Reserving a room in Astra Schedule

1. Double Click on the Astra Schedule Icon on your desktop. Log on using your email username and password.

2. Press F6 to open the *Daily Room Grid*. Using the date picker, select the date of the reservation. Using the arrows at the top will change years. Select a different month from the list at the bottom. Click OK.

3. A grid will open up showing the schedule of all the rooms for that particular day. Locate the room you are interested in reserving and check for availability. If it is available, select the length of time you want it by highlighting the times of your meeting. Then click on the *Create Event* button in the lower right corner.
4. On the next screen, indicate the meeting name, event type, customer (EMU-department name), and contact name. Clicking on finish will complete your room request.