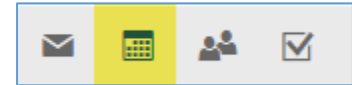


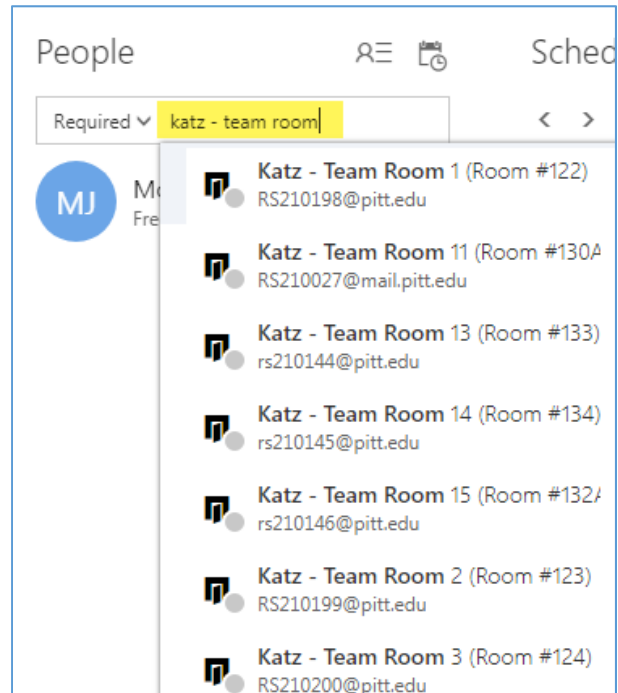
# Masters Students: Reserving a Team Room

## Reserving a Team Room from My Pitt Email

1. Log in to [my.pitt.edu](http://my.pitt.edu)
2. Go to the **My Pitt Email** link
3. In My Pitt Email, click the **calendar icon** in the lower left
4. In the calendar, click the **New** button on the top menu bar
5. Give the request a **title/description** that will show in the calendar
6. Set the **day(s)** and **time(s)** you'd like to reserve
7. Under the **People** heading, type in **katz - team room**, then click **Search Directory**
8. Choose the room you want from the list of rooms that are displayed
9. Add any other details to the meeting, such as other attendees
10. Click **Send**



You will receive a notification via email when the reservation is confirmed.



## Viewing Team Room Availability in My Pitt Email

1. Log in to [my.pitt.edu](http://my.pitt.edu)
2. Go to the **My Pitt Email** link
3. In My Pitt Email, click the **calendar icon** in the lower left
4. Click the **Add Calendar** button on the top menu bar
5. Select **From directory** from the available choice list
6. Type in **katz - team room** in the **From directory** search box. Make sure there is a space **before and after the hyphen**
7. Click **Search directory**
8. Select the team room you'd like to view
9. Click **Open**
10. Click **OK**



The team room calendar will open. You will be able to find the calendar again in your left navigation, under the heading **Other calendars**.