

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

🏮 Log In Maryland Carey Law 🛛 🗙 🕂		
← → C 🔒 Inv.umaryland.edu/Log-In/		
📔 SOL Infrastructure 📕 CITS 🚺 Service Manager 📙 Dell	📕 Patches 📕 Office Pro Plus 📕 Equipment 🔚 Administrator Cons 📋 Graphics 📜 Financials	
	UNIVERSITY & MARYLAND FRANCIS KING CAREY SCHOOL OF LAW	ABOUT US DIRECTORY MAKE A GIPT VISITS & WEBINARS LOG IN 2
	PROSPECTIVE STUDENTS CURRENT & INCOMING STUDENTS ALUMNI FACULTY & STAFF	EMPLOYERS PROGRAMS - MARSHALL LAW -
	Home / Log In Blackboard CAL Facuty/Staff Webmail (Office 365) Literary Databases myUMB Campus Portal My UMLaw (Grades and Evaluations) Student Email (Office 365) Student Email (Office 365) Surpris Surpris Surpris Surpris Room & Resource Scheduler 3	

- 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 2nd student who will be using the study room.
 - d. Click "More" to continue reservation

ME RESERVATION WIZARD F	PLANNER QUICK LINKS +						-
Default Tree 🔹	3304 (Capacity 8) 位 US - Maryland (Eastern)						All Booking Type
	Today + + 🕅 Sunday	August 11, 2010-0.		Day	Week Month	Timeline	Timeline Week Age
MB		QUICK Reserve	×		-		
Maryland Carey Law	Sun 11		· · · · · · · · · · · · · · · · · · ·	Thu 15	Fri	16	Sat 17
Classrooms	7:00 AM	Reservation Title	Study Room Reservation- StudentA				
Clinic Interview Rooms	7:05 AM						
Conference Deems	7:10 AM	+ Of Attendees	2				
Comerence Rooms	7.13 AM 7.20 AM	Booking Type	Meeting				
Courtrooms	7.25 AM	5.67%					
Library Study Rooms	7:30 AM	Resource	3304 (8) *				
3304	7:35 AM	100 No. 100					
3320	7:40 AM	Start Date/Time	Aug 16, 2019 * 12 PM * 00 *				
9921	7:45 AM	End Time	2.04				
00021	7:50 AM	Log rane	2 FM 7 00 7				
3322	7.55 AM	Requested For	solstudent1@law.umaryland.edu		Deservation for Ot	indent & and	
3323	8:05 AM				Student B	udent A and	
3324	8.10 AM						
3325	8.15 AM	Additional Information					
Onen Event Snaces	8:20 AM	Second Student Email	solstudent2@law umandand edu				
open Event opaces	8:25 AM		Joistadenteenamarynamatynamateau				
	8:30 AM	MORE.					
	8:35 AM		MORE				
	8:40 AM						
	8:45 AM						
	8:50 AM						
	8:55 AM						
	9:00 AM						
	9:05 AM						
	9:10 AM				-		Click in "white space
	9.15 AM				2		to bring up the
	9:20 AM				-	-	to shing up the
	9:25 AM						reservation menu



- 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.

Study Room	Reservation-	StudentA	ID: -1999	993439 US - Maryla	and (Eastern)		CANCEL	SAVE M	ore 🚽
■ 08/1	6/2019) 12:00 PM	То	O2:00 PM					
Details	Options	History							
Host	solstude	nt1@law.umaryl	and.edu 🦸	More					
Invite							(0) A	ttendees	
escription									
	Meeting		¥	Of Attendees 2	Private	Flag for Follow-up		0	
	Maryland C	arey Law - Librar	ry Study Ro	oms		ADD SERVICES			
	3304 (8)					×			

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.

FRANCIS KING CAREY SCHOOL OF LAW	source Scheduler						
HOME RESERVATION WIZARD	PLANNER QUICK LINKS -						
Default Tree 🛛 🗸	3304 (Capacity 8) 🛱 US - Maryland (Eastern)						
UMB	Today +		Day	Week Month	Timeline		
 Maryland Carey Law 		Wed 14	Thu 15	Eri 1	6		
	LL4U AIVI	Wed 14	Thu to		0		
Classrooms	11:45 AM						
 Clinic Interview Rooms 	11:50 AM						
 Conference Rooms 	11:55 AM						
Courtrooms	12:00 PM			Study Room Reserv	ation-		
- Library Study Deerse	12:05 PM			StudentA			
Elbrary Study Rooms	12:15 PM						
3304	12:10 PM						
3320	12:25 PM						
3321	12:30 PM	Study Room Rese	ervation- StudentA		* & 삼		
2222	12:35 PM						
3322	12:40 PM	Start Date/Time	8/16/2019 12:00 PM (Eastern)				
3323	12:45 PM	End Date/Time	8/16/2019 2:00 PM (Eastern)	(Eastern)			
3324	12:50 PM						
3325	12:55 PM	Location	Maryland Carey Law; Library Study Rooms; 3304				
0.020	1:00 PM	# Of Attendees	2				
Open Event Spaces	1:05 PM	+ Of Attenuees	2				
	1:10 PM	Contact	solstudent1@law.umaryland.edu	1			
	1:15 PM						
	1:20 PM	Phone Number					
	1:25 PM	Description					
	1:30 PM	Description					
	1:35 PM	Options	Second Student Email sol	lstudent2@law.umaryland.e	edu		
	1:40 PM		Study Room				
	1:45 PM	-					
	1.50 PW						
	1.00 FW						