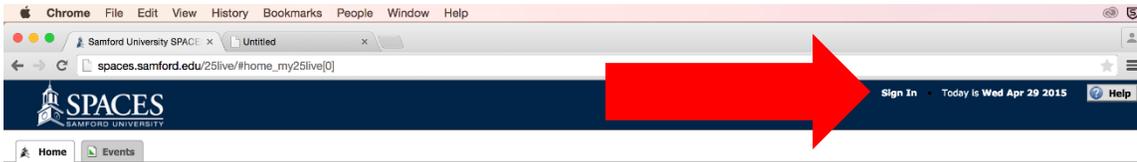
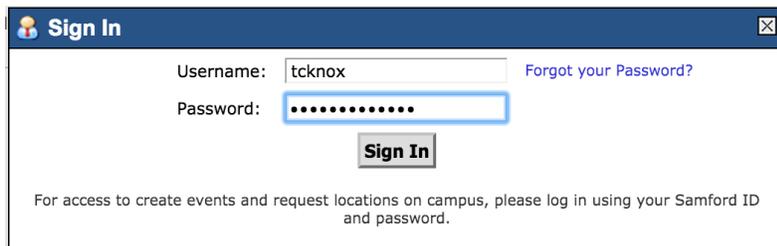


## How to Add a SPACES Location to Your Mac Calendar Application

- Open Chrome or Firefox
- Go to <http://spaces.samford.edu>
- Click the “Sign In” link in the top right hand corner



- Sign in using your Samford ID and password



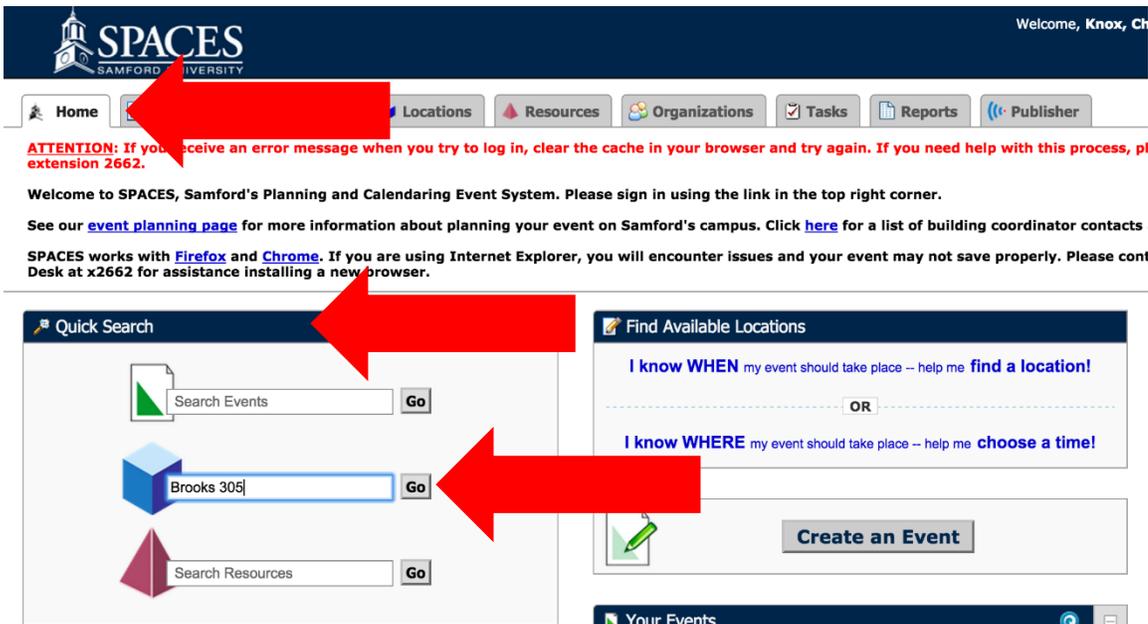
Sign In

Username:  [Forgot your Password?](#)

Password:

For access to create events and request locations on campus, please log in using your Samford ID and password.

- Once you're signed in, look for the “Quick Search” box on the Home tab
- Click in the box that says “Search Locations”
- Type the name and number of the room you want to add to Outlook
- Click “Go”



Welcome, Knox, CH

Home Locations Resources Organizations Tasks Reports Publisher

**ATTENTION:** If you receive an error message when you try to log in, clear the cache in your browser and try again. If you need help with this process, please contact extension 2662.

Welcome to SPACES, Samford's Planning and Calendaring Event System. Please sign in using the link in the top right corner.

See our [event planning page](#) for more information about planning your event on Samford's campus. Click [here](#) for a list of building coordinator contacts

SPACES works with [Firefox](#) and [Chrome](#). If you are using Internet Explorer, you will encounter issues and your event may not save properly. Please contact Desk at x2662 for assistance installing a new browser.

Quick Search

Search Events

Brooks 305

Search Resources

Find Available Locations

I know WHEN my event should take place -- help me [find a location!](#)

OR

I know WHERE my event should take place -- help me [choose a time!](#)

Your Events

## How to Add a SPACES Location to Your Mac Calendar Application

- Click on the room name in the search results

The screenshot shows the SPACES web application interface. At the top, there is a navigation bar with the SPACES logo and the text 'Welcome, Knox, Chez'. Below the navigation bar are several tabs: Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The 'Locations' tab is selected. Below the tabs, there is a search bar with the text 'Search For Locations' and a search input field containing 'Brooks 305'. A red arrow points to the 'BROOK 305' entry in the search results table. The table has columns for Name, Formal Name, Categories, and Features. The 'BROOK 305' entry is highlighted with a red arrow pointing to its name.

Name	Formal Name	Categories	Features
BROOK 305		Computer	Computer / Presentation, Computer Workstations / Pc, Floor - Carpet, Laptop Vga Connect, Podium - Portable (Lecturn), Printer, Projector / Ceiling-mounted, Seating / Mobile

- Click the "Actions" menu
- Choose "Subscribe to Events in this Location"

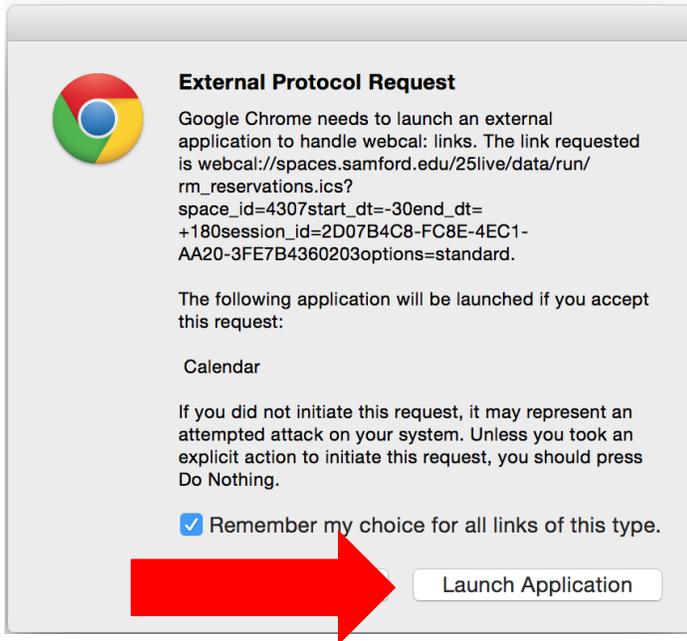
The screenshot shows the SPACES web application interface for the 'BROOK 305' location. The page title is 'BROOK 305 (Brooks Hall Training Room / Computer Lab 305)'. Below the title, there are tabs for Details, List, Availability (Daily), Availability (Weekly), and Calendar. The 'Calendar' tab is selected. A red arrow points to the 'Actions...' menu in the top right corner of the calendar view. The calendar view shows a grid of days from Sunday to Saturday. A red arrow points to the 'Actions...' menu in the top right corner of the calendar view.

- The box below will pop up
- Click the green iCal button

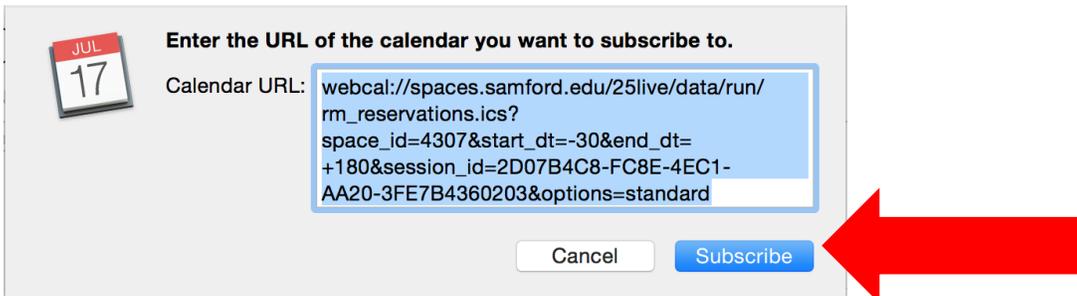
The screenshot shows a dialog box titled 'Subscription Options: BROOK 305'. The dialog box has two sections: 'Subscribe with a web-based news reader:' and 'Subscribe with a web-based calendar:'. The 'Subscribe with a web-based news reader:' section has buttons for Google, MY YAHOO!, netvibes, MYAOL, BLOGLINES, and ATOM. The 'Subscribe with a web-based calendar:' section has a green button for iCAL and a blue button for View iCal feed. A red arrow points to the green iCAL button.

## How to Add a SPACES Location to Your Mac Calendar Application

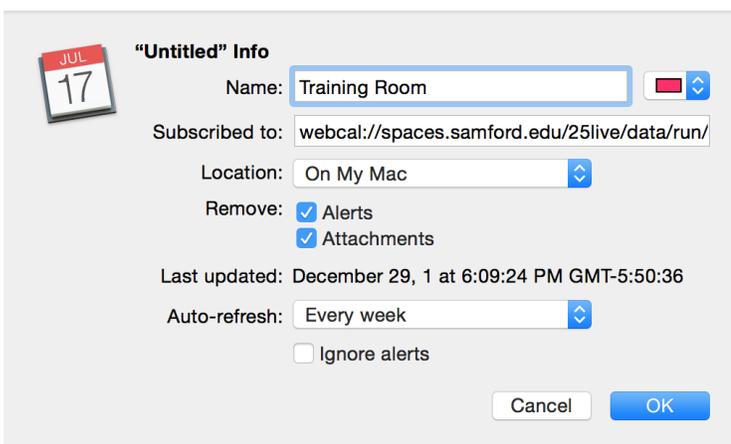
- The box below will pop up
- Click “Launch Application”



- The box below will pop up
- Click “Subscribe”



- The box below will pop up
- Change the name from "Untitled" to something more meaningful
- Click "Ok"



## How to Add a SPACES Location to Your Mac Calendar Application

- You should see a calendar with the new room name in your list of “other” calendars

The screenshot shows the Mac Calendar application interface. The main window displays a calendar for April 2015. The sidebar on the left lists several calendars: 'On My Mac' (Home, Work), 'Other' (US Holidays, Training Room, Birthdays). The 'Training Room' calendar is selected and highlighted in blue. The main calendar view shows events for various dates, including 'SSC (Student Suc...', 'Rave Guardian De...', 'Test Resource Event', 'Auto B8 Holds Re...', 'SPACES Training...', 'SPACES Training...', 'Dashboard Work...', 'Dashboard Demo', 'VMware Airwatch...', 'Box Demo', 'Gary Davis (Ellucian) Meetings', 'New Employee SP...', 'SPACES Training...', 'SPACES Hands o...', 'SCLogic Package...', and 'Data 180 Demo'. The date 29 is highlighted in red in the main calendar view.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	Apr 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	May 1	2
3	4	5	6	7	8	9