Check LAMS Animal Housing Room Availability in Outlook

1. Open Outlook and click the Calendar icon at the bottom of the left Folder Pane.

2. In the top navigation menu, select the **Home** tab. Select **Open Calendar** and click *From Room List*...

3. A popup window will generate. Type the abbreviation of the building in which you wish to reserve a hood (barrier) or occupancy (conventional). Double click on the room calendar you want to view, then press the **OK** button. Your screen will update to display this room’s availability.
   
   a. The example below shows a search for MSB rooms.
   
   b. All Reading Campus rooms are abbreviated "RC" followed by the building letter. For example, RCC 103 is Reading Campus, Building C, Room 103.
Reserve LAMS Animal Housing Rooms in Outlook

1. In the top navigation menu, select the New tab. Select New Meeting, then click New Meeting.

2. Select the Rooms… button to generate a popup window. Type the abbreviation of the building in which you wish to reserve a room; all rooms will auto-populate. Double click the room you want and press OK. Note: Each Outlook calendar represents 1 room hood (barrier) or 1 room occupancy (conventional). Many rooms have enough hoods (barrier) or space (conventional) to observe social distancing so multiple users can work in 1 room at the same time safely. Rooms with more than 1 hood/occupancy have names followed by “-2” or “-3”. For example, if you are trying to reserve time in MSB R209 and your preferred time is taken, you can instead reserve MSB R209-2 or MSB R209-3.

3. Adjust the start time and end time. Once complete, click Send.
Check LAMS Animal Housing Room Availability in UC Webmail

1. Login to UC webmail and click the Calendar icon at the bottom of your screen.
2. Select the Add Calendar button to generate a popup window.

3. Select the Add from directory button. Type the abbreviation of the building in which you wish to reserve a hood (barrier) or occupancy (conventional) to generate a list of rooms. Select the room calendar you want to view, select Rooms from the “Add to” dropdown list, then press the Add button.
   a. The example below shows a search for MSB rooms, with MSB R209 selected.
   b. All Reading Campus rooms are abbreviated "RC" followed by the building letter. For example, RCC 103 is Reading Campus, Building C, Room 103.

4. The room’s availability will display on the left side of your screen.
Reserve LAMS Animal Housing Rooms in UC Webmail

1. Login to UC webmail and click the Calendar icon at the bottom of your screen.
2. Select the New Event button to generate a popup window.

3. Add a title, date, and time for the reservation. If you add individuals to the attendees list, this reservation will conveniently appear on their personal calendar. To finish the reservation, press Send.
   a. The example below shows a reservation for the Doe lab on 6/1/2020 from 2-4PM in MSB R209.