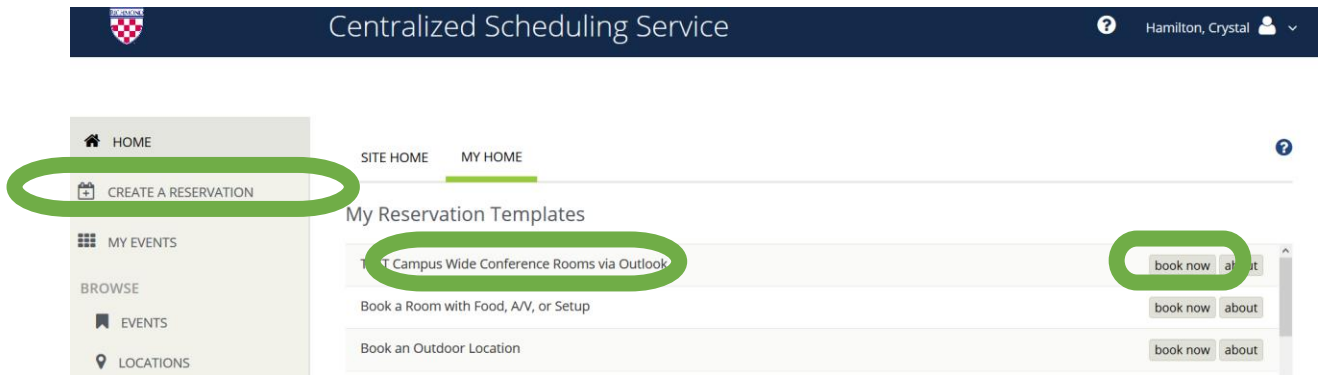
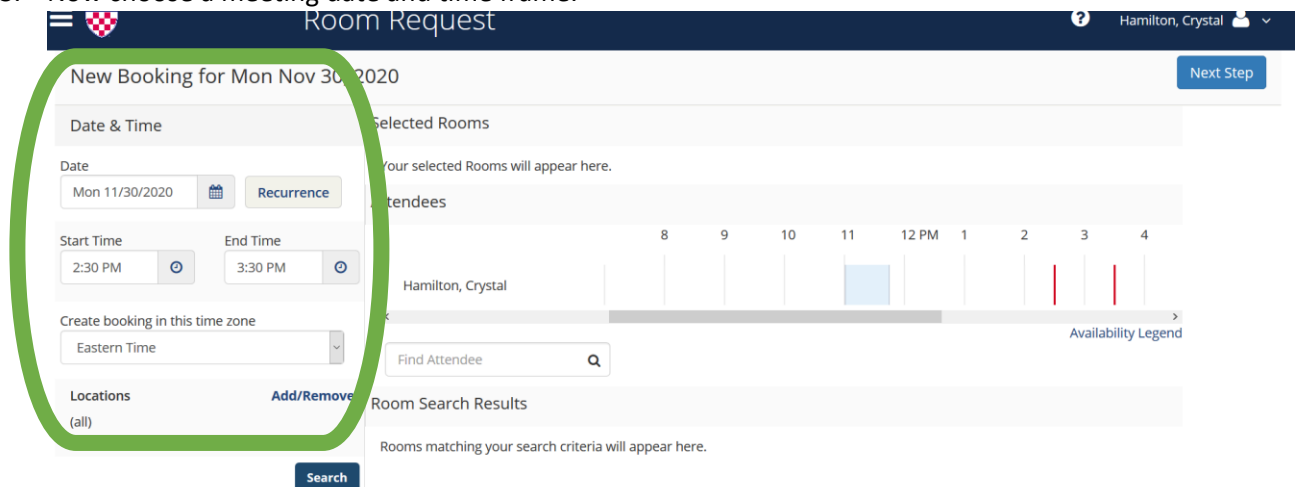


# CSS Web App Outlook Booking Steps – *Campus-Wide*

1. Go to <https://ems.richmond.edu/EMSWebApp/> and log in with your University of Richmond credentials.
2. On the left-hand side click “Create a Reservation”. Scroll down until you find “Campus Wide Conference Rooms via Outlook” and click “book now”.



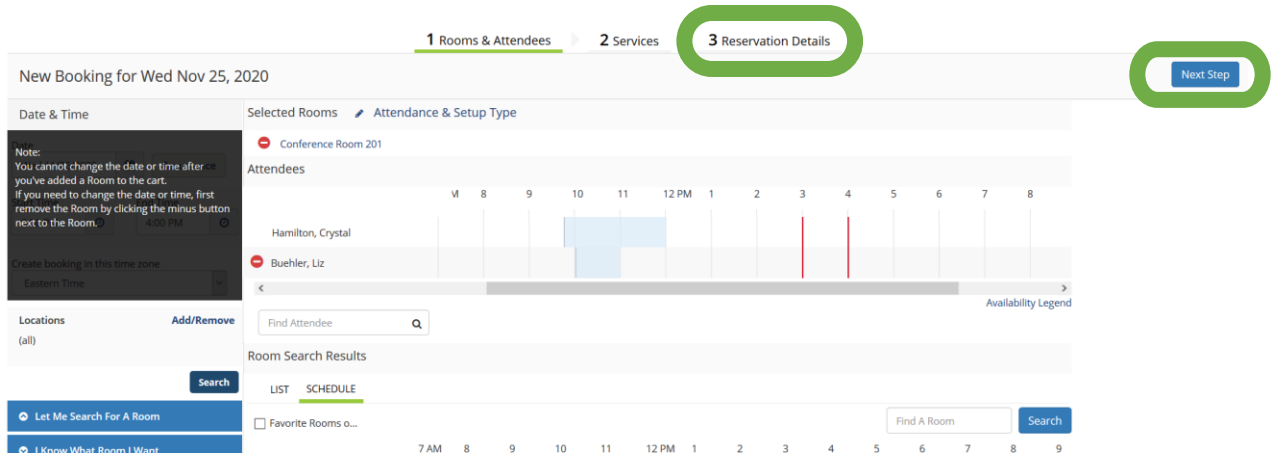
3. Now choose a meeting date and time frame.



4. You can begin to search and add attendees. The system pulls faculty, staff and student information. Due to student calendars and emails existing in a different system, student calendars pull as unavailable. To add an attendee click the green “+” plus sign next to their name. After adding attendees, click “Search” under the Date & Time information to populate rooms.



- Your screen should look like the following where your Room(s) appears in the “Selected Rooms” area and your attendees are listed below. You can Click “Next Step” or “Services” if you need services such as Dining Services, if not choose “Reservation Details” to continue.



- On the Reservation Details page, enter the “Event Name” which directly correlates with the “Subject” for your Calendar Appointment/Invite. The “Subject” will auto populate as you enter the “Event Name”. Choose an “Event Type”.
  - If you would like the appointment to be sent/appear on your calendar, make sure the box is checked. If you are looking to just block the room or not have the appointment appear on your calendar, make sure the box is unchecked.
  - You are able to choose if you would like the appointment to appear as Private and choose the timeframe for your reminder to appear.
  - You are also able to add a message that will appear in the calendar invite.

Reservation Details

Event Details

Event Name \*

Event Type \*

Calendaring Details

Add to Calendar/Send Invitations  Private

Subject  Show Time As  Reminder

Message

- As you scroll down the page, you have the option to attach a file to your calendar appointment like an agenda. Choose your department and the name of the 1<sup>st</sup> contact for the reservation from the drop down menus. Then click “Create Reservation”.

The image shows a web form for creating a reservation. It is divided into two main sections: "Attach File" and "Organization Details".

- Attach File:** This section contains two buttons: "Select your file" and "Drag and drop your file here". These buttons are circled in green.
- Organization Details:** This section contains two dropdown menus: "Organization \*" and "1st Contact". Both dropdown menus are circled in green. To the right of the "Organization \*" dropdown is a search icon.

At the bottom right of the form, there is a green button labeled "Create Reservation".

10. After you submit the reservation, you should receive a confirmation. If you choose to send the meeting invite, the reservation should appear on your Outlook calendar and your attendees will receive a notification with the appointment.