1) Go to [http://email.emory.edu](http://email.emory.edu) and log-in. (Note: You must add the calendar before you use it. See tutorial on “adding” the calendar before proceeding.)

2) Select the Calendar icon.

3) Select the desired DAR room calendar.
4) The DAR room calendar may overlay your personal calendar. Select the calendar view drop down (it may say “Day,” “Week,” “School Week,” or “Month,”) then select “Split view.”

5) Select the date that you wish to see if the room is available.
6) If the date and time that you wish to use the room is available, select the date and time you wish to schedule on your personal calendar.

7) In the new window, type your name into the “Add a title” field. Ensure the date and time of your reservation is correct.
8) In the field titled “Search for a room or location,” start typing the room calendar title and select the desired room. If this is entered in the “Invite required attendees” section, it may not send to the correct calendar.

9) Select “Send.”
It may take a few moments for your event to populate on the Surgery Room calendar.