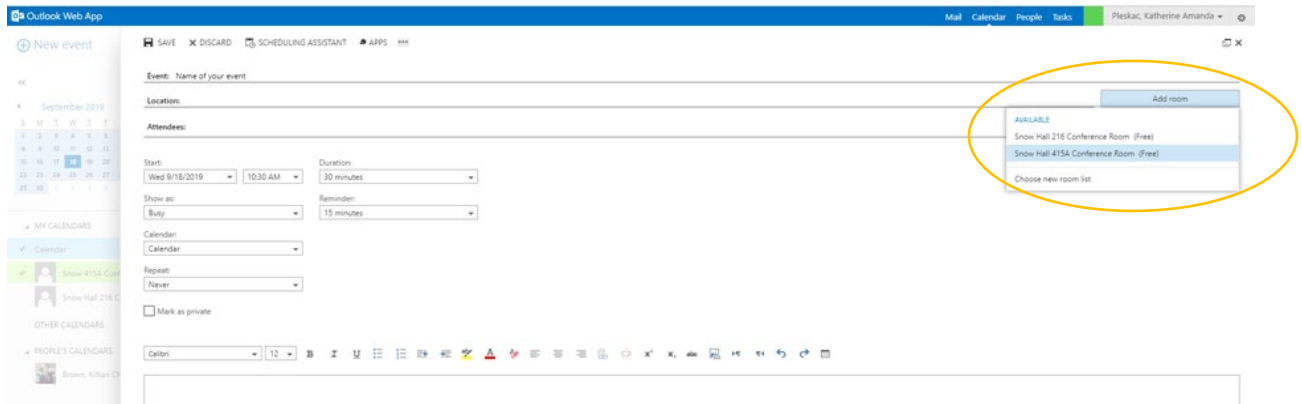


How to reserve the conference room, 415A Snow

You can now independently reserve the conference room, 415A Snow, for make-up exams, study sessions, etc. To do so,

- Log-in to web-outlook: <https://mail.ku.edu/>
- Go to Calendar
- Choose: + New event
- Enter your desired date/time
- In the Location field, select "Add Room" (see screenshot)



- If Snow 415A is available, it will show here as free
- Select room and Save
- You will receive an email confirming your event