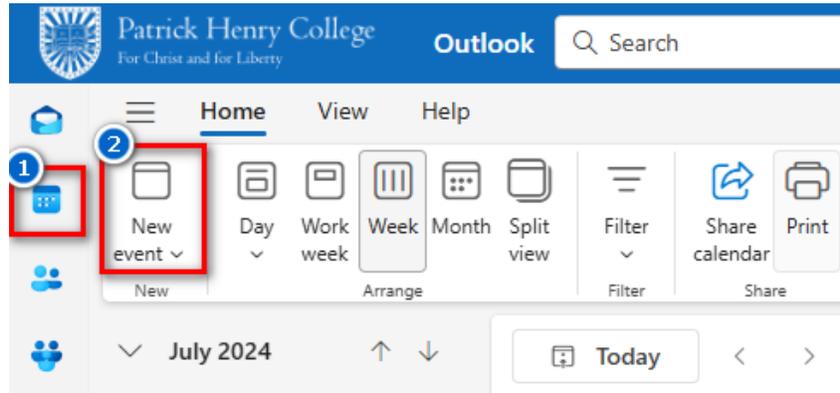


Reserving the Student Kitchen

Outlook Web

1. Open your Calendar (icon on left column: ).
2. Select **New event** in the top-left.



3. Fill out the reservation Title and Date/Time.
4. Adding Attendees is not necessary unless you would like to send an invite to others.
5. Add the **Student Kitchen** room to the Location field (field that says *Search for a room or location*).
 - Searching a room name will bring up a list of rooms to choose from. In the screenshot on the right, the room was found by searching “kitchen.”
 - Below the room name, Outlook will display whether the room is **Available** or **Busy** during the selected time.
6. After setting any additional reservation details, select **Send** near the top to send the meeting to the calendar system.

