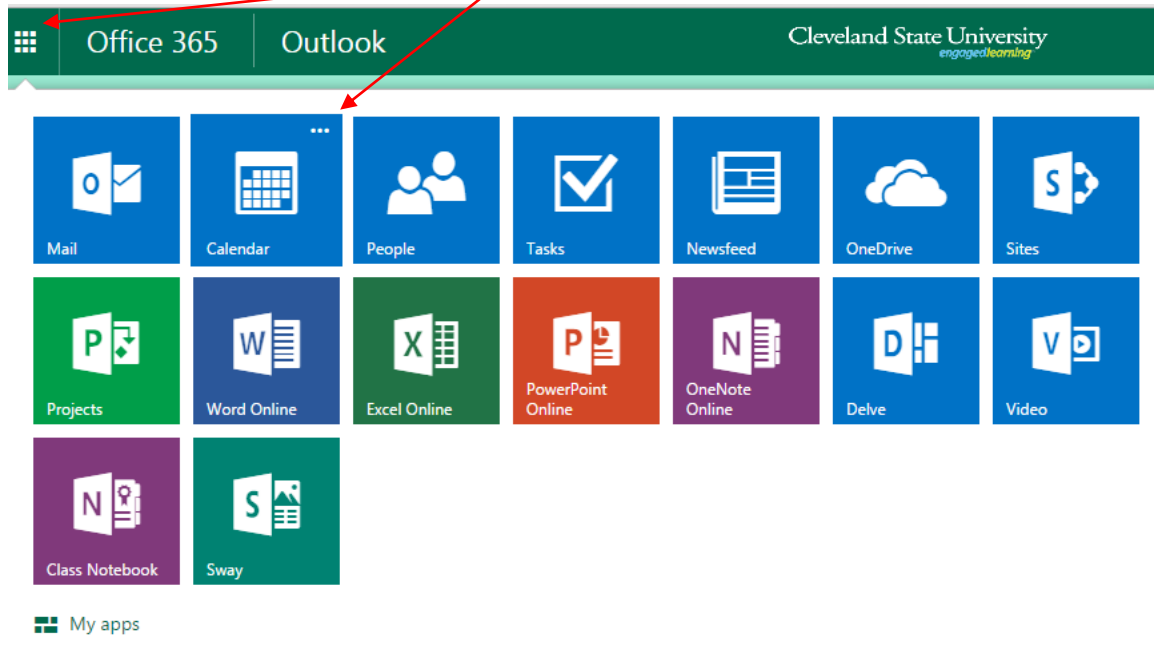


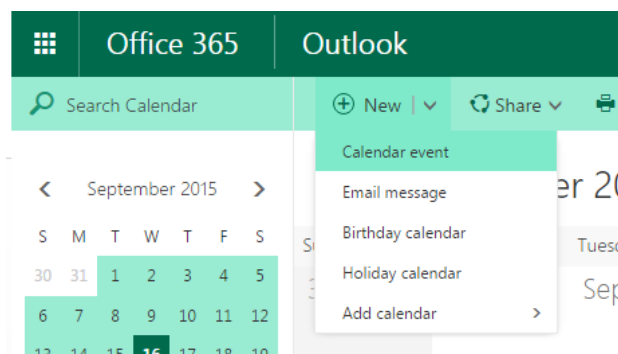


## Create a calendar entry

- 1) Select "Calendar" from the list of available Apps



- 2) Expand "New" and then select "Calendar event"





- 3) The appointment form will appear, complete as needed. Note the option “add room”. This option is used to reserve a time slot in a public room that certain departments have requested be made available to specific people. If the room is available, and the appropriate permissions have been granted to your account to permit reserving the room, select this option and the room(s) will be listed and will indicate their availability. When reserving a room, the appointment details are not kept on the room calendar, only the information needed to indicate who has reserved the room and the time for which the room is reserved. The room is “invited” automatically as any other individual. Select “Save” when completed.

Note, if the department you are associated with would like to have a public meeting room created, simply place a request with the IS&T Help Desk at ext. 5050. When make a request please provide the following information: the room number, who will be the manager of the room and who is permitted to reserve time in the room.

**Office 365 Outlook** Cleveland State University engaged learning

Search Calendar Save Discard Attach Skype meeting Add-ins Charm Categorize

**Calendar** September 2015

**Details**

Add a title for the event

Add a location **Add room**

**Start** Wed 9/16/2015 12:00 PM ☐ All day

**End** Wed 9/16/2015 12:30 PM ☐ Private

**Repeat** Never **Calendar** Calendar

**Reminder** 15 minutes **Show as** Busy

**Add an email reminder**

**People** Scheduling assistant

Add people +

Sort by Engage At CSU Organizer

**My calendars**

- Calendar
- Engage365 vacat
- Engage365 traini

**People's calendar**

- TR Test Room

**Other calendars**

- IP IS&T Public Meet