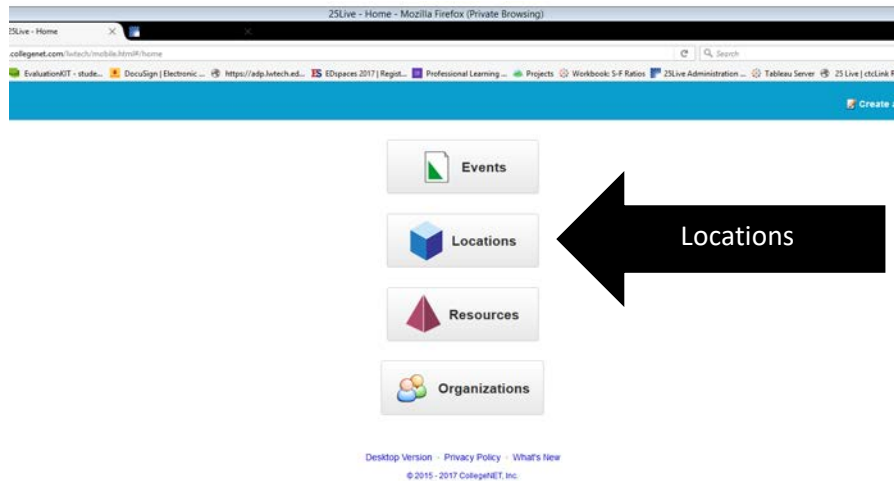
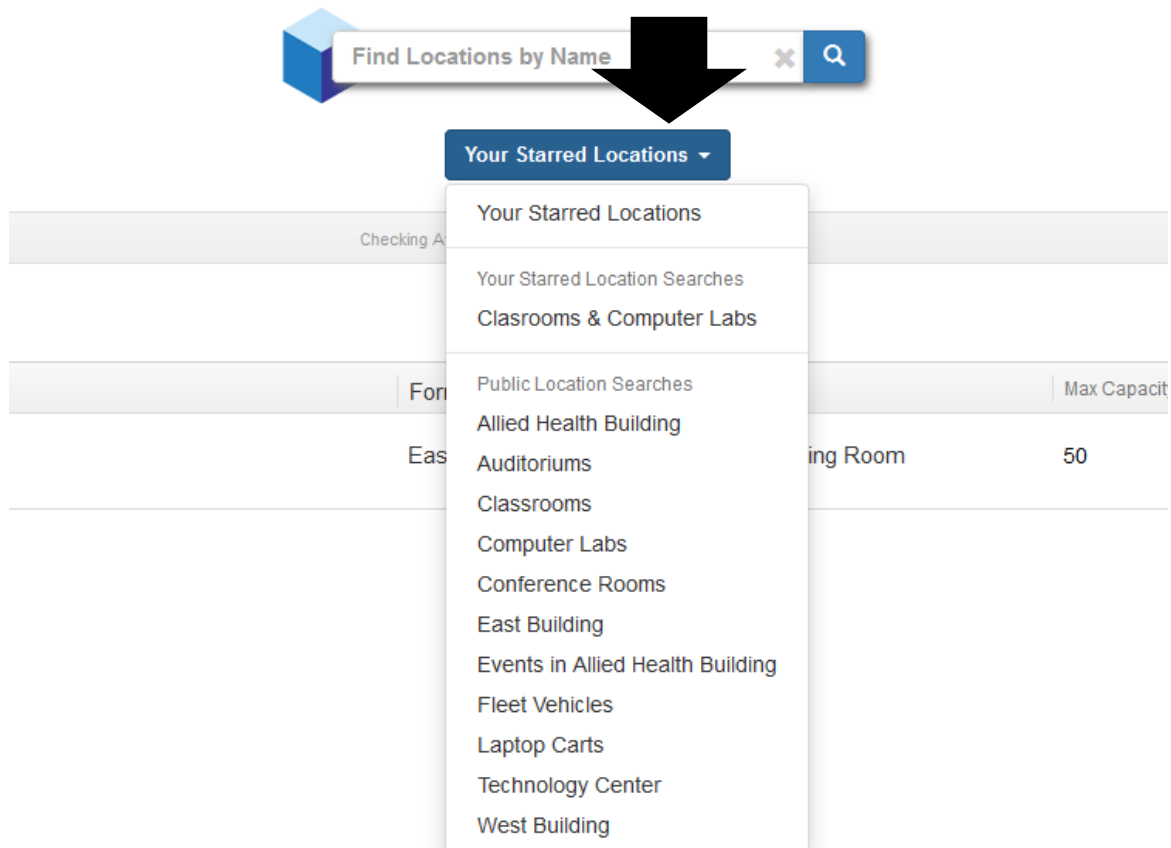



3. Click **Locations** button.




4. Select the type of room you want to reserve from **Your Starred Locations** dropdown menu.



5. For example, if you select **Conference Rooms**, you can view the list of all the conference rooms on campus.



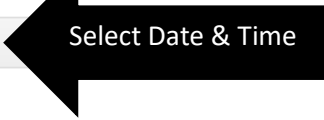
Checking Availability for **Oct 11, 2017, 11:00AM - 12:00PM** Showing **All Locations**


11 Matching Locations 

Location Name -	Formal Name	Max Capacity	Actions
☆ WES W401	West Building Room W401 - West W401-Conference Room	102	Unavailable
☆ WES W305B	West Building Room W305B	36	Unavailable
☆ WES W305A	West Building Room W305A - Board Room	50	Unavailable
☆ WES W302	West Building Room W302 - Presidents Conference Room	12	Request It
☆ WES W213C	West Building Room W213C - Conference Room	15	Unavailable
☆ WES W213A	West Building Room W213A - Bridge Room	10	Restricted
☆ Training Only - Copy of AHB A212	Training Test	16	Reserve It
☆ EAS E221U	East Building Room E221U - Instruction Conference Room	12	Reserve It
☆ EAS E128E	East Building Room E128E - ASG Conference Room	12	Request It
☆ AHB A306R	Allied Health Building Room A306R - AHB Conference Room	14	Reserve It
☆ AHB A212	Allied Health Building Room A212 - Allied Health Conference room	16	Unavailable

6. You can change the date and time using *Checking Availability for: date and time link*.

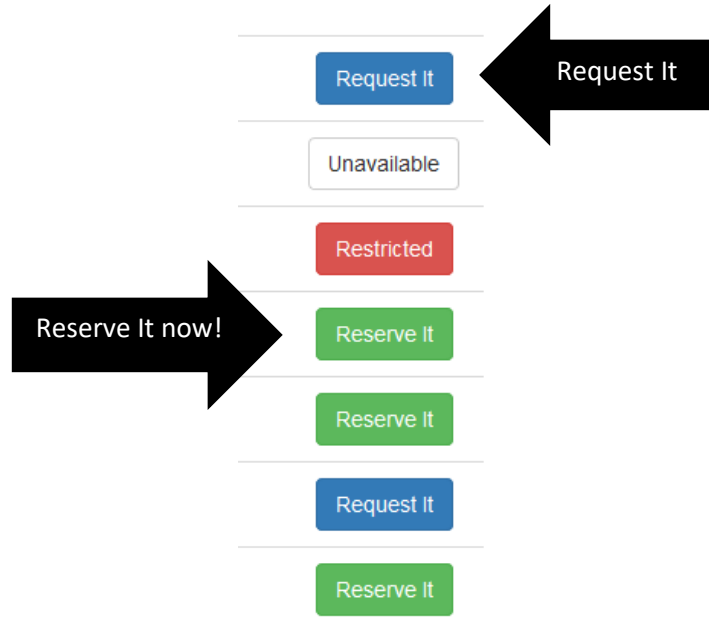
Conference Rooms ▾

Checking Availability for **Oct 11, 2017, 11:00AM - 12:00PM**  Showing **All Locations**

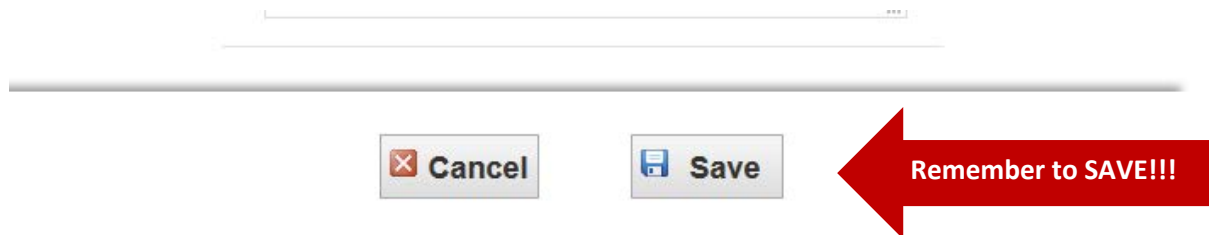
11 Matching Locations 

Location Name -	Formal Name	Max Capacity	Actions
☆ WES W401	West Building Room W401 - West W401-Conference Room	102	Unavailable
☆ WES W305B	West Building Room W305B	36	Unavailable
☆ WES W305A	West Building Room W305A - Board Room	50	Unavailable

7. Click the **Request It** or **Reserve It** button for the room you want to reserve.
If you click a blue Request it button, your request will be routed to the room approver and you will receive an email confirming your reservation.
If you click a green Reserve it button, your room is reserved and will appear on the calendar.



8. Fill out the **Event Wizard** and then click **Save**.



Congratulations! You reserved a room in 25Live!