



HUMAN DEVELOPMENT CENTER

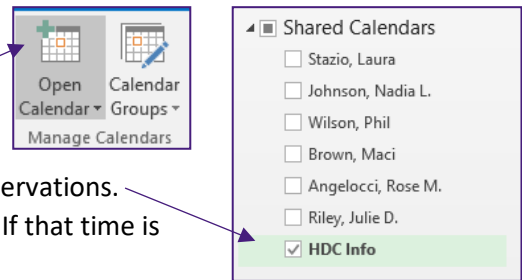
BUILDING CAPACITY • INSPIRING CHANGE

HDC Room Reservation Instructions

Welcome! HDC now uses Outlook’s calendar feature as a way to reserve rooms **347, 467, and 452**. You can check availability and reserve by adding the [HDCinfo@lsuhsc.edu’s](mailto:HDCinfo@lsuhsc.edu) calendar. Please follow the steps below to set-up our new room reservation system.

View HDCinfo’s calendar for reservations

1. Navigate to your Calendar in Microsoft Outlook.
2. Click the “Open Calendar” icon in the top toolbar.
3. Select “From Address Book”
4. Search “HDC info”
5. Now, you can view the HDCinfo calendar for room reservations.
6. Find your date/time and see if your room is reserved. If that time is open for your room, see the next portion!



Step 1) Request a room – Conference Rm. 347, Conference Rm. 467 or Classroom 452

1. If your room is available, *right* click on the desired date and select “New Appointment.”
2. Type the event title in the “Subject” line, enter the start/end time, and **do not forget to enter the room # in the “Location” line**
3. The room is reserved!
4. As the owner of the reservation, you have the ability to change or cancel the meetings you create. If your meeting gets canceled, please remember to delete it to allow others to reserve the room.
5. You will need to create a meeting invitation from your own calendar to add the meeting to your calendar and invite participants.

Subject	New Meeting		
Location	Room 467		
Start time	Thu 4/29/2021	8:00 AM	<input type="checkbox"/> All day event
End time	Thu 4/29/2021	8:30 AM	

Troubleshooting

- If you cannot see HDCinfo’s meeting details on the calendar (the event appears as “Free” or “Busy”) when you navigate to the HDCinfo calendar, you will need to request permission to view this calendar. Send an email to hdcinfo@lsuhsc.edu seeking calendar permissions.

