

## IMS Hoteling Space

IMS has hoteling space available in the Marcus building (Room 4102B) and the Pettit building (coming soon). This space can be used for IMS staff, IMS visitors (such as visiting speakers), and other IMS affiliated stakeholders.

Reservations are required to use the space. The reservation calendars are hosted through Microsoft Outlook. See below for instructions on how to access the calendars and make a reservation. Reservations are instantly confirmed upon submission. Please be mindful that others may wish to use the space and cancel unneeded reservation time.

Each space is outfitted with a monitor, mouse, keyboard, and office supplies. The doors will not lock. Please do not leave valuables in these offices.

Contact [ims-building@gatech.edu](mailto:ims-building@gatech.edu) with any questions or concerns regarding these spaces.

The available spaces, their occupancy limits, and calendar addresses:

Room Number	Occupancy	Calendar Address
Marcus 4102B	1	<a href="mailto:Marcus4102b-solo@mail.gatech.edu">Marcus4102b-solo@mail.gatech.edu</a>

## Calendar Access

- [From web Outlook client](#)
- [From Windows Outlook client](#)
- [From Mac Outlook client](#)

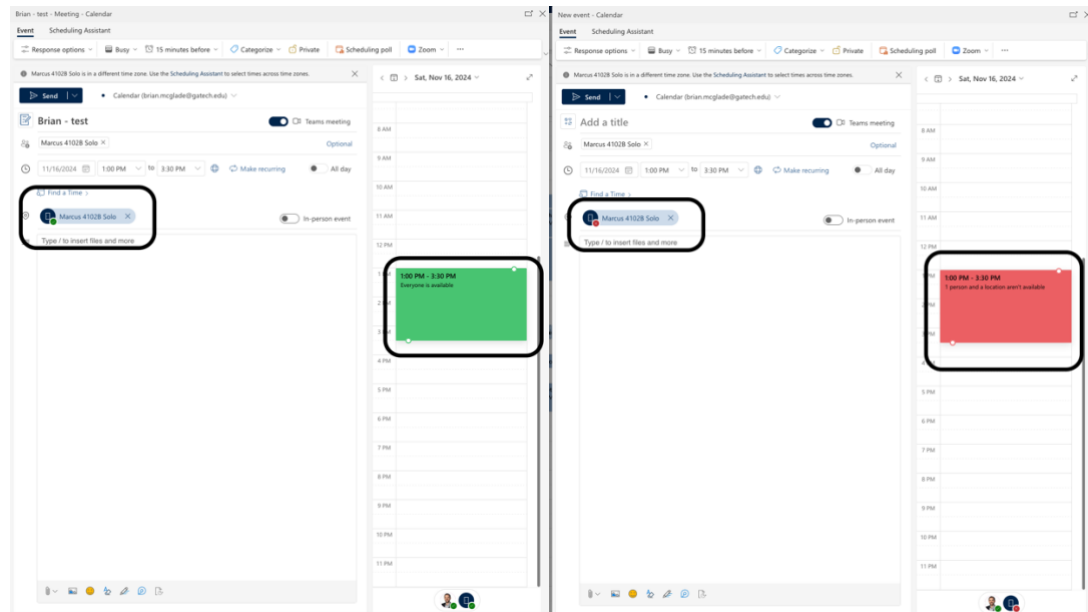
## From Web Outlook Client

First: Add the calendars to your shared calendars. Visit [mail.gatech.edu](mailto:mail.gatech.edu) , sign in, and go to your calendar. On the left, click “Add Calendar”.

Then, click “Add from directory” and type IMS to have the list populate. Once you find the room, click Add. Repeat until you’ve added all spaces.

## To Reserve a Space

- 1) Go to your calendar and schedule a new event.
- 2) In the attendee field, add the Hotel office that you want to reserve (for example, [Marcus4102b-solo@mail.gatech.edu](mailto:Marcus4102b-solo@mail.gatech.edu))
- 3) Select the date and time that you need to use the office.
- 4) **IMPORTANT: The room calendar must be available during the time you want to use the office. If it’s not available, that’s because there is a conflicting reservation.**
- 5) If the room is available, click send and the reservation will go on your calendar and on the room calendar. If it is not available, try another room.



Available

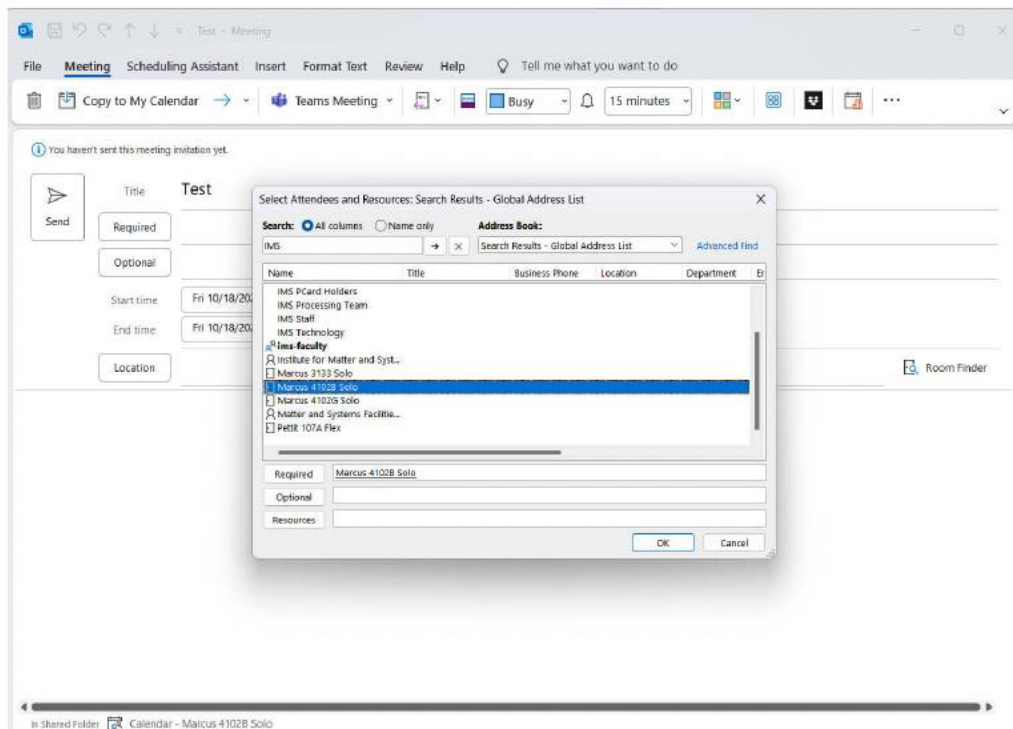
Unavailable

### **From Windows Outlook Client**

- 1) First: add the IMS Hoteling calendar(s) to your shared Outlook calendars. This step only needs to be completed the first time you use the calendars (once for each room calendar).
  - a. From the Desktop application, go to your calendar, then Open Calendar, then From Address Book.
  - b. Underneath Address Book, click “Global Address List”
  - c. Type IMS in the search box, and the calendars will appear.
  - d. Double-click on the calendar you’d like to add to your Outlook, and it will appear on the left-hand side of your calendars.

### **To Reserve a Space**

- 1) Open the calendar for the room you’d like to reserve. Check if the space is available.
- 2) If it is available, go to your personal calendar and create a meeting invitation. Invite the calendar of the space you’d like to reserve.



### **From Mac Outlook Client**

- 1) First: you'll need to add the calendars using your Web client. After that, you can manage the reservations with your Mac desktop app. See the Web Client instructions for information on adding the calendars.
- 2) Once you add the calendars, you can follow the same general steps from the Windows Outlook Client guide.