

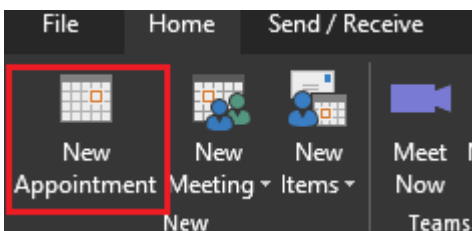
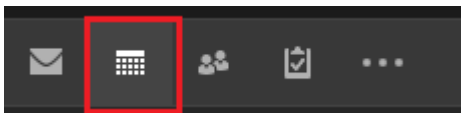
Reserving Rooms and Vehicles

Students are only permitted to book Learning Commons Collaboration Rooms (currently only Lacombe-Collaboration Room 201B)

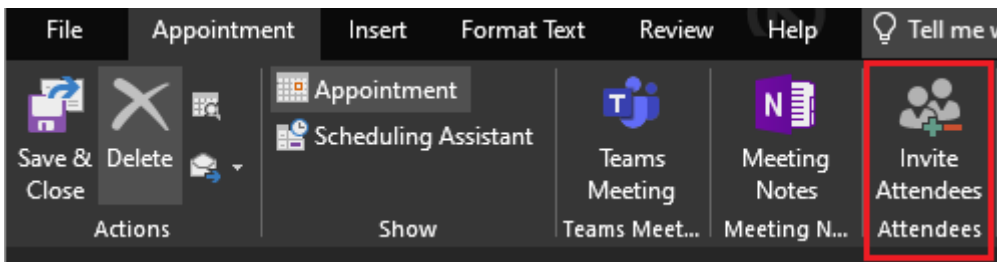
Click on images to enlarge.

Reserving through desktop app.

1.) Go to **Calendar** and select **New Appointment** at the top tool bar.



2.) Click **Invite Attendees**.



3. Click **Rooms...** at the end right-hand side of the window under Subject.

You haven't sent this meeting invitation yet.

To...

Subject

Location **Rooms...**

Start time ☐ All day event

End time

Send

4. Select the vehicle or room you wish to reserve.

5. Click **Rooms** so that the bar next to it shows the one you want.

6. Click **OK**.

7. Fill out the rest of the details and click **Send**

8. Once you send the appointment, you will receive an email stating that the appointment has been set on the calendar. If the vehicle or room requires approval, the approver will receive an email notifying him or her of your request. You will be notified once the approver approves or declines the request.

Select Rooms: All Rooms

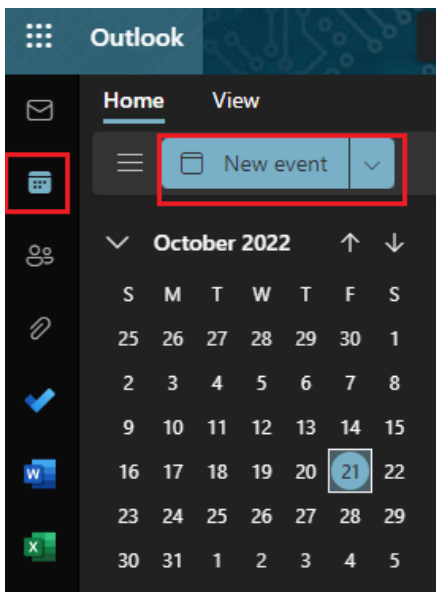
Search: ☒ Name only ☐ More columns **Address Book**

Name	Location	Business Phone	Capacity	Description	Email Ad
FPC-Lab 126	Florida Parishes Roo...		28	Room	fpc-lab
FPC-Lab 127	Florida Parishes Roo...		22	Room	fpc-lab
Hammond-Campus	Entire Hammond Ca...			Room	hamm
Hammond-Conference Room 102	Hammond Student S...	985-545-1508	8	Room	hamm
Hammond-Conference Room 205	Hammond Dean Con...		4	Room	hamm
Hammond-Dodge Ram pickup	Hammond back park...		4	Room	hamm
Hammond-Library Room 211	Hammond Library Ro...	985-545-1518	25	Room	hamm
Hammond-Room 202	Hammond Dean Offi...	985-545-1539	1	Room	hamm
Hammond-Room 211B	Hammond Library Mi...	985-545-1521	1	Room	hamm
Lacombe Classroom 105A	Lacombe Classroom ...	985-545-1205	40	Room	lacoml
Lacombe Classroom 105B	Lacombe Room 105B	985-545-1206	20	Room	lacoml
Lacombe Conference Room 102	Lacombe Conference...	985-545-1202	20	Room	lacoml
Lacombe Conference Room 151	Lacombe Room 151	985-545-1240	10	Room	lacoml
Lacombe-Chevrolet Equinox	Lacombe Fleet Vehicl...		5	Room	lacoml
Lacombe-Collaboration Room 2...	Lacombe 201B			Room	lacoml
Lacombe-Ford F350	Trailer Awning		5	Room	Lacom
Lacombe-Mobile Mechatronics ...	Lacombe Parking Lot			Room	lacoml
Lacombe-Mobile STEM Lab	Lacombe Parking Lot		15	Room	lacoml
Lacombe-Outdoor Classroom b...	Lacombe Outdoor Cl...			Room	lacoml
Lacombe-Outdoor Classroom b...	Lacombe Outdoor Cl...			Room	lacoml
Lacombe-Ram 3500	Trailer Awning		5	Room	Lacom

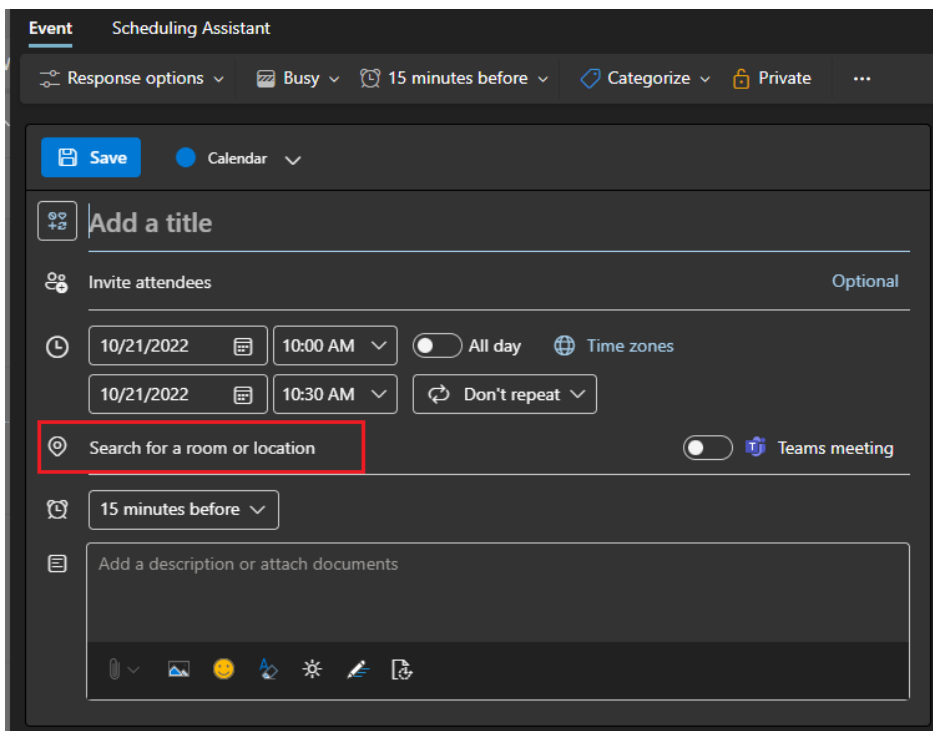
Rooms **OK**

Reserving through webmail.

1.) In webmail, go to **Calendar** and select **New Event** at the top tool bar.



2.) Click **Search for a room or location**.



3. Type in the search bar the room or vehicle you are looking to reserve.

4. Click on the location to select it.

5. Fill out the rest of the details and click send.

6. Once you send the appointment, you will receive an email stating that the appointment has been set on the calendar. If the vehicle or room requires approval, the approver will receive an email notifying him or her of your request. You will be notified once the approver approves or declines the request.

Save

Calendar

Add a title

Invite attendees

10/21/2022

10:00 AM

All day

10/21/2022

10:30 AM

Don't repeat

Hammond

3

Use this location: Hammond

Hammond-Library Room 211

Available 25

4

Hammond-Campus

Available

Hammond-Conference Room 102

Available 8

Hammond-Conference Room 205

Available 4

Hammond Northshore Regional Airport

600 Judge Leon Ford Dr, Hammond, LA, 70401, United States

Browse with Room Finder

Revision #3

Created 21 October 2022 13:43:53 by Karrie White

Updated 25 October 2022 18:57:09 by Karrie White