Online scheduling for the BB Tissue Culture Facility
Outlook vs. Web site room reservation

Outlook

• Best for faculty and staff
• No reservation approval required – goes straight through
• Easy to see reservation times

Web site

• Necessary for people who don’t have access to Outlook – students and non OSU people
• Requires manual entry into Outlook to finalize reservation
• Also easy to see reservation times
Sign into Outlook

**Migrated Exchange**
https://outlook.office365.com

**Sign In Information**

- Enter your email in the username@oregonstate.edu format
- Enter your OSU Login password to sign in

**Non Migrated Exchange with Outlook Web App**
https://exmail.oregonstate.edu

**Sign In Information**

- Enter your email in the username@oregonstate.edu format
- In some cases, you may need to enter domain\username (onid\username).
- Enter your OSU Login password to sign in
Outlook - Go to Calendar

• Calendar is the second icon at the bottom left of the page.

• Go to Add calendar
  • Add from Directory
  • Search using ALS
    • Select ALS 2111 A, B, C, or D
  • Add to whatever calendar you wish

• Select the room calendar you want to reserve to check availability.

• Double click on the date you want to reserve. There are 2 ways to reserve the room. Choose one.
  1. Under attendees type name of the room you want to reserve.
  2. Under location search for the specific room i.e. als 2111. Select the room you want.
  3. Make sure to add the times so that it reserves when you want.

• Your room is now reserved.
Web site reservation

• Go to website: ccf.science.oregonstate.edu
• Go to Capabilites tab; select Tissue culture rooms
• Check availability.
• Click “room can be scheduled here” link.
• Fill in the information and click “Submit”.
• TC manager must enter request manually to finalize. You will receive an email invitation once this is done.