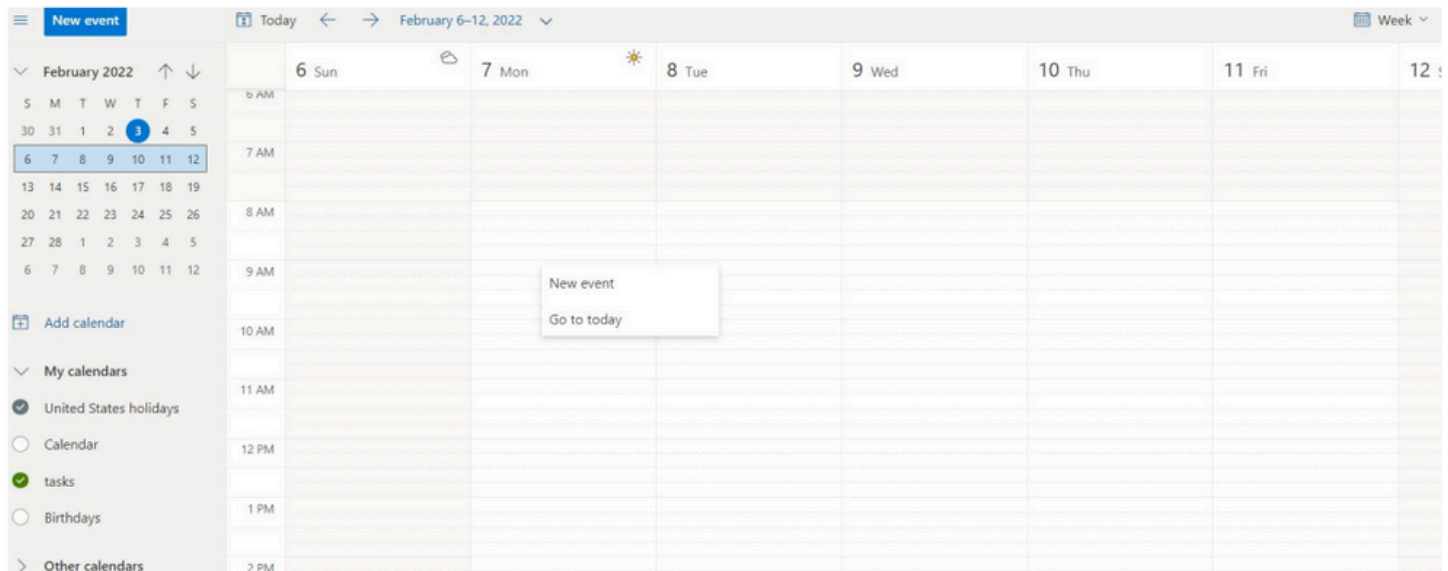# How to Reserve an Interview Room in Wittich Hall Using Outlook Calendar

- Open your UWL Outlook calendar
- Click on New Event in upper lefthand corner of the screen or right click on the day and time of your appointment and choose "New Event."

- The New Event window will show. Add a title, date, and time.

  Click on Search for a room or location and enter the room that you would like to reserve (Wittich Hall 0204, 0205, 0206, or 0207.) **You must enter the building name and room number**. Outlook will state if the room is available or busy.
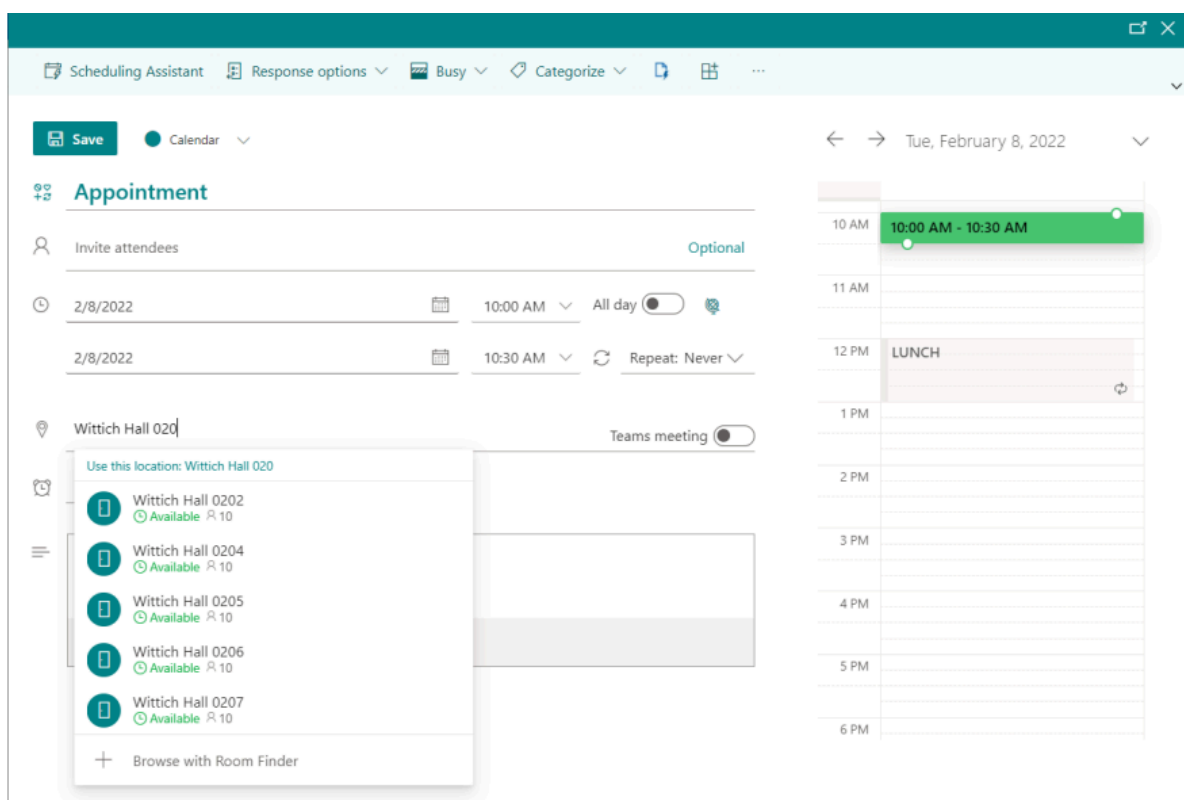
- Choose the room and click send.

  You will receive an email confirmation that the room is reserved.