MAKING RESERVATIONS AT THE EOS CENTER

Revised 28 June 2019
Notes

• Keep in mind that it’s possible to edit and delete other people’s reservations. Don’t do this without permission.

• Be sure to invite yourself to each meeting/reservation you make so that you can be notified if unexpected changes are made to your reservation. Instructions below.

• Only authorized drivers will have access to the truck calendar. For questions, contact Brita Larsson at larsson@sfsu.edu.

• There are many different versions of Outlook. Your screens may vary.

• This guide is meant as a primer for getting started on Outlook calendaring. For info on more advanced features, check out https://support.office.com/en-us/outlook.
Adding Room and Truck Calendars to Outlook

Resource email addresses are on the last page

Outlook for Windows:

- In Outlook, with the Calendar view open, click (Home) near the upper left corner.

- Click (Add Calendar). Choose “From Address Book...”

- Type the email address of the resource you want to add in the box at the bottom of the window (e.g., commonsdh@sfsu.edu):

- Click OK.
Adding Room and Truck Calendars to Outlook

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Outlook for MacOS:

- In Outlook, with the Calendar view open, click (Home) in the upper left corner.

- Click (Open Shared Calendar).
- Type the email address of the resource you want to add in the box (e.g., commonsdh@sfsu.edu).
- Click Open.
Adding Room and Truck Calendars to Outlook

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Outlook Online:

- Sign in at https://outlook.office.com
- With the Calendar view open, click “Import calendar” on the left.
- Click “From directory”.
- Type the email address of the resource you want to add (e.g., commonsdh@sfsu.edu).
- Click Add.
How to Make a Reservation

**Outlook for Windows:**

- Open Outlook and get to the Calendar view.
- On the left under Shared Calendars, check the box corresponding to the resource’s calendar. **Uncheck all other boxes** under Shared Calendars and My Calendars. This will hide all other calendars.
- Double-click the day of the reservation.
- For “Title”, enter your name. If you are reserving a room, also enter a class or event title. For example, “Cookie Monster, Baking 101”.

- **Invite yourself to the meeting:** Click [Invite Attendees](#) (Invite Attendees). In “Required”, enter your SFSU email address. This will allow you to be notified if changes are made to the reservation.
- Optionally, you can invite others to the meeting by typing their SFSU email addresses, pressing Enter after each one.
- Choose your start and end times.
- Optionally, enter any notes in the body of the reservation.
- Click “Send”. Click “Send Anyway” if prompted about a missing location.
- If you receive an email invitation to the meeting, accept the invitation.
- To **Cancel** a reservation, double click the event on your calendar, and choose [Cancel Meeting](#) (Cancel Meeting), then Send Cancellation.
How to Make a Reservation

Outlook for MacOS:

- Open Outlook and get to the Calendar view.
- Double-click the day of the reservation.
- Click (Invite). In the “From” dropdown box, select the resource you are reserving.
- In “To:” enter your SFSU email address. This will allow you to be notified if changes are made to the reservation.
- Optionally, you can invite others to the meeting by typing their SFSU email addresses, pressing Return after each one.
- In “Subject”, enter your name. If you are reserving a room, also enter a class or event title. For example, “Cookie Monster, Baking 101”.
- Choose your start and end times.
- Optionally, enter any notes in the body of the reservation.
- Click “Send”. Click “Send Invitation” if prompted about a location.
- If you receive an email invitation to the meeting, accept the invitation.
How to Make a Reservation

Outlook Online:

- Sign in at https://outlook.office.com
- On the Left under “People’s calendars”, check the radio button corresponding to the resource’s calendar. **Uncheck all other radio buttons**, under “My calendars” and “People’s calendars”. This will hide all other calendars.
- Double-click the day of the reservation.
- In “Add a title”, enter your name. If you are reserving a room, also enter a class or event title. For example, “Cookie Monster, Baking 101.”
- **Invite yourself to the meeting**: In “Invite attendees”, enter your SFSU email address. This will allow you to be notified if changes are made to the reservation.
- Optionally, you can invite others to the meeting by typing their SFSU email addresses, pressing Enter/Return after each one.
- Choose your start and end times.
- Optionally, enter any notes in the box labeled “Add a description…”
- Click “Send”.
- If you receive an email invitation to the meeting, accept the invitation.
- To **Cancel** a reservation, double click the event on your calendar, and choose (Cancel). Optionally, enter a message for attendees, and click Send.
### Resource Email Addresses

#### Rooms:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons Delta Hall</td>
<td><a href="mailto:commonsdh@sfsu.edu">commonsdh@sfsu.edu</a></td>
</tr>
<tr>
<td>1st Floor Classroom Estuary Hall</td>
<td><a href="mailto:firstflooreh@sfsu.edu">firstflooreh@sfsu.edu</a></td>
</tr>
<tr>
<td>Kern Classroom</td>
<td><a href="mailto:kernclassroom@sfsu.edu">kernclassroom@sfsu.edu</a></td>
</tr>
<tr>
<td>Lobby Estuary Hall</td>
<td><a href="mailto:lobbyeh@sfsu.edu">lobbyeh@sfsu.edu</a></td>
</tr>
<tr>
<td>NERR Library</td>
<td><a href="mailto:nerrlibrary@sfsu.edu">nerrlibrary@sfsu.edu</a></td>
</tr>
<tr>
<td>NERR Seminar Room</td>
<td><a href="mailto:nerrseminarroom@sfsu.edu">nerrseminarroom@sfsu.edu</a></td>
</tr>
<tr>
<td>2nd Floor Classroom Estuary Hall</td>
<td><a href="mailto:secondflooreh@sfsu.edu">secondflooreh@sfsu.edu</a></td>
</tr>
<tr>
<td>3rd Floor Conference Room Delta Hall</td>
<td><a href="mailto:thirdfloorconferencedh@sfsu.edu">thirdfloorconferencedh@sfsu.edu</a></td>
</tr>
</tbody>
</table>

#### Trucks:

<table>
<thead>
<tr>
<th>TRUCK</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford F-150</td>
<td><a href="mailto:fordfl50@sfsu.edu">fordfl50@sfsu.edu</a></td>
</tr>
<tr>
<td>GMC 4x4</td>
<td><a href="mailto:gmc4x4@sfsu.edu">gmc4x4@sfsu.edu</a></td>
</tr>
<tr>
<td>Nissan Frontier</td>
<td><a href="mailto:nissanfrontier@sfsu.edu">nissanfrontier@sfsu.edu</a></td>
</tr>
<tr>
<td>Ford Expedition</td>
<td><a href="mailto:fordexpedition@sfsu.edu">fordexpedition@sfsu.edu</a></td>
</tr>
</tbody>
</table>