Instructions for Reserving the Marcus White Lab PC & Mac Classrooms Using Outlook Web Access with Firefox (Mac or 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 4 weeks of the spring & fall semesters. The PC classroom is opened for general student usage during that time to handle lab overcrowding.
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.

Logging On to Outlook Web Access
Launch Firefox and go to webmail.ccsu.edu. Type in your username and password; click Log On.

How to Check for Availability of a Classroom

1. Click on the Calendar tab on the left side
2. Click Open Other Calendars link on the right side. It may take up to a minute for the window to open; do not close or cancel.
3. Click the ADD button to open Find Names dialog box.
4. On the Display Name line type the name of the Calendar (PC Classroom or Mac Classroom) and click Find
5. Click the checkbox next to the name of the Calendar you want to open and click Open a shared calendar.
6. Click Close the Find names dialog box.
7. Click Open Other Calendars... link and then double click the calendar
8. Check for availability of your desired date(s) and time(s). You may change the view to weekly or daily from the View drop down list. Click the day on the calendar to switch to that day.

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 New Appointment icon (picture of calendar to the left of the word New on the top of the calendar page).
2. On the Required line type PC Classroom or Mac Classroom.
3. On the Subject line type your last name, a hyphen, and the class (e.g. Doe – MIS 201)
4. On the Location line type the code for the room you wish to reserve (PC or Mac)
5. 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)
6. 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.)
7. Click the Send button to complete your request.
8. Repeat steps 1-7 above to make another reservation.