

Online Room Reservations – Art and Architecture Building

Overview

Several of the rooms in the Art and Architecture building can be reserved by all faculty, staff, and students through the Office 365 web interface or through the Outlook client. The instructions below are for reserving rooms through the Office 365 web interface. (Note that any students using the Gmail web interface for their UTK VolMail account will need to use the Office 365 web interface instead for room scheduling only.)

The following rooms can be reserved MWF between 7:00am and 6:00pm via Office 365 / Outlook:

AA_103A1	AA_103B
AA_103A2	AA_199A (East Atrium)*

* Pin boards must be reserved separately. Instructions for equipment reservations are online adjacent to instructions for room reservations.

The following rooms can be reserved 24-7 via Office 365 / Outlook:

AA_235A (Lighting Lab)	AA_204 (adjacent to mail room)
AA_235B (Lighting Lab)	AA_232 (Sculpture Tray)
AA_235C (Lighting Lab)	AA_Think_Tank (Atrium glass box)

Notes: AA_217A & AA_221 can be reserved by contacting college office staff
The West Atrium can be reserved by contacting the Art Office

These rooms can also be reserved through a Microsoft Outlook client. Those needing help with their Outlook client should contact either Jeff Wilkinson (jwilkin3@utk.edu) or Don Swanner (dswanner@utk.edu).

Instructions for Reserving Rooms through the Office 365 Web Interface

PLEASE NOTE: After successfully reserving a room, you should receive an email confirmation of the reservation. No email confirmation means no reservation.

Login to your UTK Office 365 account, which is accessible from the UTK homepage

Username = *your UTK email address*

Password = *your UTK email password*

Change to **Calendar** view

Click the “grid” icon in the upper left and choose **Calendar** from **All apps**.

Viewing Room Calendars

You will want to view a room’s calendar in order to quickly determine if the room is available at any given time. Room calendars are listed in the left sidebar of the Office 365 web interface. If the rooms above are listed in the sidebar, you can skip ahead to **Reserving Rooms** below. If you don’t see any of the rooms above listed in the left sidebar, you’ll want to add them to the sidebar using the following one-time procedure:

Right-click either **Rooms** or **Your Calendars** on the left sidebar and choose **Open Calendar**

In the **From Directory** field, enter the room number exactly as listed above, click **Search Directory**. Click to select the room once it is found, then click **Open**.

The room should now be listed in the left sidebar. Repeat as necessary to add additional rooms.

Reserving Rooms

Click a room in the left sidebar to open its calendar. If there is an opening on the room's calendar that meets your needs, you're ready to reserve the room. First, be sure that your calendar (not the room's calendar) is active by clicking on the **Calendar** title just below the name of the month in the upper left. (Note that your calendar is simply named "Calendar", while the rooms' calendars are named after the rooms' numbers.)

With your calendar active, click the **New** icon in the upper left. This will open the **Details** dialogue.

In the **Add a title for the event** field (upper left of the **Details** dialogue), enter descriptive information – including your name and course number, etc.

In the **Add People** field (just to the right of the **Add a title for the event** field) enter the room name you would like to reserve (as it appears listed in these instructions above).

Click to select the room once it is found.

Enter the starting and ending dates and times in their respective fields (just below the **Add a title for the event** field).

Click **Send** in the upper left.

IMPORTANT: You should receive an email confirmation of the reservation. **No email confirmation means no reservation.**