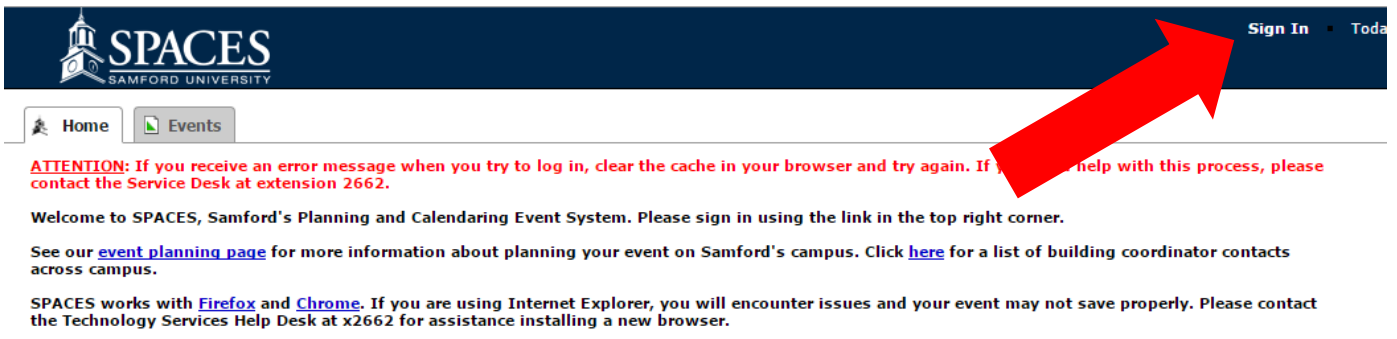


How to Add a SPACES Room to Your Outlook Calendar

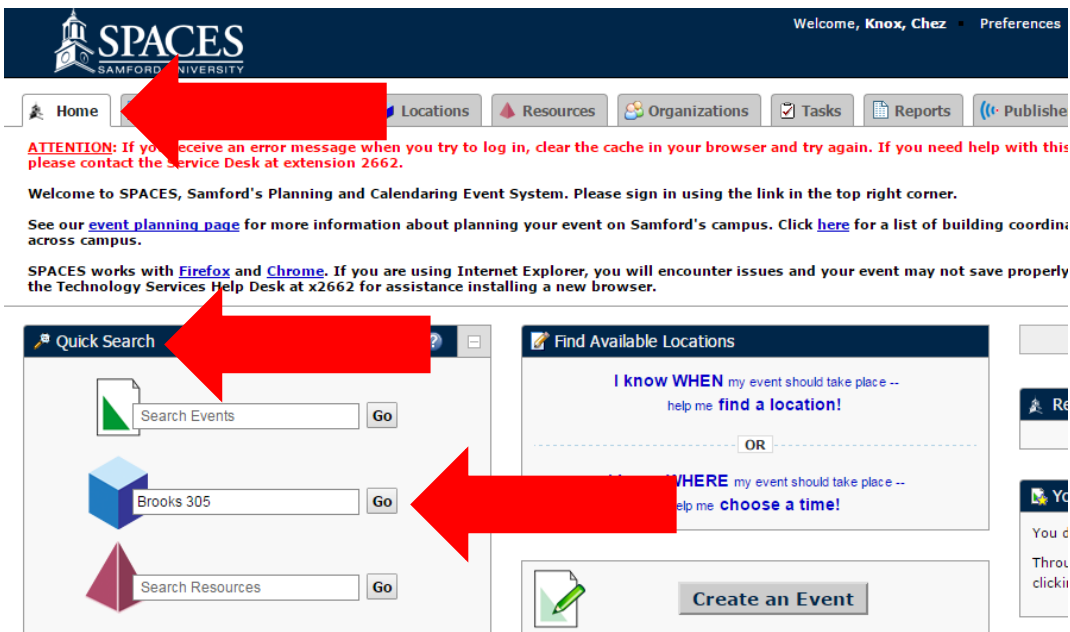
- Open Chrome or Firefox
- Go to <http://spaces.samford.edu>
- Click the “Sign In” link in the top right hand corner



- Sign in using your Samford ID and password

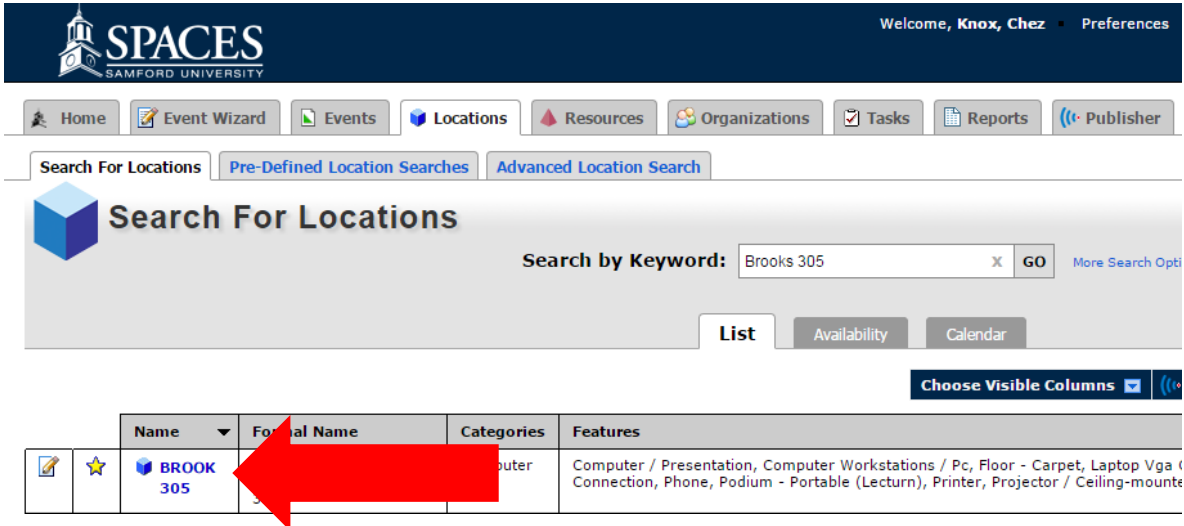
The screenshot shows the "Sign In" form. It has a title bar with a user icon and the text "Sign In". Below the title bar, there are two input fields: "Username:" with the text "tcknox" and "Forgot your Password?" link, and "Password:" with a masked password "*****". Below the password field is a "Sign In" button. At the bottom, there is a message: "For access to create events and request locations on campus, please log in using your Samford ID and password."

- Once you're sign 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”



How to Add a SPACES Room to Your Outlook Calendar

- Click on the room name in the search results



SPACES SAMFORD UNIVERSITY

Welcome, Knox, Chez Preferences

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Search For Locations Pre-Defined Location Searches Advanced Location Search

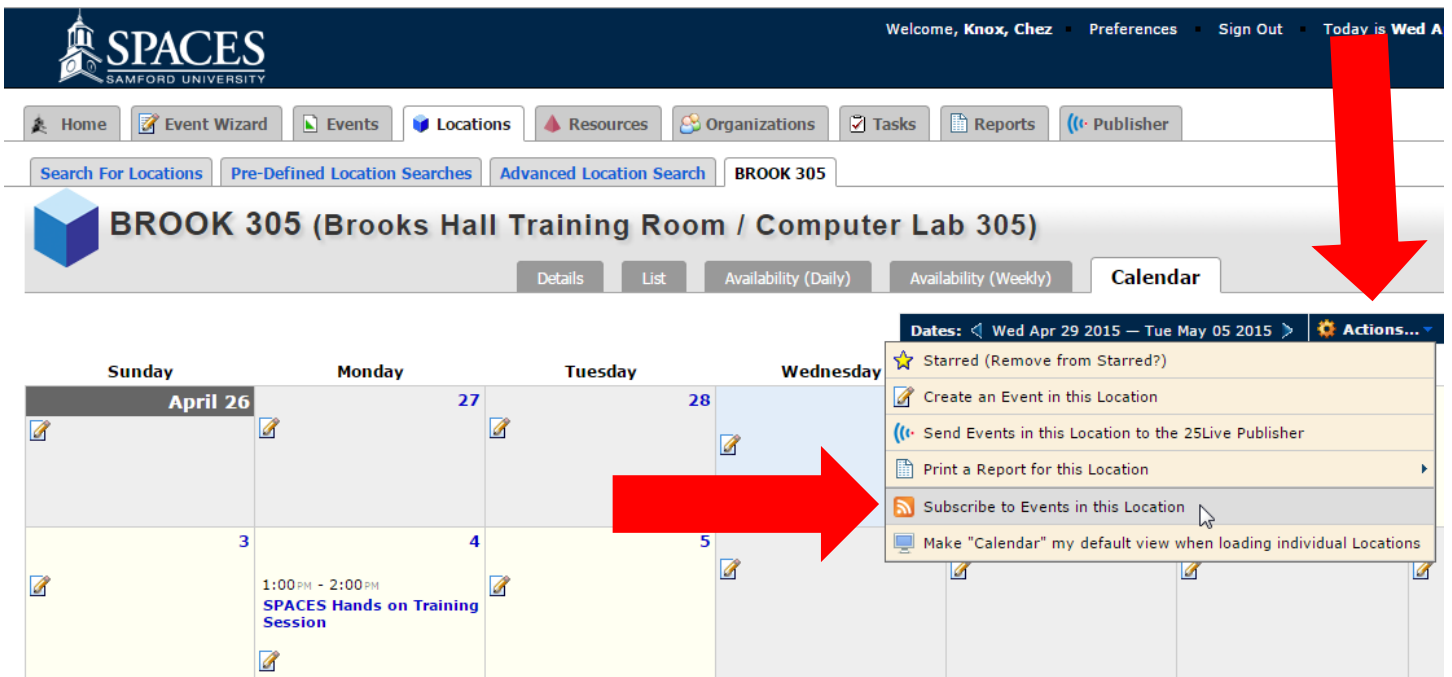
Search by Keyword: Brooks 305 X GO More Search Options

List Availability Calendar

Choose Visible Columns

Name	Formal Name	Categories	Features
BROOK 305		Computer	Computer / Presentation, Computer Workstations / Pc, Floor - Carpet, Laptop Vga Connection, Phone, Podium - Portable (Lecturn), Printer, Projector / Ceiling-mounte

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



SPACES SAMFORD UNIVERSITY

Welcome, Knox, Chez Preferences Sign Out Today is Wed A

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Search For Locations Pre-Defined Location Searches Advanced Location Search BROOK 305

BROOK 305 (Brooks Hall Training Room / Computer Lab 305)

Details List Availability (Daily) Availability (Weekly) Calendar

Dates: Wed Apr 29 2015 — Tue May 05 2015 Actions...

Starred (Remove from Starred?)

Create an Event in this Location

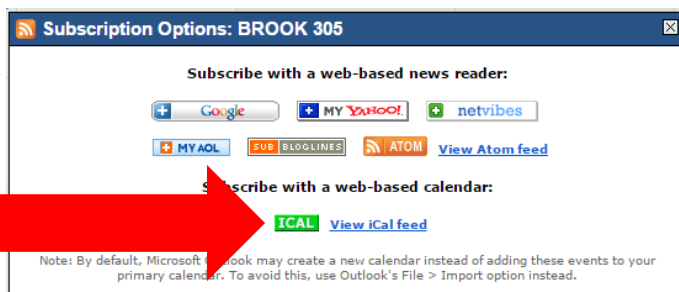
Send Events in this Location to the 25Live Publisher

Print a Report for this Location

Subscribe to Events in this Location

Make "Calendar" my default view when loading individual Locations

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



Subscription Options: BROOK 305

Subscribe with a web-based news reader:

Google MY Yahoo! netvibes

MYAOL BLOGGERS ATOM View Atom feed

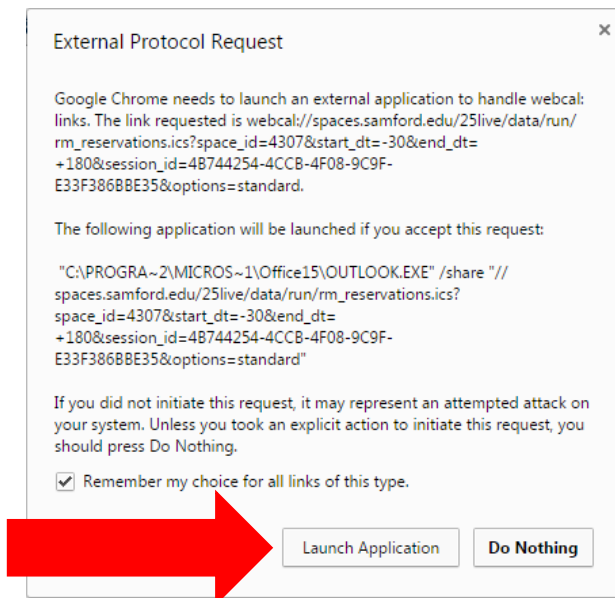
Subscribe with a web-based calendar:

ICAL View iCal feed

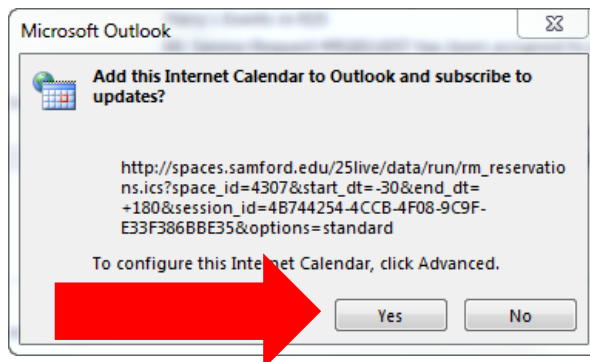
Note: By default, Microsoft Outlook may create a new calendar instead of adding these events to your primary calendar. To avoid this, use Outlook's File > Import option instead.

How to Add a SPACES Room to Your Outlook Calendar

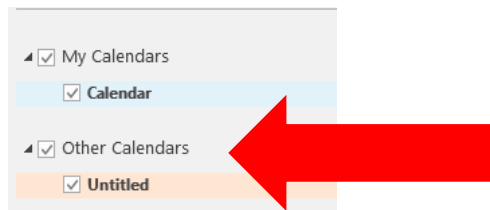
- The box below may pop up
- Click “Launch Application”



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

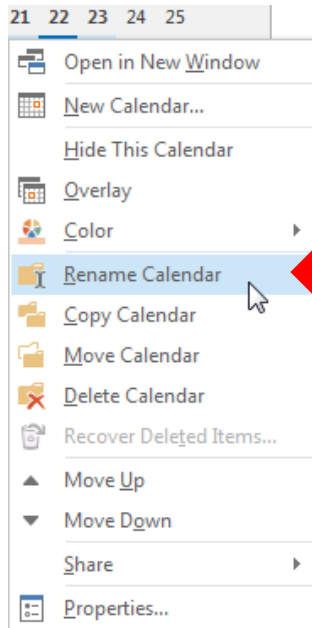


- You should now have a calendar called “Untitled” in Outlook



How to Add a SPACES Room to Your Outlook Calendar

- Right mouse click on “Untitled” and choose “Rename Calendar”



- Rename the room something more meaningful to you

