

When creating a calendar event in webmail, you'll first have to log into outlook.villanova.edu. When attempting to go through webmail.villanova.edu, you'll see the following prompt.

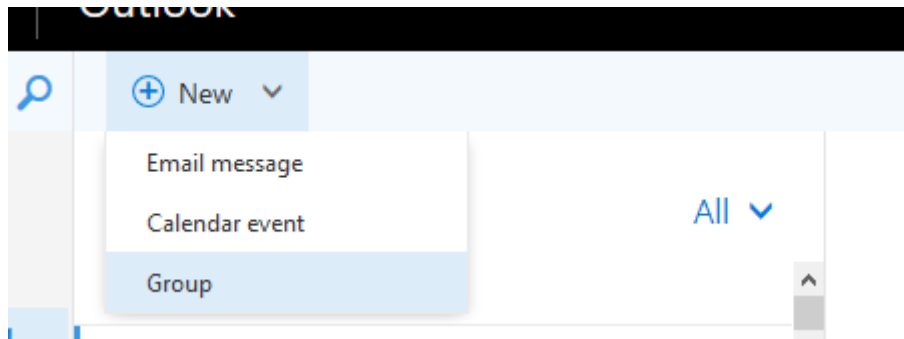
WEB MAIL SIGN ON

Your mailbox has been migrated to Exchange Office 365.
Please use the following link going forward:

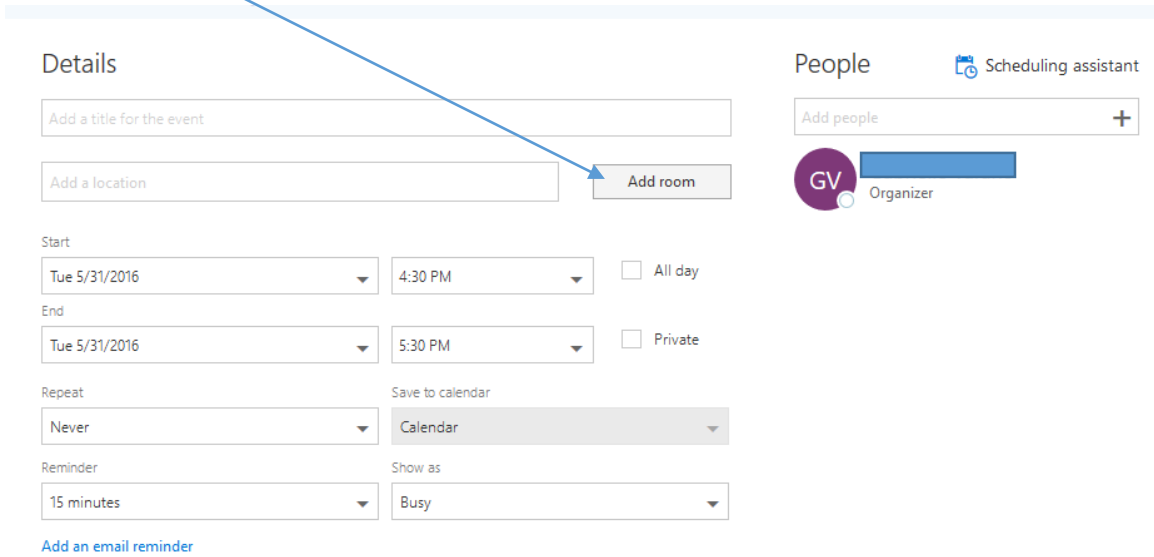
<http://outlook.villanova.edu>

For more information, please visit
<http://www1.villanova.edu/villanova/unit/Office365.html>

In order to create an event, you will be clicking the 'New' button, which will drop down and allow you to choose 'Calendar event'

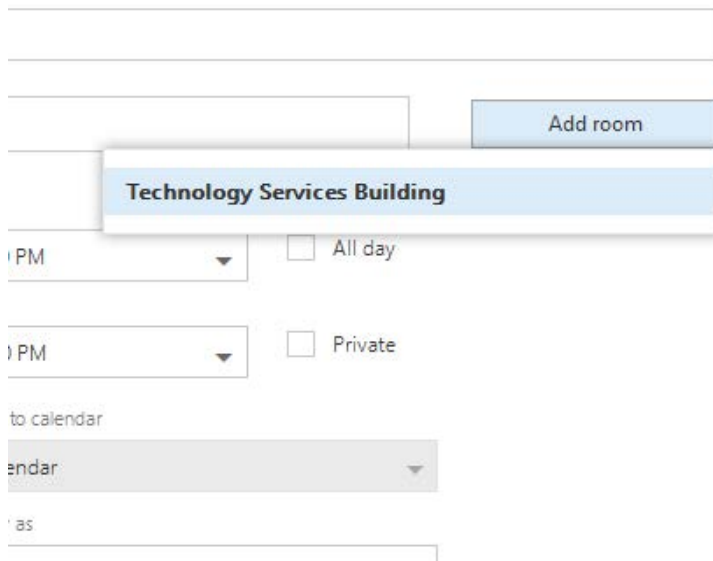


A new event invitation will look like this. To add a room, you will have to click the 'Add Room' under title.



The screenshot shows a web interface for creating an event. On the left, under the heading "Details", there are several input fields: "Add a title for the event", "Add a location", "Start" (with date and time dropdowns), "End" (with date and time dropdowns), "Repeat" (with a dropdown menu), "Reminder" (with a dropdown menu), "Save to calendar" (with a dropdown menu), and "Show as" (with a dropdown menu). A blue arrow points from the text above to the "Add room" button located next to the "Add a location" field. On the right, under the heading "People", there is a "Scheduling assistant" icon, an "Add people" field with a plus sign, and a profile card for "GV Organizer".

Start typing the room you would like to have your meeting in.



This close-up shows the "Add room" button being clicked. A dropdown menu is open, displaying "Technology Services Building" as a selected option. Below the dropdown, the "All day" and "Private" checkboxes are visible, along with the "Save to calendar" and "Show as" dropdown menus.

Depending on the area, you may see different rooms for the building you would like to have your event.

Calendar interface showing an "Add room" button and a dropdown menu with available room options.

Available rooms:

- Technology Services Building 110 (Free)
- Technology Services Building 201 (Free)
- Technology Services Building Chapel Room (Free)
- Technology Services Building Lower Level (Free)

Choose new room list

Once you have made your selection, the room will then appear in the location field.

Details

Test

Technology Services Building Lower Level ✕ Change room

Start: Fri 5/27/2016 1:00 PM All day

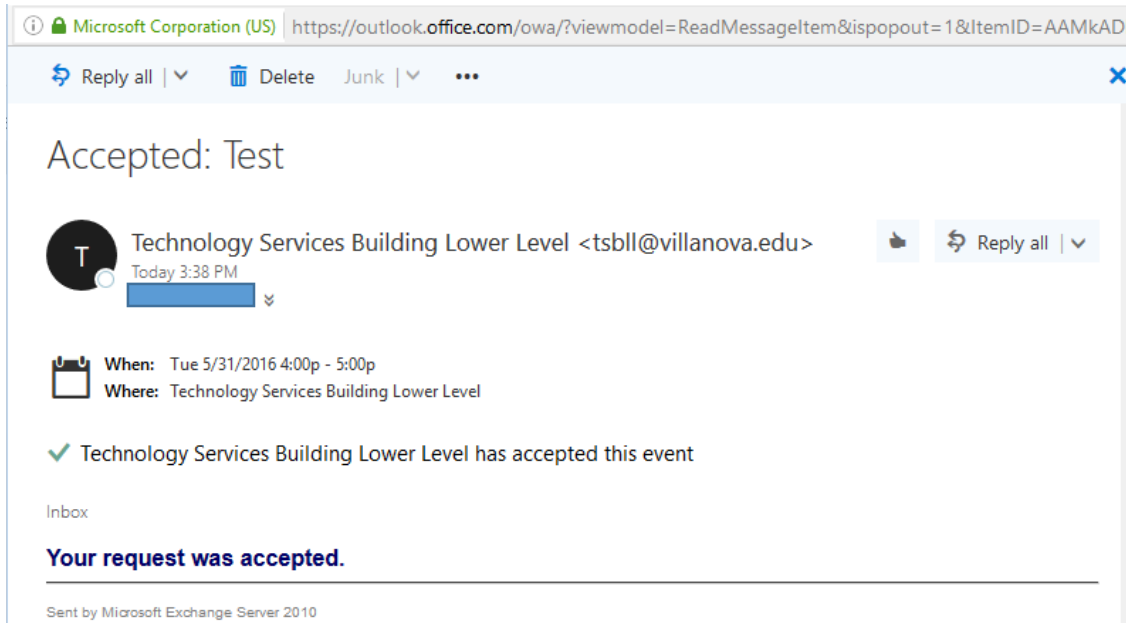
End: Fri 5/27/2016 2:00 PM Private

Repeat: Never Save to calendar: Calendar

Reminder: 15 minutes Show as: Busy

[Add an email reminder](#)

Once the event is sent to all the attendees, in which the building will be one, you'll receive an email that your event has been accepted for the room you booked.



Once you have reserved the room for a particular time slot, the room will no longer be an option so that no one else can book the room.

