

## Online Room Reservations – Art and Architecture Building

Ad Astra is UT's online event and meeting management tool, and faculty, staff and students use it to reserve rooms for meetings in the A+A and elsewhere on campus and request resources for events.

You can read more about Ad Astra and browse the training resources here:

<https://events.utk.edu/training-resources/>

### Meeting Space Requests

Many rooms in the A+A must be reserved through Ad Astra, while some are still reserved through Outlook. (See page 2 below for more information on Outlook room reservations.) To schedule a space/room for a meeting\* in Ad Astra, visit the Campus Event Services website - <https://events.utk.edu> - and click on "Ad Astra" to complete the simple online request form. You will receive an e-mailed confirmation when the requested room has been reserved. This does not include reserving spaces for academic classes each semester. Reserving those spaces will still be managed by Katherine Ambroziak.

\* "Meetings" are standard gatherings to discuss university or related business, requiring no or few additional resources other than space.

Note these exceptions and clarifications:

- See "Using Outlook for Reserving Specific Spaces within the A+A Building" below for information on reserving certain rooms via Outlook rather than Ad Astra.
- 199B (west end of the atrium): First talk with the School of Art's main office, then reserve in Ad Astra.
- 217A and 221: Reserve in Ad Astra.

### Event Resources Requests

To schedule an event\*—not a meeting—in the A+A or anywhere on campus, please send an e-mail to Vanessa Arthur ([varthur@utk.edu](mailto:varthur@utk.edu)) at least two weeks in advance of the meeting. The Ad Astra administrator must approve all requests for events resources, which requires at least two weeks. Less than two-week notice will likely result in failure to get the space and/or resources reserved in time.

\* "Event" is defined as a non-standard occurrence that might require extra resources (catering, table rentals, parking, guest speakers, etc.) You will still follow our college's standard protocol to request parking passes by contacting Amber Townsend ([atowns17@utk.edu](mailto:atowns17@utk.edu)) a week in advance.

### Questions?

First review the information on the Campus Event Services website here: <https://events.utk.edu>

You may also contact the Campus Events Services office at [campusevents@utk.edu](mailto:campusevents@utk.edu) or call 974-9941. For further assistance, please contact Jeff Wilkinson (<mailto:jwilkin3@utk.edu>).

## Using Outlook for Reserving Specific Spaces within the A+A Building

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**

(Note that AA\_103A1 and AA\_103A2 have been combined. Use AA\_103A1 to reserve the entire AA\_103 space)

**AA\_103B**

**AA\_AtriumDigitalReviewEast & AA\_AtriumDigitalReviewWest**

(Note that the East Atrium AA\_199A has been divided into the two design review spaces listed above.)

At all other times, use Ad Astra to reserve the rooms listed above.

\* 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\_232** (Sculpture Tray)

**AA\_235A** (LightBoard Studio)

**AA\_Think\_Tank** (Atrium glass box)

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:

In the left sidebar click **Add Calendar** and choose **Add from directory** on the left side of the resulting **Add Calendar** dialogue. In the **Add calendar from directory** field, begin typing the room number exactly as it is listed above. Click to select the room once it is found, then click **Add**.

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. (It helps to select **Week** from the calendar view options pull-down in the upper right.) First, be sure that your calendar (not the room's calendar) is active by clicking on your calendar (probably just called **Calendar**) in the left side bar and be sure there is a check mark by it.

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

In the **Add a title for the event** field, enter descriptive information – including your name and course number, etc.

In the **Invite Attendees** field, begin typing the room number exactly as it is listed above. Click to select the room once it is found.

Enter the starting and ending dates and times in their respective fields.

Click **Send** in the upper left.

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