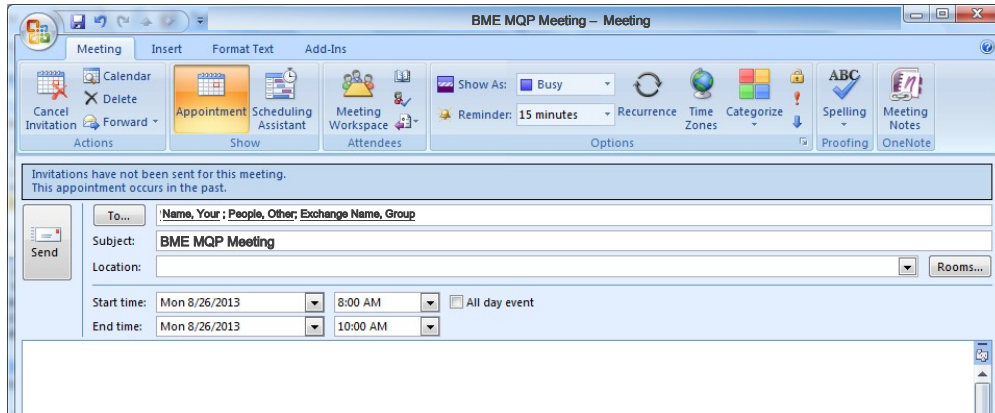


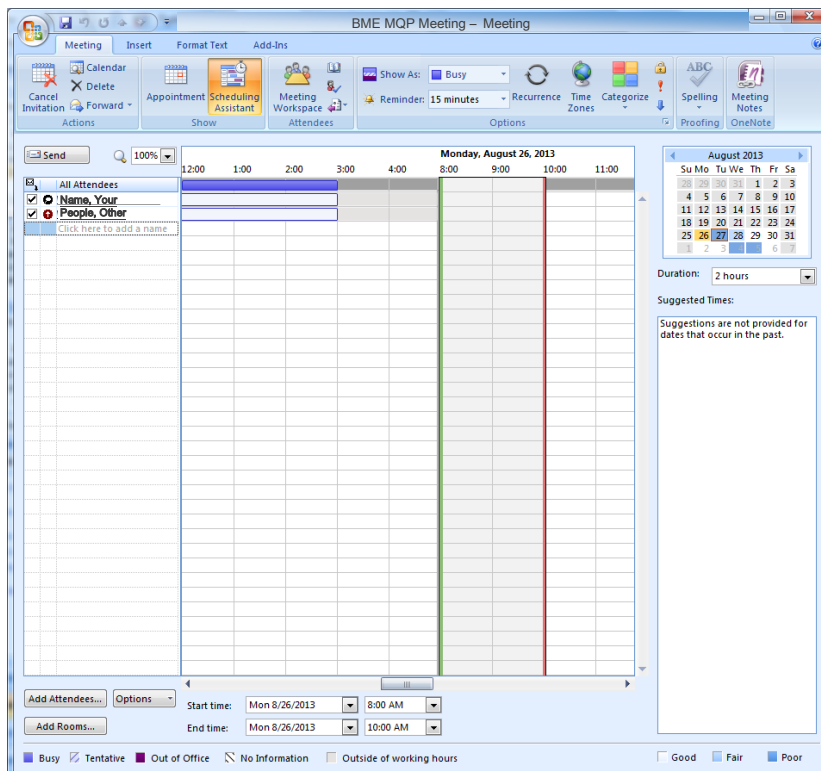
How to: *Book a Room*

Reservations should be made by scheduling a meeting with the requested time and date(s) via Outlook/Outlook Calendar with the corresponding area contact.

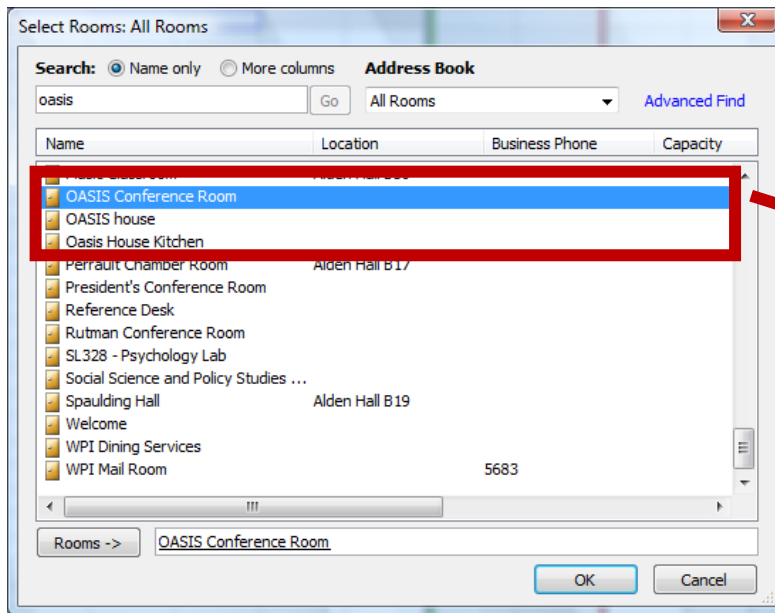
1. Create a “New Meeting Request” request on your Outlook Calendar
2. Add the invitees, time, and subject.



3. Go to “Scheduling Assistant”



4. Go to “Add Room”



5. Look up and select one of the option below, click “Room” and click “OK”:

Staff and Student Groups can reserve the Conference Room/Mini-Tech Suite by selecting:

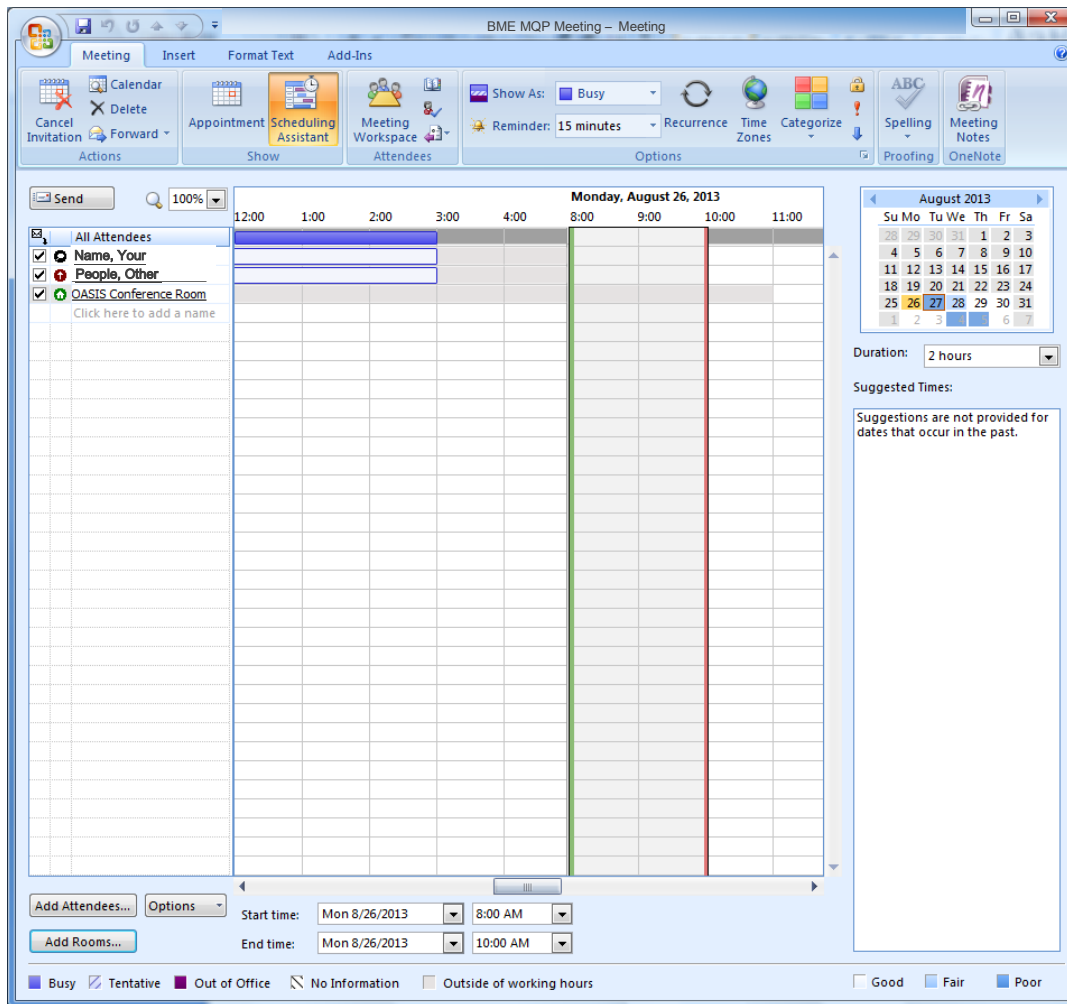
- **Oasis Conference Room**

Staff and Student Groups can reserve the Common Area Downstairs and its corresponding facilities for special events by selecting:

- **Oasis House**

Staff and Student Groups can reserve the Kitchen and/or Backyard as well as the Outdoor Charcoal Grill by selecting:

- **Oasis House Kitchen**



6. View area between **GREEN BAR** (Start of requested reservation) and **RED BAR** (End of requested reservation) for space availability. **Purple Bars** will indicate a Prior Reservation.

7. Send the meeting request

8. Wait for confirmation email or acceptance from Oasis House

****Please note that the Oasis House and all its Rooms are only available on a first come, first served basis.**