How to Reserve a Group Study Room

1. Sign in to Office 365 at [http://email.emory.edu](http://email.emory.edu) and select the **Calendar** tab in the top right of the window.

2. Click **new event** button in the top left.

3. Enter a meeting title in the **Event** field.

4. Select the date and time for the reservation—include both start time and duration. **NOTE:** Office 365 will automatically decline reservations with durations longer than three hours.

5. Click the **Add Room** button at the end of the 'Location' field.

6. Click **Choose new room list** and select **WML Group Study Rooms**.

7. Select a room to reserve. The list only contains rooms available during the time and date specified in step 4.

8. Type in the **Attendees** field to invite participants to the meeting.

9. Type in the text box to send a message to all attendees.

10. Select **SEND** from the top left options.

**CONFIRMED Requests:**

If there are no conflicts with your request, you will receive an email confirming your reservation. Keep this email as receipt of your reservation.

**DECLINED Requests:**

If there is a conflict with your request, you will receive an email declining your reservation. This email will explain why your meeting was declined. You can then resubmit your request with the appropriate changes.
How to Cancel a Reservation

1. Sign in to Office 365 at http://email.emory.edu and select the Calendar tab in the top right of the window.

2. Go to the day of the reservation and double click it on the calendar (or the list on the right if using month view).

3. Select the CANCEL option.

4. Select Yes in the cancel meeting window.

5. A new window will open and a message may be entered into the text box below to send it to all attendees.

6. Select SEND from the top left options.

Office 365 will send a confirmation email for the cancellation request.