HDC Room Reservation Instructions

Welcome! HDC now uses Outlook's calendar feature to reserve HDC Shared Rooms (i.e., those not in the LSU Allied Health Room Reservation system https://alliedhealth.lsuhsc.edu/HDCRoomRequest/), including:

- 452 Classroom
- 347 Conference room
- 434G Conference room
- 442G Conference room
- 467 Conference room
- 360 ASDID Clinic
- 363 Teaching Kitchen
- 364 Teaching Bathroom

If the room is not occupied, use of these rooms is allowed without a reservation, but priority will be given to those who have made a prior reservation in the calendar. Therefore, in order to avoid any inconvenience, if you would like to use a room please check availability on the HDC Info calendar and make a reservation. You can check availability and reserve by adding the HDC Info calendar to your Outlook. Please follow the steps below.

Add HDC Info's Calendar

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 HDC Info calendar for room reservations by checking the box under Shared Calendars.
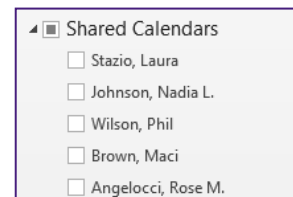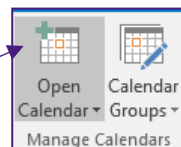
Request a Room

1. On the HDC Info calendar, navigate to your date/time and see if the room is reserved.
2. If the room is available, *right* click on the desired date and select "New Appointment."
3. 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.
4. The room is reserved!
5. As the owner of the reservation, you have the ability to change or cancel the meetings you create. If your meeting is canceled, please remember to delete it from the HDC Info Calendar to allow others to reserve the room.
6. You will need to create a meeting invitation from your own calendar to add the meeting to your calendar and invite participants.

Troubleshooting

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

6
10:00am Busy
11:30am Busy
12:00pm Busy