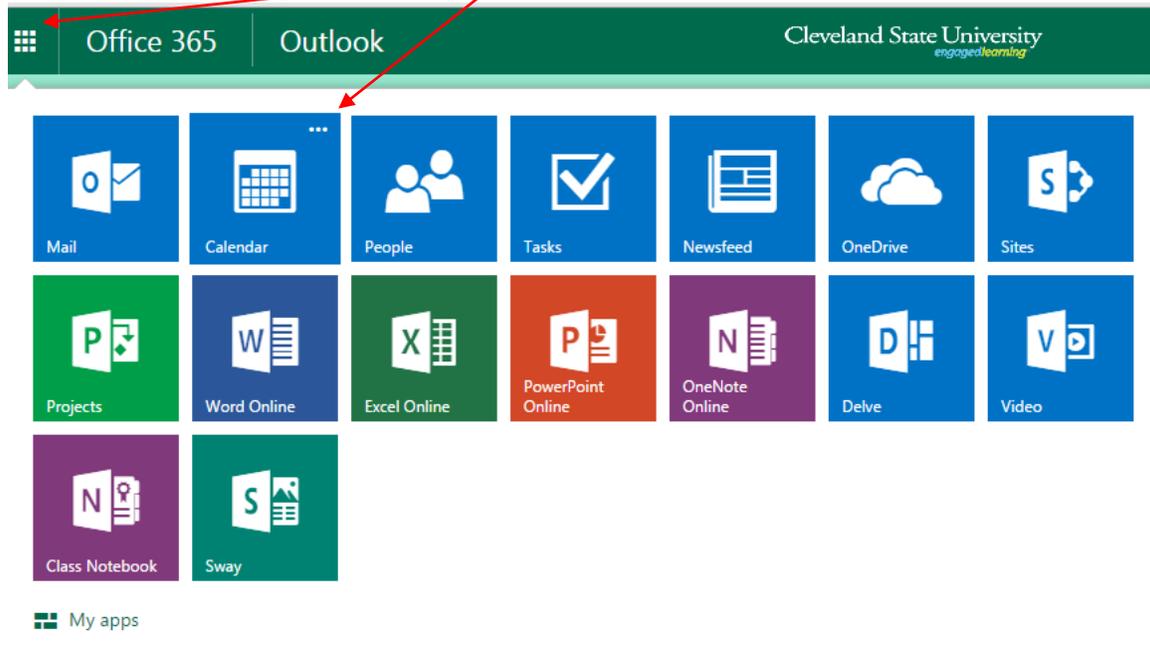


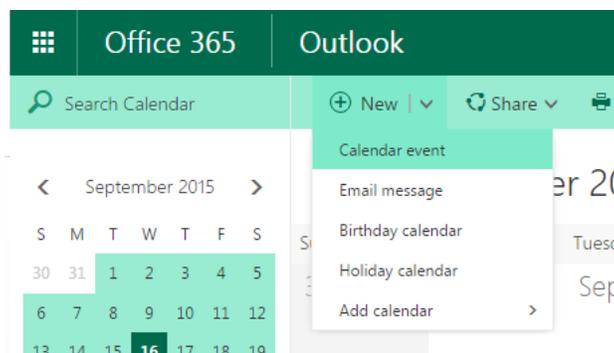


Create a calendar entry

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



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





- 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.

The screenshot displays the Outlook interface for creating a new appointment. The top navigation bar includes 'Office 365', 'Outlook', and 'Cleveland State University'. Below this is a search bar and a toolbar with options like 'Save', 'Discard', 'Attach', 'Skype meeting', 'Add-ins', 'Charm', and 'Categorize'. The main area is divided into three sections: 'Details', 'People', and 'Scheduling assistant'. The 'Details' section contains fields for 'Add a title for the event', 'Add a location', 'Start' (Wed 9/16/2015, 12:00 PM), 'End' (Wed 9/16/2015, 12:30 PM), 'Repeat' (Never), and 'Reminder' (15 minutes). There are also checkboxes for 'All day' and 'Private', and a dropdown for 'Calendar'. The 'People' section shows 'Engage At CSU Organizer' and an 'Add people' button. The 'Scheduling assistant' section is currently empty. A calendar view on the left shows the date September 16, 2015, highlighted. The bottom of the interface features a rich text editor with various formatting options like bold, italic, underline, and text color.