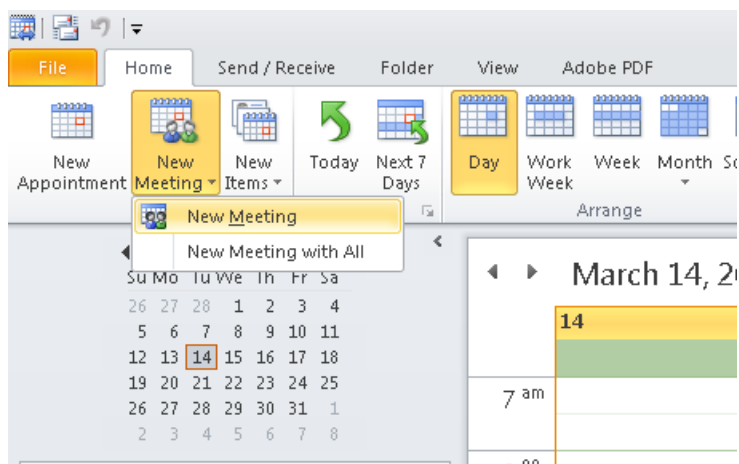


How to make a reservation in Outlook

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.

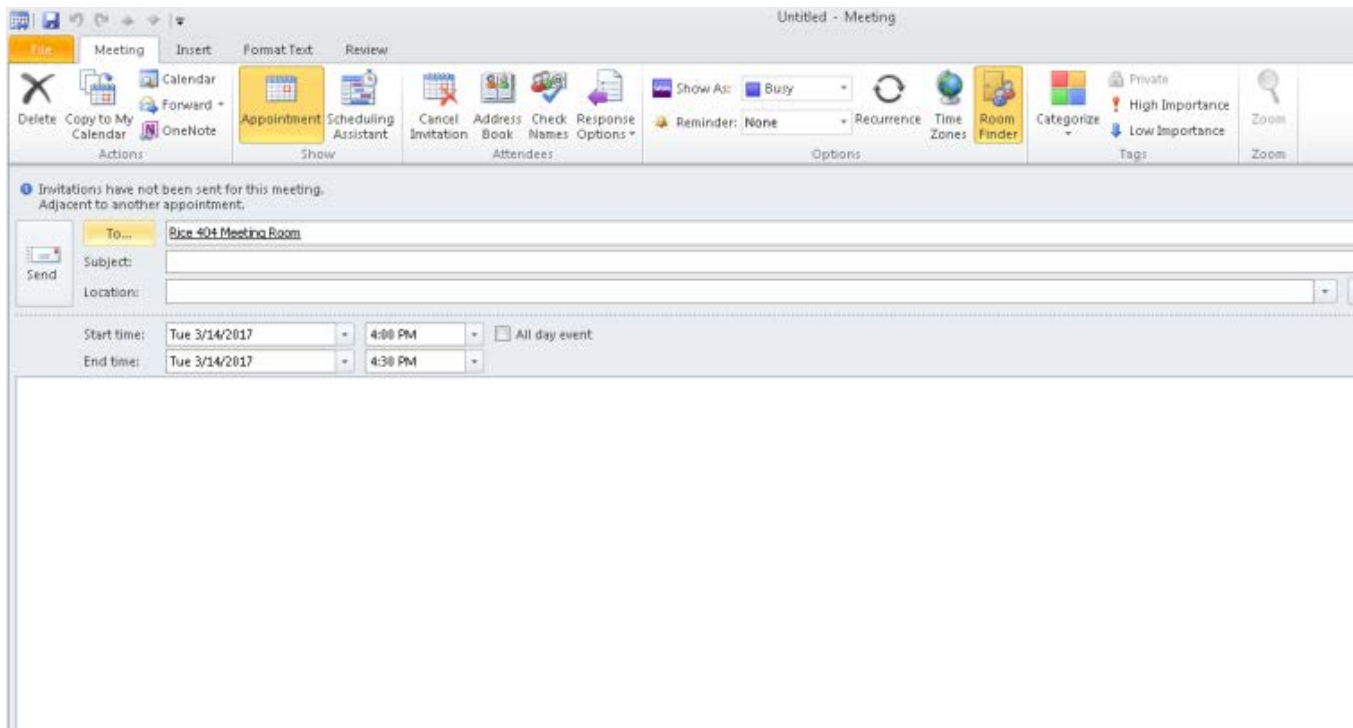
Select Attendees and Resources: Global Address List

Search: Name only More columns **Address Book**

Global Address List - dcr4f@eservices.virginia.edu [Advanced Find](#)

Name	Title	Business Phone	Location	Department	E-mail Address	Con
Rice 019 Meeting Room					ENGR-Rice019@eservices.virginia.edu	
Rice 024 - Uva's Visualization Lab					Rice-024-Uva's-Visua@eservices.virginia....	
Rice 103 Meeting Room					ENGR-Rice103@eservices.virginia.edu	
Rice 107 Meeting Room					ENGR-Rice107@eservices.virginia.edu	
Rice 108 Meeting Room					ENGR-Rice108@eservices.virginia.edu	
Rice 109 Meeting Room					ENGR-Rice109@eservices.virginia.edu	
Rice 128 Dean's Boardroom					ENGR-Rice128@eservices.virginia.edu	
Rice 204 Meeting Room					ENGR-Rice204@eservices.virginia.edu	
Rice 242 Large Meeting Room					ENGR-Rice242@eservices.virginia.edu	
Rice 304 Meeting Room					ENGR-Rice304@eservices.virginia.edu	
Rice 314 Meeting Room					ENGR-Rice314@eservices.virginia.edu	
Rice 404 Meeting Room					ENGR-Rice404@eservices.virginia.edu	
Rice 414 Meeting Room					ENGR-Rice414@eservices.virginia.edu	

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.