Outlook Web App:
Scheduling Labs

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Scheduling Labs

When you want to schedule your class for a computer lab, you will need to use the Calendar available in Outlook Web Access (OWA). Labs available for scheduling are:

- Lab 3160
- Lab 3165
- Lab 3186
- Lab 3195
- Lab 3210
- Lab 3245
- Lab 3250

1. Go to: [https://email.prairiestate.edu/](https://email.prairiestate.edu/) and log in.
2. Click Calendar in the bottom left corner.
3. Click New.
4. Enter a Subject.
   
   **Note:** The Subject is what will appear on your calendar.

5. Click the Scheduling Assistant tab.
6. Click the drop-down arrow next to Select Rooms and click More.
7. Select the lab from the list and click **Rooms**.

8. Click **OK**.

9. The room appears in the rooms list and you will see the room availability.

10. Place a checkmark in the box next to room you have added.

11. Select a date and time on the timeline.

   **Note:** If the room has already been reserved, you will see a solid color block in the calendar.

12. Click **Send**.

   **Note:** The appointment will appear as tentative (with striped pattern) in the lab’s Calendar until it has been approved. Once it has been approved, you will receive an email letting you know that it has been approved.