

# Reserving the Classroom in a Box (CIAB) using Outlook Web Access

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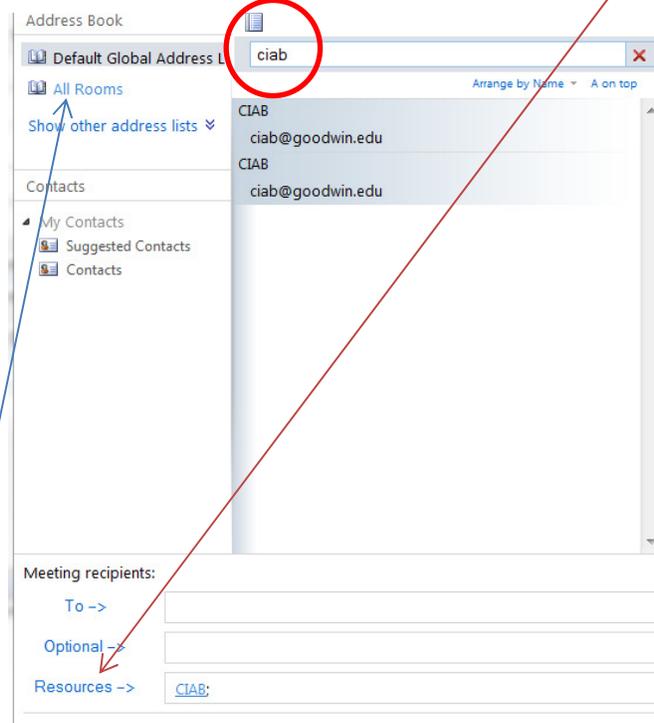
The Classroom in a Box (CIAB) is a mobile cart with 24 laptops and a wireless station on board. It is normally stored on the 2<sup>nd</sup> floor at 1 Riverside Dr. and is available for reservations by faculty for use on the main campus.

To reserve CIAB in Outlook Web Access (OWA):

1. Go to the following link to check the calendar for availability:  
[http://www.goodwin.edu/CIAB\\_resource\\_calendar.asp](http://www.goodwin.edu/CIAB_resource_calendar.asp)
2. If the time you want is available then go to your calendar in Outlook Web Access (OWA)
  - a. Double click on the day you want to reserve it and the appointment window will pop up. You may get an error if you have a pop up blocker turned on.
  - b. Click on the button in the menu bar to invite attendees.



- c. Fill in the times that you want to reserve CIAB for, be sure that All Day Event is unchecked.
- d. Click on TO and it will pop up the address book.
- e. Type in CIAB in the search window and select it then click on Resources at the bottom.

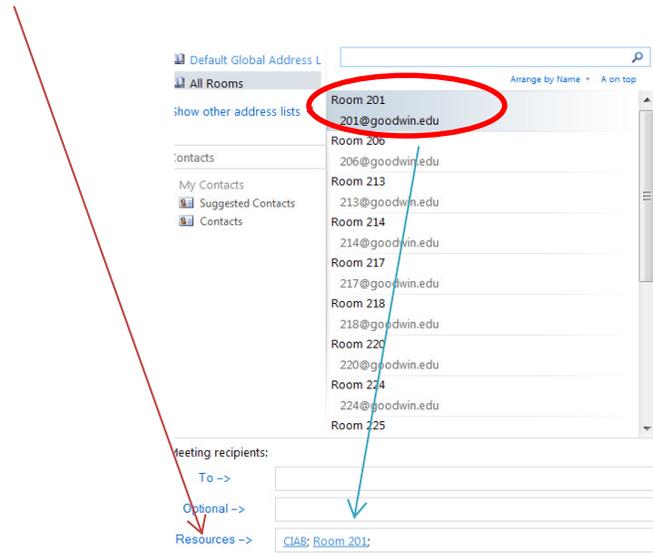


- f. Select All Rooms

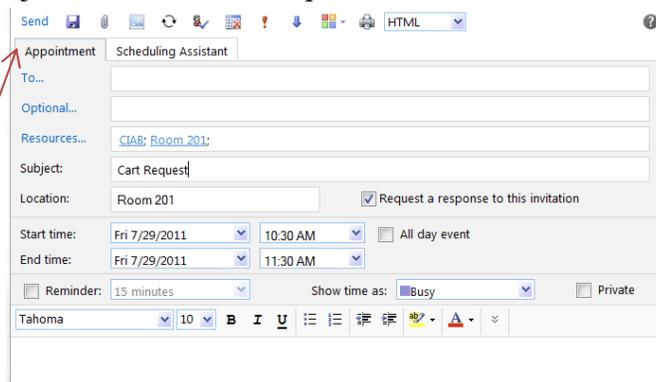
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- g. Highlight the room you will be using
- h. Click on Resources and it will add the room as well.



- i. If the room you want to use it in is not listed contact the Help Desk.
- j. Click OK in the lower right and this will bring you back to the meeting request.
- k. You can enter a Subject such as CIAB Request.



- l. Click on Send and shortly you will receive an email that the request was approved. It will also show up on the calendar if you go back to it and refresh it.
3. If you want to cancel the request just go to your calendar:
- a. Right click the meeting request
  - b. Select Delete
  - c. Click on Send
  - d. The request will shortly disappear from the CIAB calendar.