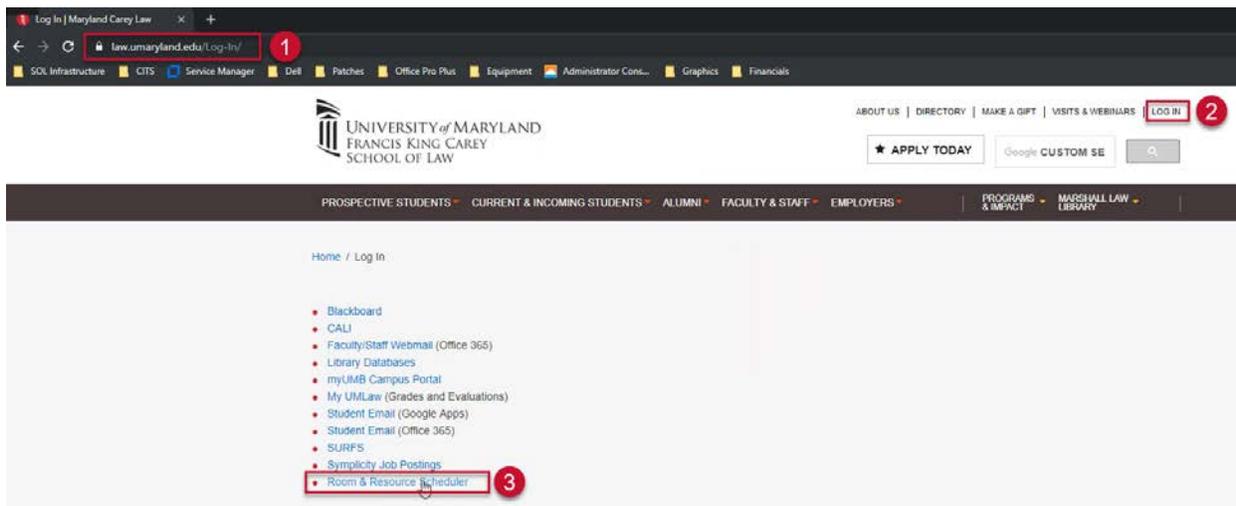
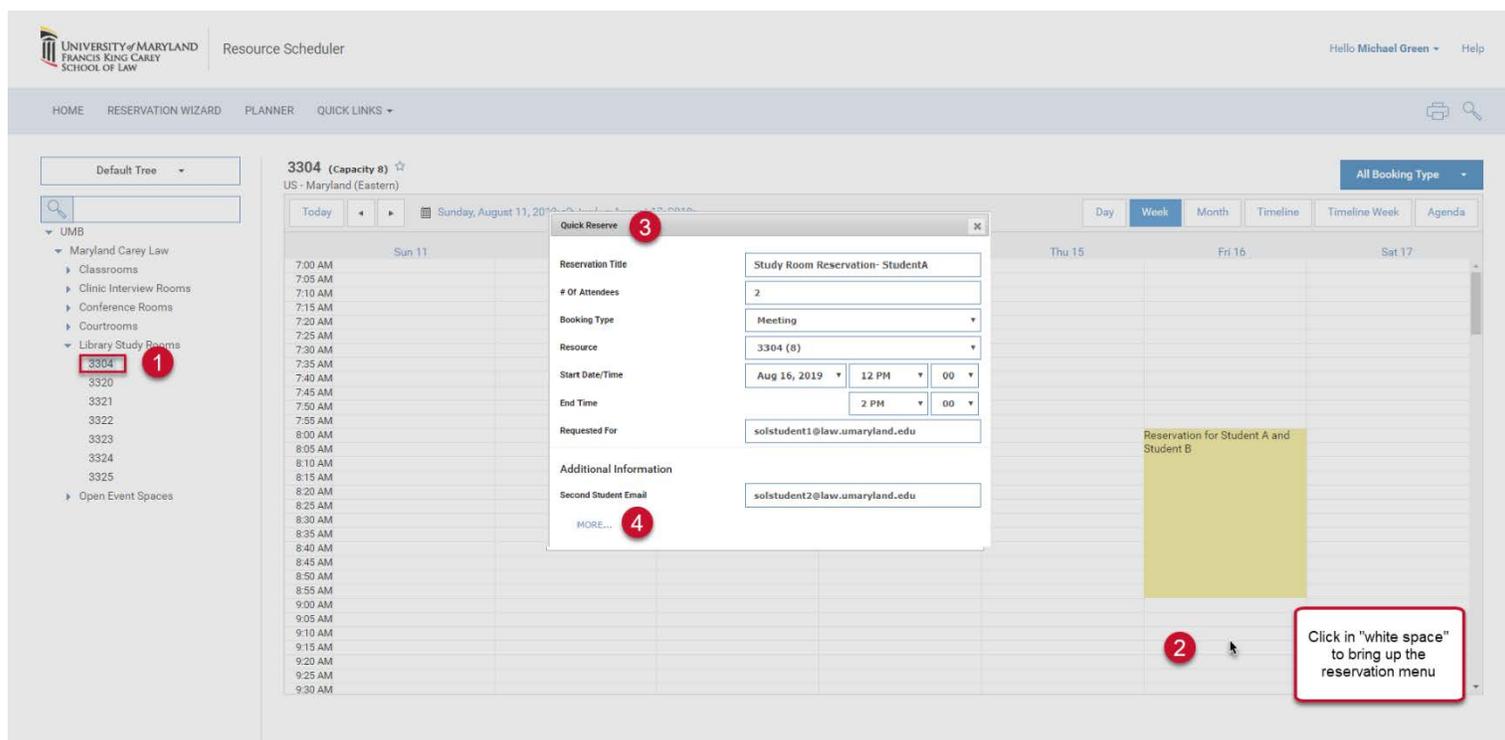


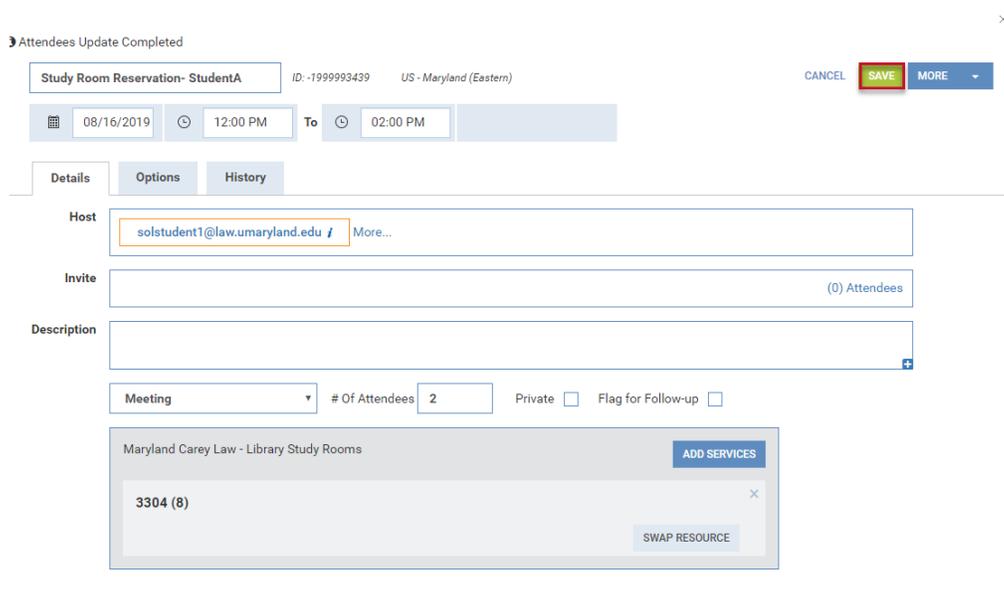
- 1.) From the law school website (<https://www.law.umaryland.edu/>) click “Login” and click “Room & Resource Scheduler”



- 2.) Enter your UMID and password. You will also be prompted for Duo 2-factor authentication
- 3.) Expand the drop down for the desired room type. In this example, we'll choose a library study room. All other rooms other than study rooms require approval by staff members.
  - a. Click the desired room to view it's schedule
  - b. Click on an open space to open the booking menu
  - c. Fill out applicable information including the 2<sup>nd</sup> student who will be using the study room.
  - d. Click “More” to continue reservation



- 4.) Acknowledge the prompt that two or more students will be present and the maximum booking time is 3 hours per day.
- 5.) Verify the reservation details and click **“Save”**. You can add other students to the **“invite”** section and they will also receive an email confirmation. You can add that confirmation to your Outlook calendar as a reminder.



Attendees Update Completed

Study Room Reservation- StudentA ID: -1999993439 US - Maryland (Eastern) CANCEL SAVE MORE

08/16/2019 12:00 PM To 02:00 PM

Details Options History

Host solstudent1@law.umaryland.edu More...

Invite (0) Attendees

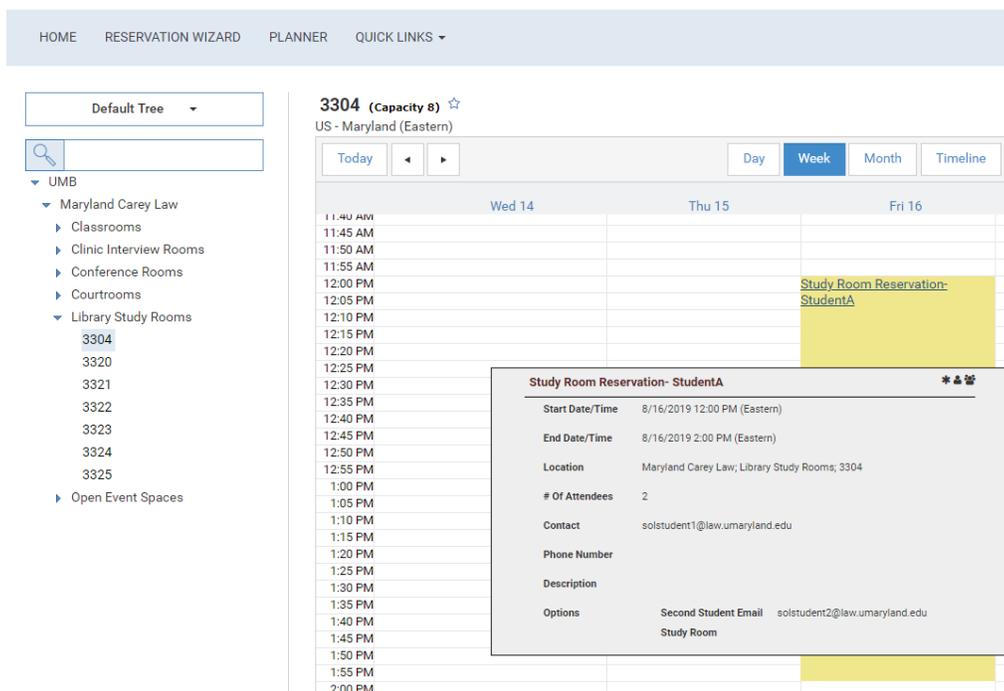
Description

Meeting # Of Attendees 2 Private Flag for Follow-up

Maryland Carey Law - Library Study Rooms ADD SERVICES

3304 (8) SWAP RESOURCE

- 6.) The reservation has been successfully been added. Note a **“tan”** colored reservation designates a complete reservation. **“Cyan”** colored reservations require additional approval (classrooms, clinic interview rooms, etc). You can hover over a meeting for more detail.



HOME RESERVATION WIZARD PLANNER QUICK LINKS

Default Tree

UMB

- ▼ Maryland Carey Law
  - ▶ Classrooms
  - ▶ Clinic Interview Rooms
  - ▶ Conference Rooms
  - ▶ Courtrooms
  - ▼ Library Study Rooms
    - 3304
    - 3320
    - 3321
    - 3322
    - 3323
    - 3324
    - 3325
  - ▶ Open Event Spaces

3304 (Capacity 8) ☆

US - Maryland (Eastern)

Today Week Month Timeline

Wed 14 Thu 15 Fri 16

11:40 AM  
11:45 AM  
11:50 AM  
11:55 AM  
12:00 PM  
12:05 PM  
12:10 PM  
12:15 PM  
12:20 PM  
12:25 PM  
12:30 PM  
12:35 PM  
12:40 PM  
12:45 PM  
12:50 PM  
12:55 PM  
1:00 PM  
1:05 PM  
1:10 PM  
1:15 PM  
1:20 PM  
1:25 PM  
1:30 PM  
1:35 PM  
1:40 PM  
1:45 PM  
1:50 PM  
1:55 PM  
2:00 PM

Study Room Reservation- StudentA

Study Room Reservation- StudentA

Start Date/Time 8/16/2019 12:00 PM (Eastern)

End Date/Time 8/16/2019 2:00 PM (Eastern)

Location Maryland Carey Law; Library Study Rooms; 3304

# Of Attendees 2

Contact solstudent1@law.umaryland.edu

Phone Number

Description

Options Second Student Email solstudent2@law.umaryland.edu Study Room