Instructions for reserving and viewing Curry spaces using Outlook Calendar
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Overview
To reserve Curry spaces such as conference rooms, Holloway hall, and LDCC, access to Outlook is required.

If you are unable to reserve a room in this manner, please contact the Curry Dean’s Office at curryevents@virginia.edu or 434-243-1644 to request a room reservation.
Mac OSX and Office 2011

From a Mac device there are multiple ways within Outlook to reserve a Curry space. By using either the Scheduling Assistant feature, or adding a room calendar to your view, you can determine a particular room’s availability and request to reserve it.

Scheduling Assistant

There is a scheduling assistant function without Outlook that enables the user to view multiple calendars of rooms and users simultaneously to better coordinate a meeting. To access the feature, with Outlook open, navigate to the Calendar function of the software.

In the window that appears, you’ll be accessing the ‘Scheduling Assistant’ tab just above the body of the message. Before clicking this option, if the meeting time is known it will be easier to go ahead and select this now, as the scheduling assistant will populate to this date and time in its default view. Otherwise this will need to be set from within the assistant.

Click on the ‘Scheduling Assistant’ option.

At the bottom left of the new view the ‘Add Room’ button will be visible. Click on this button to browse available rooms.
In the search box that appears, you'll want to type in "Curry-" to help navigate to the curry spaces that are available for reservation. Rooms in Bavaro will be listed as 'Curry-Bavaro', while rooms in Ruffner will be named with 'Curry-Ruffner'.

Click on the room you wish to add and then click the ‘Add to Meeting’ button to add it to your list. Multiple rooms in a row can be selected by holding down shift and clicking the first and then the last room. To select multiple rooms not in a row, hold down the command key which click each room.

Close the search box to return to the previous view.

Note: if you are trying to find a time that all meeting participants and a room are available, you can also add people to the meeting by clicking the ‘Add New’ button un the All Attendees section and folowing the same process.

Once you have confirmed which room you would like to request, simply click on the listed rooms you wish to remove and select the remove option and they will not be added to the meeting. The same can be done for Attendees if needed. To add details to the meeting, click on the ‘Message’ tab.

Click the ‘Send’ to submit your meeting request.
Once submitted you will receive the following confirmation via email. And the event will show as approved on your calendar and tentative on the room’s calendar.

Once availability of the room has been determined, you will receive an additional email from the room administrator you that your request has been approved or declined.

Note: If room request can not be accomodated, the room administrator will make every effort may propose alternative room options to meet the needs of the meeting.
Adding Calendars

An alternative way to reserve a room is to view the room’s calendar directly and create a meeting. To add a room calendar to your view in Outlook, navigate to the calendar function of the software.

Click on the 'Open Calendar' button in the 'Home' ribbon at the top of the page.

In the window that appears, click on the address book icon in the top right.

In the search box that appears, you’ll want to type in “Curry-“ to help navigate to the curry spaces that are available for reservation. Rooms in Bavaro will be listed as ‘Curry-Bavaro’, while rooms in Ruffner will be named with ‘Curry-Ruffner’

Click the ‘Find’ button to search. Click on the room you wish to add and then click the ‘OK’ button. You will have to repeat this process for each individual room you wish to add.
Click the ‘OK’ Button on the ‘Open Other User’s Folder’ window to return to the previous view with the selected rooms added to your view. Calendars will appear in the Shared Calendars section of your view.

By using the check boxes, you can add and remove calendars from your current view, without removing the calendar itself from your Outlook account.

Note: It may be necessary to change the view to Day, Week, Month, etc. based on your scheduling needs.

From this point you can double click within the desired calendar on the date you wish reserve. Click on the ‘Invite’ button to add attendees. The room will be listed in the ‘To...’ section of the meeting. You can add additional attendees, subject and details as appropriate to the meeting.

Click Send to make the request.
Once submitted you will receive the following confirmation via email. And the event will show as approved on your calendar and tentative on the room’s calendar.

Once availability of the room has been determined, you will receive an additional email from the room administrator that your request has been approved or declined.

Note: If room request can not be accommodated, the room administrator will make every effort may propose alternative room options to meet the needs of the meeting.
**Windows 7 or 8 and Office 2010**

From a windows based device there are multiple ways within Outlook to reserve a Curry space. By using either the Scheduling Assistant feature, or adding a room calendar to your view, you can determine a particular room’s availability and request to reserve it.

**Scheduling Assistant**

There is a scheduling assistant function without Outlook that enables the user to view multiple calendars of room and users simultaneously to better coordinate a meeting. To access the feature, without Outlook open, navigate to the Calendar function of the software.

A the top of the page, in the ‘New’ section of the ribbon, click on ‘New Meeting’ and then click the ‘New Meeting’ option from the menu.

In the window that appears, you’ll be accessing the ‘Scheduling Assistant’ option in the ‘Show’ section of the Meeting ribbon. Before clicking this option, if the meeting time is known it will be easier to go ahead and select this now, as the scheduling assistant will populate to this date and time in its default view. Otherwise this will need to be set from within the assistant.

Click on the ‘Scheduling Assistant’ option.

At the bottom left of the new view the ‘Add Rooms...’ button will be visible. Click on this button to browse available rooms.
In the search box that appears, you'll want to type in "Curry-" to help navigate to the curry spaces that are available for reservation. Rooms in Bavaro will be listed as 'Curry-Bavaro', while rooms in Ruffner will be named with 'Curry-Ruffner'.

Click on the room you wish to add and then click the 'Rooms ->' button to add it to your list. Multiple rooms in a row can be selected by holding down shift and clicking the first and then the last room. To select multiple rooms not in a row, hold down the ctrl key which click each room.

Click the 'OK' button to return to the previous view with the selected rooms.

Note: if you are trying to find a time that all meeting participants and a room are available, you can also add people to the meeting by clicking the 'Add Attendees...' button and following the same process.
Once you have confirmed which room you would like to request, simply uncheck the box beside the other rooms and they will not be added to the meeting. The same can be done for Attendees if needed. To add a subject and details to the meeting, click on the ‘Appointment’ option on the ‘Show’ section of the Meeting ribbon. From here you can add meeting details and additional participants as needed. Click the ‘Send’ to submit your meeting request.

Once submitted you will receive the following confirmation via email. And the event will show as approved on your calendar and tentative on the room’s calendar.

Once availability of the room has been determined, you will receive an additional email from the room administrator that your request has been approved or declined.

Note: If room request can not be accommodated, the room administrator will make every effort may propose alternative room options to meet the needs of the meeting.
Adding Calendars

An alternative way to reserve a room is to view the room’s calendar directly and create a meeting. To add a room calendar to your view in Outlook, navigate to the calendar function of the software.

In the column to the left of the visible calendar view, right click ‘My Calendars’. Highlight the ‘Add Calendar’ option and then select the ‘From Room List’ option.

In the search box that appears, you’ll want to type in “Curry-“ to help navigate to the curry spaces that are available for reservation. Rooms in Bavaro will be listed as ‘Curry-Bavaro’, while rooms in Ruffner will be named with ‘Curry-Ruffner’.

Click on the room you wish to add and then click the ‘Rooms ->’ button to add it to your list. Multiple rooms in a row can be selected by holding down shift and clicking the first and then the last room. To select multiple rooms not in a row, hold down the ctrl key which click each room.

Click the ‘OK’ button to return to the previous view with the selected rooms added to your view.
By using the check boxes, you can add and remove calendars from your current view, without removing the calendar itself from your Outlook account.

Note: It may be necessary to change the view to Day, Week, Month, etc. based on your scheduling needs.

From this point you can double click within the desired calendar on the date you wish reserve. The room will be listed in the ‘To...’ section of the meeting. You can add additional attendees, subject and details as appropriate to the meeting.

Click Send to make the request.
Once submitted you will receive the following confirmation via email. And the event will show as approved on your calendar and tentative on the room’s calendar.

Once availability of the room has been determined, you will receive an additional email from the room administrator that your request has been approved or declined.

Note: If room request can not be accomodated, the room administrator will make every effort may propose alternative room options to meet the needs of the meeting.