

Center for Comparative Medicine and Surgery
Icahn School of Medicine at Mount Sinai

Instructional: Vivarium Room Reservations via Microsoft Outlook Scheduling Assistant

1. Open your outlook email application. Next to the email icon, select the calendar icon.
2. In the Calendar, select the date you would like to reserve the room for and then select **New Meeting** from the task ribbon.
3. Add your name and your PIs name in the **To box**.
4. In the **Subject box**, write **Reserved**. Time slots of 30 minute increments are available for reservation. A maximum of two hours is allowed to be reserved daily.
5. In the **Room Box**, select the room you want to reserve from the prepopulated list provided.
 - a. To schedule Recurring meetings, on the Meeting menu, in the Options group, click Recurrence, select the recurrence pattern, and then click OK.
 - b. When you add a recurrence pattern to a meeting request, the Meeting menu changes to Recurring Meeting.
6. When done setting up your meeting, click **Send**. The room reservation should now appear on your calendar.

***Please note: If you will no longer need to use your reserved time, please delete your reservation to allow other users the opportunity to book the available time slot.**