How to Schedule Rooms using Office 365:

Once logged into Office 365, open the Calendar functions by clicking the “waffle” icon in the top left corner.

![Office 365 Calendar](image)

This is where you will create a reservation for a room in Parrington Hall. All three rooms are *moderated* and requests will be reviewed and either approved or denied. **Please check availability prior to submitting a room request.**

Note: The Dean’s Conference Room (DCR) will still operate under previous guidelines – and it is possible that your reservation may be moved depending on the needs of the Dean. The Commons will also be operating under policies that prioritize classroom use. You will not be able to reserve the Commons until courses for the coming quarter have been finalized and open times will be released.

**Scheduling a Room**

1. Open the Calendar on your Office 365 account
2. Select “New” in the heading across the top

![Office 365 Calendar](image)

3. Add the room as an attendee to your meeting

![Office 365 Calendar](image)
Note: this is the most important step. Without inviting the room, your event will not show up on the room calendar.

a. Under the heading “People” add the room as a person using the directory. Please select one of the following:
   i. Evans.Forum 308
   ii. Evans.Commons 309
   iii. Evans.DCR 209D

b. The “Scheduling assistant” feature is also available for selecting available timeslots.
   i. Make sure that the room - Evans.Forum 308, Evans.Commons 309 or Evans.DCR 209D is listed as an attendee.

4. Fill in event details – selecting times in 15 minute increments
   a. Note: All information included will be publically available
   b. Feature: You are able to creating repeating reservations. If a time conflict exists during a meeting in the series, a request denied notification will be sent for that specific event. It is your responsibility to find an alternate time or space.
5. Select the box for “Request responses”

Note: You must select “Request responses” if you would like to receive any notification for acceptance, denial or edits to your reservation by Evans administration.

6. Click SEND
7. Your reservation is now tentative. An official acceptance or decline will be sent within 2 business days. Please contact evansres@uw.edu if you need immediate assistance.

To Edit or Cancel a Reservation

1. Open your personal calendar in Office 365
2. Click on the calendar event you would like to edit or cancel
3. Select **EDIT** or **CANCEL**
   
a. If editing an existing reservation, please make sure you continue to select “Request response”. Not doing so could result in double booking the room.

b. If canceling, please elect to send a response so we can better keep track of space availability.

**Example Email Notification**

Daniel J. Evans School <evansres@uw.edu> on behalf of Evans.Forum 309

Today, 12:31 PM
KENDRA A. BURDETT

[ ! ] [ X ] [ ] [ ]
Where: Fn 9/23/2016 11:00a - 1:00p
Where:

[ X ] Daniel J. Evans School has declined this event

Time conflicts with another event planned.