



Technology & Accessibility Support

RESERVING THE ITS SANDBOX CLASSROOM OR COMPUTER LABS

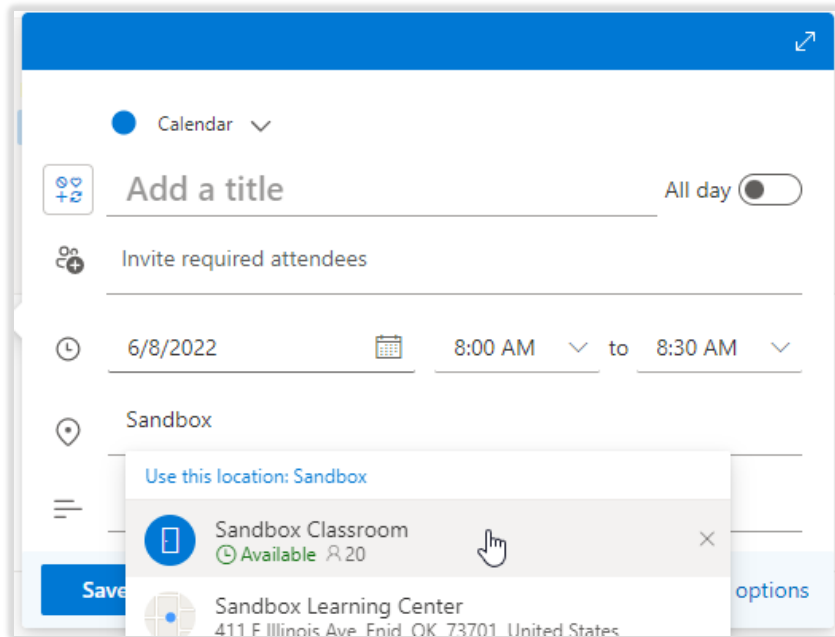
Our Sandbox Classroom is available to faculty and students who wish to create videos, podcasts, and video/audio essays with some better production values than those available at their UMW office or at their home. It is also available for faculty who wish to practice using smartboards.

Faculty and staff may reserve the ITS-maintained computer labs for their classes or other trainings.

To reserve a time to use the Sandbox Classroom or the computer labs, use your UMW Microsoft Outlook account.

In the Web-Based Outlook Client

In the Calendar page, create a new event on the day and time you wish to reserve the classroom. In the **Search for a room or location** line, type “Sandbox” and select the **Sandbox Classroom** from the list of possibilities. Click **Save** to schedule the reservations.



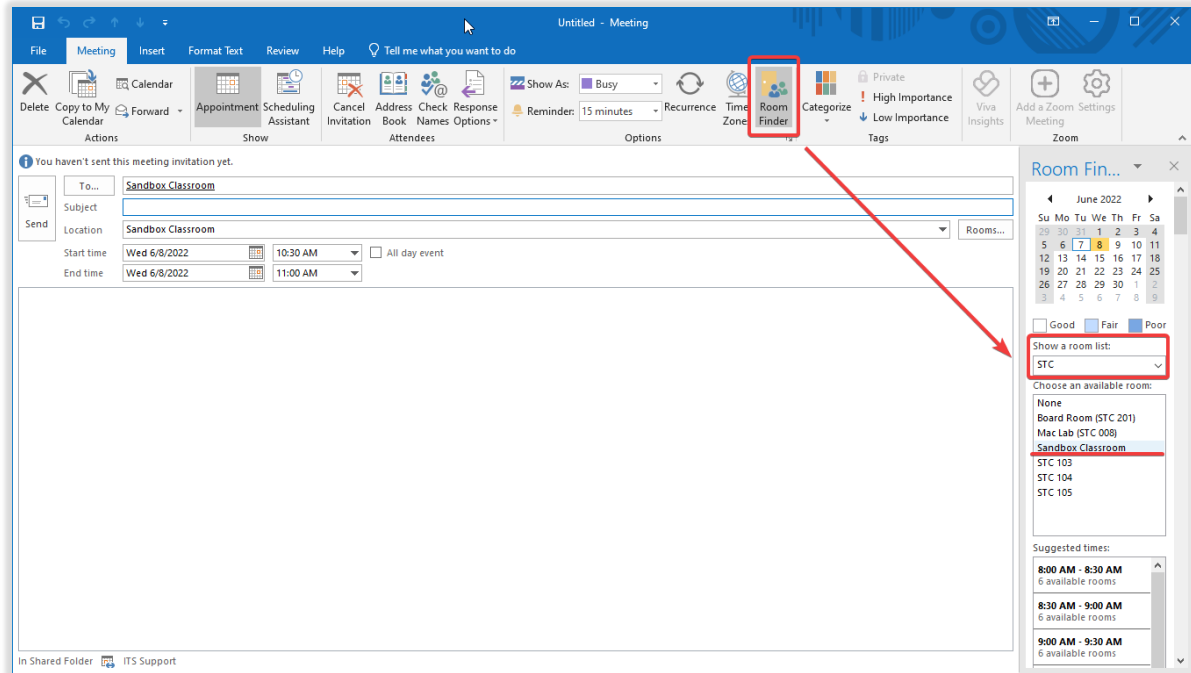
In the Desktop-Based Client

Using Room Finder

In the Outlook calendar, create a **New Meeting** and set the time and date for your reservation. Then click on **Room Finder**. The Room Finder pane opens on the right side. From the **Show a room list:** dropdown menu, select **STC**; from the **Choose an available room** menu, select **Sandbox Classroom**. Click **Send** to establish your reservation. Note: Outlook will add “Sandbox Classroom” to the **To** line as well as the **Location** box.



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Using Scheduling Assistant

In the Outlook calendar, create a **New Appointment** and set the time and date for your reservation. Click on **Scheduling Assistant** then **Add Rooms** on the bottom-right of the window. Type "Sandbox Room" in the search box. When Outlook highlights the Sandbox Classroom, click on **Rooms** then **OK**. Return to the main menu by clicking on **Appointment** in the Meeting ribbon; click **Send** to create your reservation.

