab in the bottom left corner.

3. Click Open a Shared Calendar...
4. Type “PC Classroom” in the Open a Shared Calendar dialog box and click OK.

5. Check entries to see if your desired day(s) and time(s) are available. Click on the day inside the monthly calendar in the upper left side of the window to switch days. Place your pointer on an existing entry to see the exact start & end times.

6. Make a note of the available desired date(s) and time(s).

How to Request PC Classroom Reservation
With the Calendar still open (if not, follow steps 1 – 4 above to get to the Calendar)

1. Click Actions on the menu bar.
2. Select New Meeting Request With. Choose PC Classroom from the list. A new window appears.
3. PC Classroom will appear in the TO field. On the Subject line, type your last name, a hyphen and the Class (e.g. Washko – MIS 201). On the Location line, type PC.
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. BB Vista test, Dept Meeting or Internet Research, etc.).
6. Click the Send button to complete your request.
7. Repeat steps 1-6 above to make another reservation.
8. Click the Mail tab at the bottom left corner to return to Outlook mail.