

New Room Booking Process

We are excited to share a new process improvement with you. The following rooms can now be booked through Outlook Calendar. They are no longer available to book through EMS effective January 15th, 2026.

Building	Room	Point of Contact/Room Owner
Laun	DVB	Alli Vanstelle
Campus Center	eStudio	Alli Vanstelle
WAK	Nemschoff	Bonnie Ziegler
Wehr Center	Field House	Dan Artamenko
Wehr Center	Moose Gym	Dan Artamenko

- Here is a one-minute video to show you how to book these rooms:
<https://gpsedge.screencasthost.com/watch/cOViq4nr3FM>
- Here is a step-by-step guide to book these rooms: [Work Instructions](#)

As we add more rooms to the new process, this notice will be updated. If you need additional help, you may contact either the room owner identified above or Alli Vanstelle.

If you need to book a room *not* listed above, this link will take you to EMS:
<https://ems.lakeland.edu/virtualems/default.aspx>

Work Instruction

Booking a Meeting/Event Space

Step 1: Open your Outlook Calendar

Step 2: Create a New Meeting

- Click **New Meeting** (or **New Event** in the web version).
- Enter the **meeting title**, **date**, and **time**.

Step 3: Add Attendees

- In the **Required** or **Optional** fields, type the names or email addresses of participants.

Step 4: Choose a Room

- Click **Location** or **Rooms** or begin typing the name of the room you prefer. Alternatively, you may also select **Room Finder** (usually on the right side).

Step 4: Check Availability

- Use the **Scheduling Assistant** to check availability of your attendees and the room. Just like with attendees, if the room is already booked it will show as busy.
- Adjust the room, date, and time combinations to find the availability that fits your need.
- Submit your request

Step 4: Confirmation (variable process)

- Some rooms will automatically confirm while others require a manual confirmation. If your request is denied, you will need to update the invitation and select another room.