

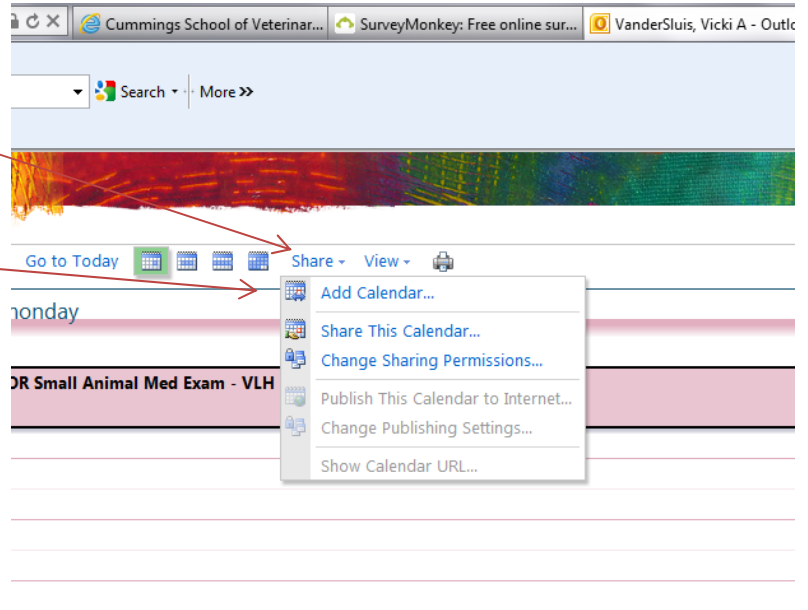
Room Calendar Instructions for Web Outlook Exchange

1. Sign in to Outlook Exchange via the Web using your Tufts UTLN and password.

2. Choose Calendar (left-hand side bar)

3. Go to Share on the top menu bar

4. Choose Add Calendar from the drop-down menu

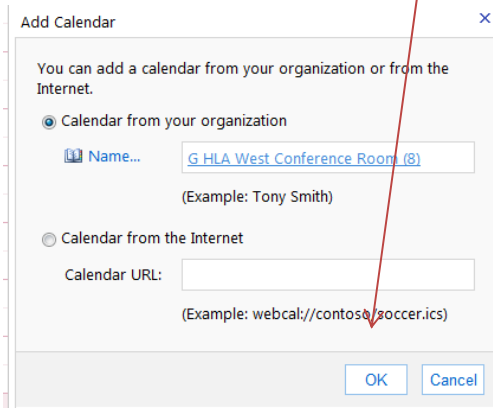
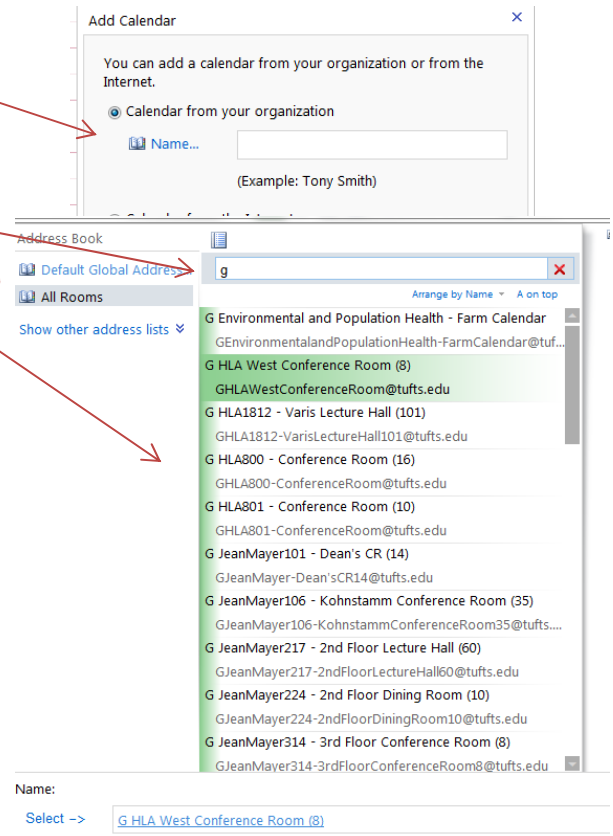


5. Click on Name and choose "all rooms"

6. Type a "g" in the search box. This brings up all the Grafton Rooms. Click on any room you wish to download.

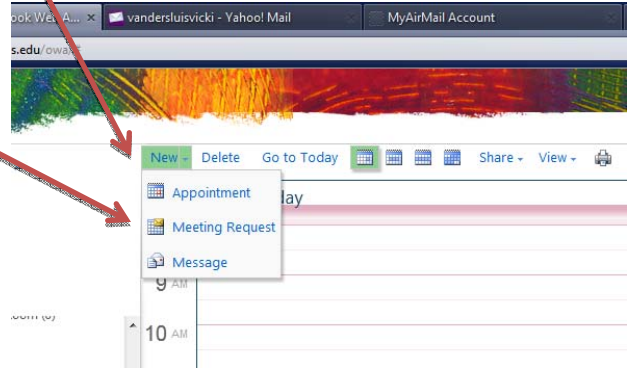
7. Once you've selected your room(s) hit okay.

The room calendar(s) will then be on your side Bar under rooms.

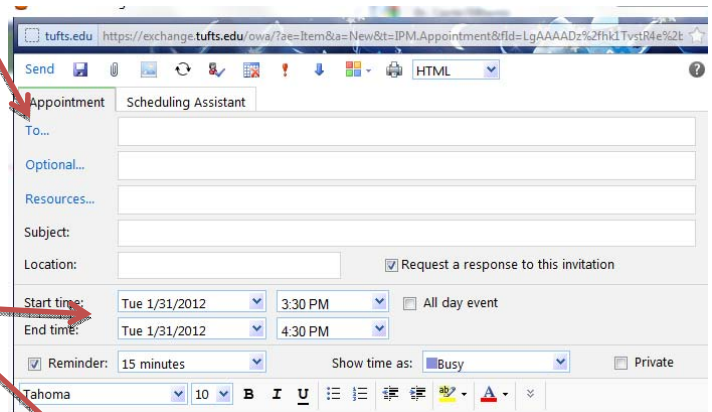


Room Reservation Instructions

1. To reserve a room, go into calendar and choose "new."
2. Then choose "meeting request"



3. On the meeting request form, click on "To..."
4. Choose "All Rooms" the same as if you were uploading a calendar. Double click on the room you're looking to reserve and it will place it into the To...spot.



5. Fill in the start time/date and the end time/Date.
6. Hit send.
7. Once approved, you will receive an "accept" Notice.

