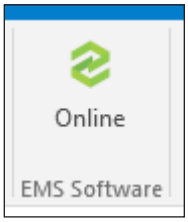
McINTIRE SCHOOL of COMMERCE
McIntire Help Desk
(434) 924-7988
helpdesk@comm.virginia.edu

EMS for Outlook: Scheduling Spaces

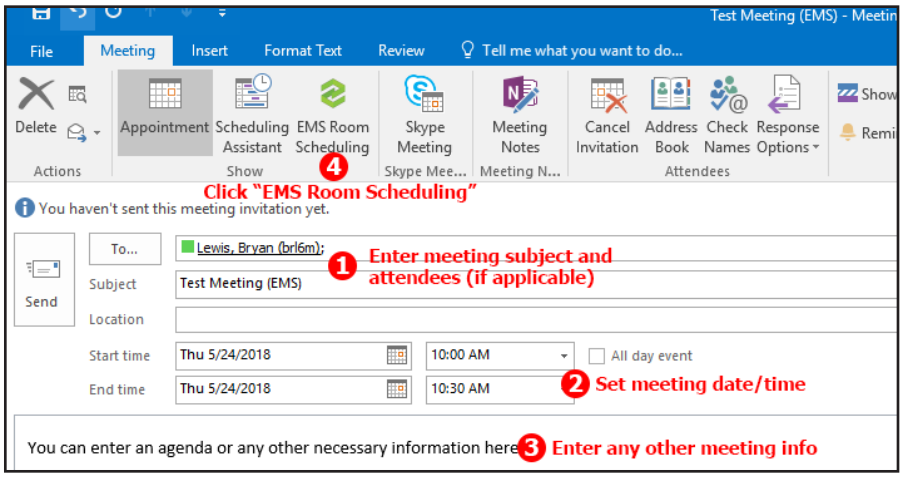
For more "how-to guides" visit: www.commerce.virginia.edu/technology



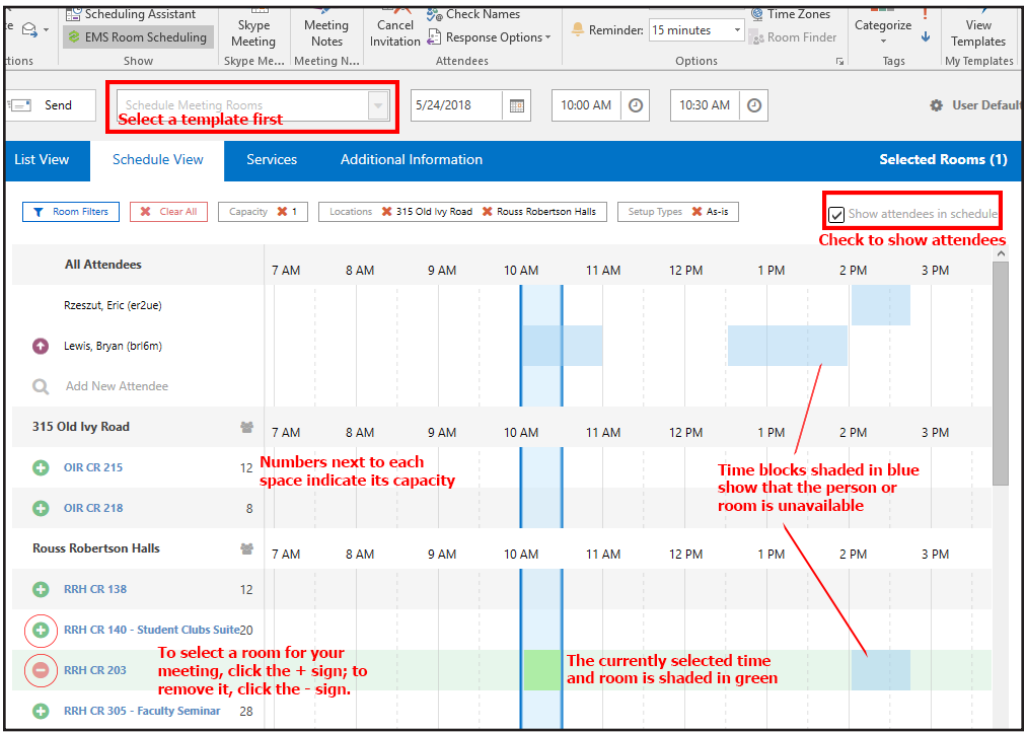
Windows users can use the EMS Outlook plugin to book spaces at the McIntire School. ***The Outlook plugin is not available for Mac OS. Mac users, see separate instructions on using EMS Web Access.***

To determine if the Outlook plugin is already installed: open Outlook and click on the calendar button at the bottom of the screen. If EMS is installed, you will see an "EMS Software" button in the menu bar. ***If EMS is not installed, please see the separate installation guide before proceeding.***

To book a space using EMS:



1. In Outlook, go to the calendar tab. Click "New Meeting" (if inviting other people) or "New Appointment" (if just booking the space).
2. Fill in the fields as noted on the screenshot at right.
3. Click the **EMS Room Scheduling** button in the Outlook menu bar.
4. In the pull-down menu at the top, choose a template to get started:
   Schedule Meeting Rooms: Conference rooms and Group Study Rooms for faculty/staff use
   Request Classrooms and Labs: Requests for academic space, forwarded to SSAO for approval
   Schedule Public Spaces: Spaces such as the Art Gallery, Terrace, 400 level lobby, etc.
5. Once you have chosen a template, availability of the appropriate rooms will be displayed. Availability of attendees can also be displayed. See screenshot at right.
6. Select a room by clicking the "+" sign next to its name. *Note: certain spaces can only be "requested;" appropriate personnel will review the request once it is submitted.*
7. When you are ready to make the reservation, click **Send** at top left (or, see the reverse of this page for additional options).



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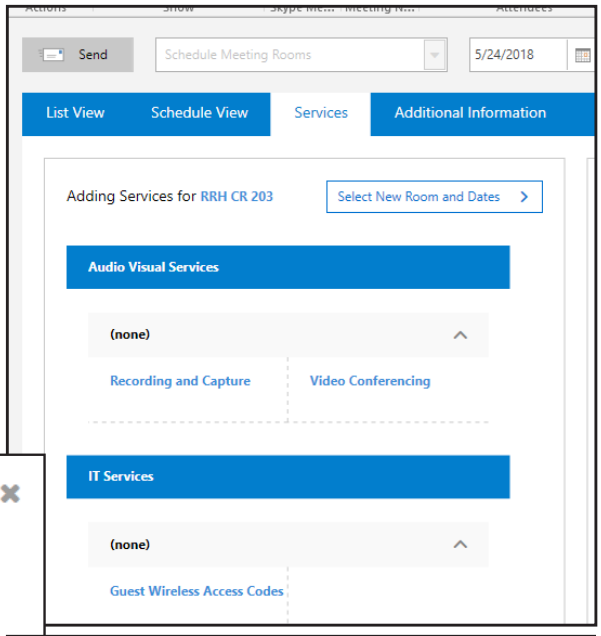
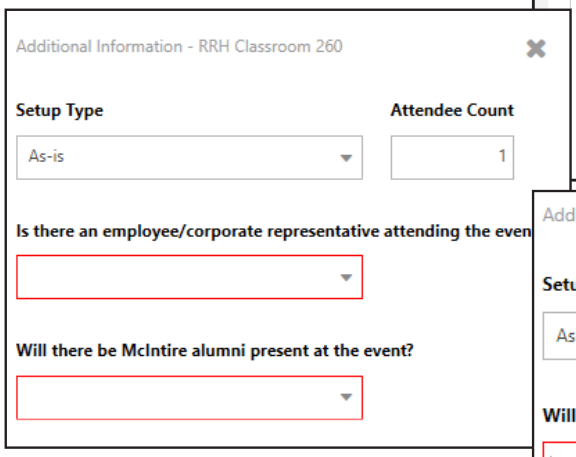
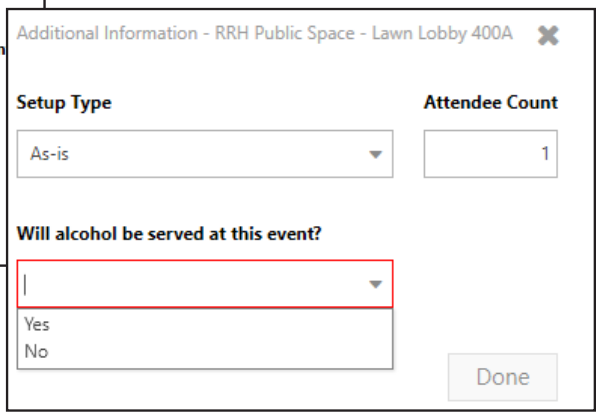
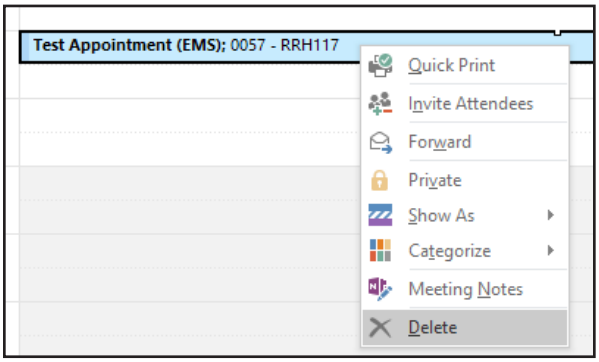
Additional options:

1. When booking a room, you can request audio-visual support, wireless guest passes, and (in limited spaces) catering services. To do so, click the **Services** tab at the top and select the desired options. Fill in the requested information and click "Add to Cart."
2. When booking certain classroom or public spaces, you may be asked additional questions about the type of event you are planning. Provide as much information as possible.
3. Once you have made any service requests and/or provided the requested additional information, click **Send.**
4. If you are permitted to book the space directly, the booking will immediately appear as "Confirmed" on the calendar for that space. If the booking requires someone else's approval, it will be marked as "Hold" until an approver reviews the request.







Deleting/editing existing reservations:

1. To **DELETE** an event you created, simply delete it from your Outlook calendar as normal. You can right-click the event and choose Delete, or open the event and click Delete.
2. To **EDIT THE TIME** of an event, simply make the edits on your Outlook calendar, and click Save & Close.
3. To **EDIT THE ROOM** of an event, open the event and click the EMS Room Scheduling button. Click the "-" sign next to the originally-booked room, then click the "+" next to the new room. Click Save & Close.