How to make a reservation in Outlook

If you don’t have Outlook, then you can use the web client here and login with your eservices account: https://mail.eservices.virginia.edu/

1. If you search the calendars and see an open time in a room that you would like, then you schedule a meeting, by “inviting” that room to the meeting. Do this by clicking “New Meeting” in the top menu. In the web client it says “New Meeting request.”

2. Click on “To” and an Address book will pop up. Here you can search for the room that you would like to request. For example, if you would like to reserve Rice 404, then type “Rice” and the conference rooms should appear. Double click on “Rice 404 Meeting Room” and then it will appear down at the bottom in the “Required” field, then hit OK.
3. Now you have an email and will need to populate the rest of the information for your reservation:

4. Enter the time that you need to room, the subject is what the room is for “Research group meeting” and you can also invite others to the meeting here by adding their email in the “To” section.

5. Once you have entered everything, then you just hit “send” and that’s it. You should then be able to see your reservation on the calendar.

Let me know if us have any issues with this. We are all learning the new system, so you can always just email cs-office@virginia.edu for reservations.