

## Outlook Meeting Room Reservation System

Users who have previously reserved meeting rooms with meetings.cal.msu.edu will find that that system is now off line. We have moved all Wells Hall Meeting Room reservations from meetings.cal.msu.edu to Outlook.

To make a reservation, open outlook, go to calendar, create a meeting and invite the meeting room to the meeting. Be sure to include information about how many people will be involved in the meeting and an organizer contact (if it's not you). When you submit the meeting request, the event goes into work flow for approval.

Once you submit your reservation, it routes for approval. After approved, you'll be able to find your reservation (and share it) from your own Outlook Calendar. Please note that requests for reservations are aligned with CAL's Meeting Room Guidelines.

### **Here is a list of the outlook addresses for the meeting room calendars.**

Wells B240 Small Meeting Room (4 people) <CAL.Wells.B240@msu.edu>

Wells B241 Small Meeting room (4 people) <CAL.Wells.B241@msu.edu>

Wells B243 Meeting room (25 people) <CAL.Wells.B243@msu.edu>

Wells B342 Meeting room (40 people) <CAL.Wells.B342@msu.edu>

Wells B402 Meeting room (8 people) <CAL.Wells.B402@msu.edu>

Wells B440 Small Meeting room (4 people) <CAL.Wells.B440@msu.edu>

Wells B441 Small Meeting room (4 people) <CAL.Wells.B441@msu.edu>

Wells B442 Meeting room (12 people) <CAL.Wells.B442@msu.edu>

Wells B443 Meeting Room (12 people) <CAL.Wells.B443@msu.edu>

Wells B310 Presentation Space (50 people) <CAL.Wells.B310@msu.edu>

Wells Atrium 2nd floor B wing <CAL.Wells.Atrium@msu.edu>