

Making a Reservation

You can reserve Conferences Rooms, State Vehicles and Service Permits within the SCE by submitting a request using your **Outlook Calendar Application**.

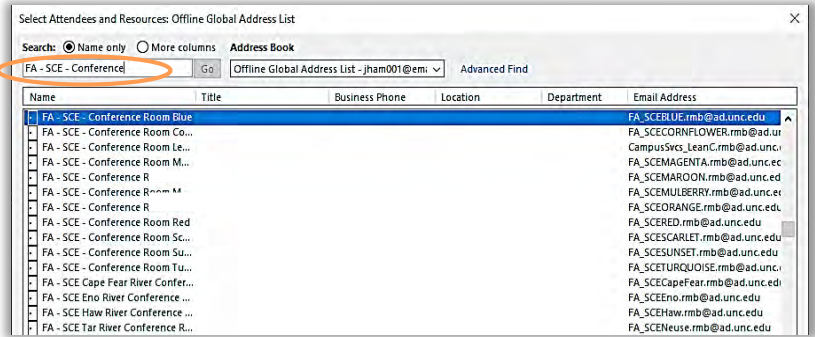
1. Open Outlook Calendar.
2. Click **New Meeting**.
3. Enter the **Title** of your meeting (optional).
4. Click **Required** and the global UNC address book will open.
5. Click in the **Search** bar.

For Conference Rooms type “**FA – SCE – Conference.**” Select the conference room you wish to reserve. *Smaller rooms are colors, larger rooms are rivers.*

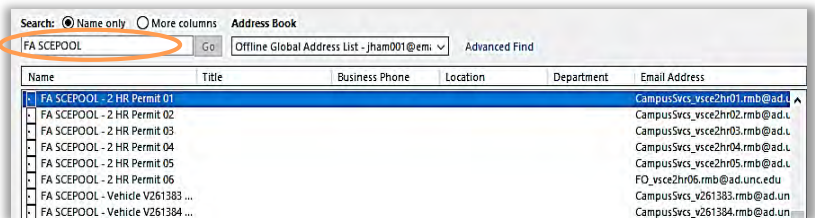
For Service Permits and State Vehicles type “**FA SCEPOOL**” to view results for 2-hour service permits and state vehicles.

6. Select the Room/Permit you wish to reserve.
7. Enter the date, start time and end time for your meeting.
8. Use the **Scheduling Assistant** tab at the top of the window to ensure that your reservation doesn’t conflict with other reservations..
9. Click **Send** to submit your reservation.

Conference Rooms



Service Permits & State Vehicles



Tips and Guidelines

- All reservation requests must be submitted ahead of time using Outlook Calendar.
- Reservations are not confirmed until you have received an email of acceptance or declination.
- Scheduling an additional 30 minutes before your meeting and after your meeting is recommended to provide cushion time.
- Before walking into conference rooms, please check the posted schedules.

Be Considerate

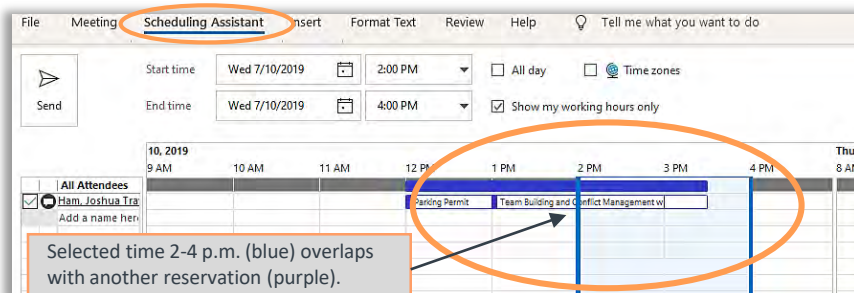
- When using service permits, make sure to return them on time with the gate card still in the permit pocket.
- If you are running late with a service permit or vehicle, please notify the front desk by email or phone.
- Be careful not to leave permits in your car before leaving for the day.
- If the battery charge is low when returning state vehicles, please notify the front desk.

Using the Scheduling Assistant

Always check to see if the room, vehicle or permit you selected has a conflict with another reservation using the **Scheduling Assistant** before you submit your request.

To check for conflicts:

1. Click the **Scheduling Assistant** tab at the top of the window.
2. Find the date and time you made the reservation and determine if your reservation conflicts with another reservation. Conflicting reservations times are noted by overlapping colors as seen below.



3. If there is a schedule conflict, select a different room, permit or vehicle and check the availability again.
4. When ready, click **Send** to submit your reservation.

Need Help?

For assistance with reservations please contact Mary Marzbanian, Executive Assistant, at 919.445.1001 or mary.marzbanian@unc.edu

