Calendar View Instructions

1. Click on “Calendars” tab

2. Select “Scheduling Calendars” to view daily, weekly, or monthly calendars, resource grids and activity lists.

3. Click on the grid icon.

*Events are listed in green, courses are listed in blue

4. The room grid can be viewed by day, week, or month.

5. To view by day, click on (next to today’s date) and the calendar will update.

6. To view by week, select “week” tab. Pick a date and select a room from the column on the left hand side of the page.
7. To learn more about a meeting, place your cursor over the meeting to see details.

8. To learn about resources (i.e. room size, types of chairs, etc.) in a given room, scroll on the image to the right of the room number.

9. Room details will appear in the pop out.
10. To request a meeting space, click any open space you want on the calendar. This will direct you to the Event Request Screen.

11. To search for available rooms and resources select the “Available Rooms” calendar.

12. Begin by selecting “Add New” to create a meeting time.
13. Create a single or recurring meeting

14. Select or change any of the filters by clicking  

15. When you have chosen all of your filters, click  Search . Give the system a minute to update your features.

16. Search results will appear in the section that most closely matches your criteria. This information can now be used to create an event. You can also print your search results by selecting  Print

* You will now need to go back to the home page and click on “Request an Event” in the upper left hand corner.