**How to reserve room with OWA (outlook web access, mail.ku.edu)**

1. Log into your email with web browser at mail.ku.edu
2. Select the Calendar tab along the top
3. Right click or control click on **MY CALENDAR** and select **Open calendar**
4. Type in **Stauffer-Flint** in the From directory: box. Select “search contacts and directory”. Then select the room calendar you would like to add. Repeat the process to add all the rooms you want to view or reserve. 
5. Once you have added the rooms to your calendar, you may now select a room to view current schedule or reserve a room. 
6. To reserve a room, double click on the day you want to reserve the room. When then reservation box comes up, enter an Event name. 
7. Next click on add room and select the room you want to reserve. 
8. Next select the duration on your reservation
9. Next select the start time
10. Next to reserve the room select send.



NOTE: You will receive a confirmation email of your reservation.

Be patient, it takes a little while to show up in the calendar.