

Room Scheduling

To schedule reservations for Statistics and Probability Department rooms, please use the Spartan Mail calendar system. Classrooms, conference rooms, and equipment calendars can be accessed through Outlook using either an Outlook app or Office365 online. Use these addresses for the conference room calendars:

STT.Wells.C405
STT.Wells.C417
STT.Wells.C438
STT.Wells.C506
STT.EQ.TeleconferenceCart

Making a Reservation

To make a reservation:

1. From your calendar, first select the time frame you would like to schedule for the conference room on your own calendar
2. Create a new meeting
3. Invite the conference room (addresses above) to that meeting as an attendee
4. Add other attendees if they need to be notified
5. Send the meeting notification. The request will be forwarded to STT staff for approval – until it is approved, it will show as tentative in the room schedule.

Adding Room Calendars

You can add room calendars to your calendar in Outlook. Having these calendars in your list can be handy for finding open time slots and viewing your reservations.

Outlook 2016

To access a calendar through an Outlook desktop client:

1. Open the **Home** menu group in the calendar section
2. Click on **Open Calendar** and **Address Book**
3. In the pop-up, make sure **Global Address List** is selected in the **Address Book** pull-down menu
4. Make sure **Name only** is selected for the search box, then type in the name of the calendar you are looking for. The list will be filtered as you type
5. Double click on the name of the calendar you want to add in the list and that should add it to the **Calendar > box** at the bottom of the window
6. Click **OK** to add the calendar. To see the calendars you have available, open the left menu sidebar by clicking the arrow at the top

Office 365 Online

To access one of the conference room calendars through Office 365, login to Spartan Mail (spartanmail.msu.edu). Open Outlook and click on the calendar icon at the bottom left of your screen.

1. Click on **Import calendars** in the left menu sidebar
2. In the pop-up, select **From directory**
3. Type in the calendar name you want to add; it should autocomplete to the calendar you are looking for
4. Click **Add** after selecting the calendar to add. You can view the calendar entries by selecting the calendar entry in your left sidebar menu