

Tisch Library Rooms on Outlook & Reserve Tufts

Tisch Library Rooms Guide

Rooms Bookable through Outlook Calendars

Room Number	Name of Outlook Calendar	Number of Seats	Projector or TV	Notes
202D	Tisch Access Conference Rm	9	Y	
210	Tisch Library 210	4	N	
213A	Tisch Staack Room-213A	16	Y	
213G	Tisch Library 213G	6	Y	
213I	213Iguana	6	N	
213L	213Llama	5	Y	
213M	Tisch Library 213M	2	N	
223	Tisch Library R&I - LTC Classroom	38	Y	For use by Research & Learning Dept – managed by Jen Ferguson
228B	Tisch Library 228B	3	Y	
311	Tisch Library 311	12	Y	

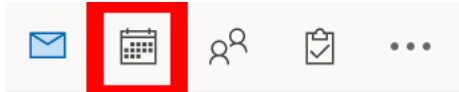
Rooms Bookable through [Reserve Tufts](#)

Room Number	Room Name in Reserve Tufts	Seats	Projector or TV	Template
103	103 (Tisch Library)	24	Y	For use by Special Collections – managed by Chris Barbour and Bev Gobiel
104A	104A (Tisch Library)	3	N	2023 Study Spaces
105	105 (Tisch Library)	4	N	2023 Study Spaces
106	106 (Tisch Library)	4	N	2023 Study Spaces
107	107 (Tisch Library)	4	N	2023 Study Spaces
123A	123A (Tisch Library)	6	N	2023 Study Spaces
123B	123B (Tisch Library)	6	N	2023 Study Spaces
123C	123C (Tisch Library)	6	N	2023 Study Spaces
123D	123D (Tisch Library)	6	N	2023 Study Spaces
203	Data Lab Classroom (Tisch Library)	25	Y	Medford Campus Academic Space Request
204	204 (Tisch Library)	16	N	2023 Study Spaces & Medford Campus Meeting / Function Space Request
214A	214A (Tisch Library)	3	N	2023 Study Spaces
214B	214B (Tisch Library)	3	N	2023 Study Spaces
218A	218A (Tisch Library)	6	Y	2023 Study Spaces
218B	218B (Tisch Library)	6	N	2023 Study Spaces
218C	218C (Tisch Library)	6	N	2023 Study Spaces
218D	218D (Tisch Library)	6	Y	2023 Study Spaces

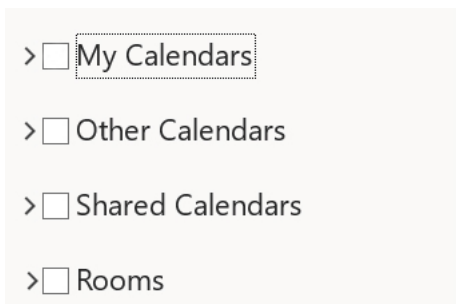
220A	220A (Tisch Library)	2	N	2023 Study Spaces
220B	220B (Tisch Library)	2	N	2023 Study Spaces
226	226 Austin Conference Room (Tisch Library)	20	Y	Medford Campus Meeting / Function Space Request
302	302 Special Collections Room (Tisch Library)	48	Y	Email tischadmin@tufts.edu to reserve
304	304 (Tisch Library)	76	Y	Medford Campus Academic Space Request
310	310 (Tisch Library)	16	Y	Medford Campus Academic Space Request
314	314 (Tisch Library)	35	Y	Medford Campus Academic Space Request
316	316 (Tisch Library)	40	Y	Medford Campus Academic Space Request

To add a Room/Calendar to Outlook:

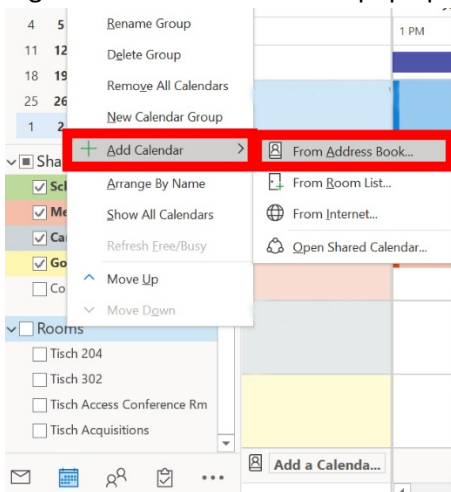
- Open Outlook + Click on the Calendar button Icon on the bottom left



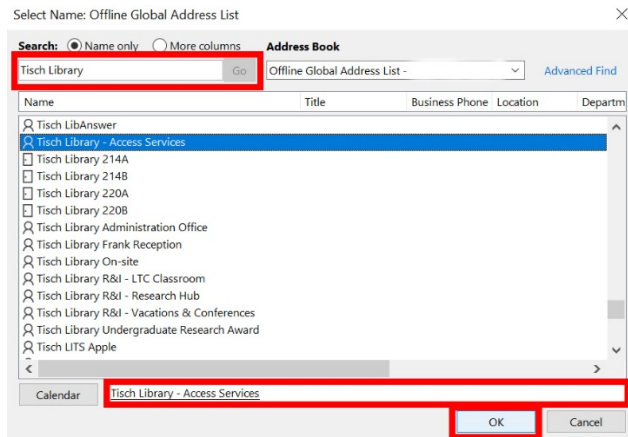
- Right click on the tab you would like the new added calendar to be under



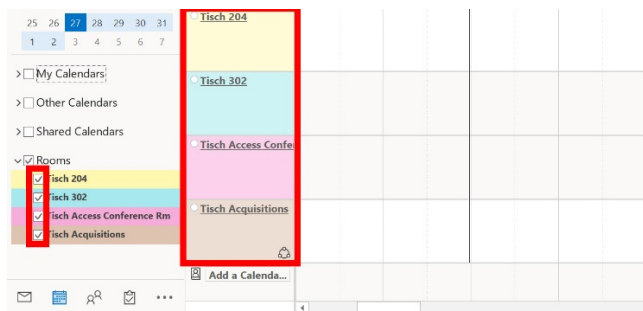
- Then click on ' + Add Calendar' > 'From Address Book'
- A global address list will then pop up



- In the search bar at the top, type in either the room name or you can type in the location of the room you are looking to add

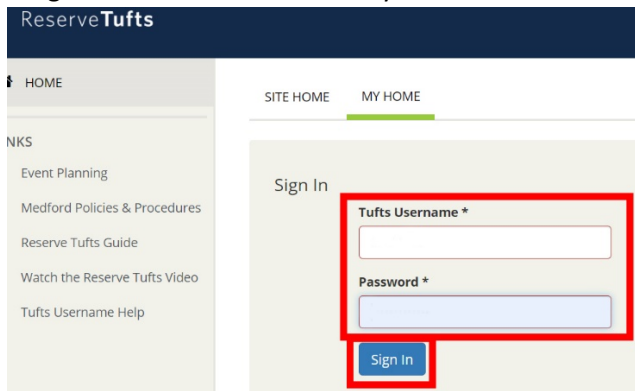


- When you find the room/calendar you are looking to add to Outlook, double click on the name and it will appear in the bar down the bottom of the pop-up window next to calendar. You can add more than one room/calendar to Outlook. When you are done double clicking to add room(s)/calendar(s), click 'OK' at the bottom right of the pop-up window.
- The room(s)/calendar(s) you just added will appear in your Outlook calendar checked off (which means they are visible). If you want to make the room(s)/calendar(s) invisible simply uncheck them.



To book/find rooms on Reserve Tufts:

- Log into to Reserve Tufts with your UTLN and Password



- On the home page you will see under 'My Reservation Templates' two options, 'Medford Campus Academic Space Request' and 'Medford Campus Meeting / Function Space Request'. Click the 'Book Now' button next to the preferred space request to book a room or find out more info about the room (capacity, room features, images, etc.)

'Medford Campus Academic Space Request' is classrooms/study rooms
'Medford Campus Meeting / Function Space Request' is conference rooms
Spaces, both Academic and Meeting/Function, can be booked 120 days in advance

My Reservation Templates

Medford Campus Academic Space Request (Fall)	book now	about
Medford Campus Meeting / Function Space Request	book now	about

- Next should see a list of options in a column to the left-hand side of the screen. You can select date and time to narrow down the rooms available. You can also look for specific rooms in various locations by clicking 'add/remove' in the grey locations box. To narrow down rooms to Tisch Library simply search 'Tisch Library' in the locations pop up search box, check off and click on 'Update Locations'.

Medford Campus Meeting / Function Space Request ⓘ My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking Next Step

<p>Date & Time</p> <p>Date Tue 07/27/2021 Recurrence</p> <p>Start Time 4:00 PM ⌚</p> <p>End Time 5:00 PM ⌚</p> <p>Create booking in this time zone Eastern Time</p> <p>Locations (all) Add/Remove</p>	<p>Selected Rooms</p> <p>Your selected Rooms will appear here.</p> <p>Room Search Results</p> <p>Rooms matching your search criteria will appear here.</p>
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Locations

BUILDINGS VIEWS

Filter By Area Tisch Library Q

☐ Select All Buildings

☒ Tisch Library

Selected Locations

Tisch Library

Update Locations Close

- You will be brought back to the list of rooms available, this time specifically in Tisch Library. To find out more info about a room click on the blue room name and an about pop up window should appear. To book the room exit out of the about pop-up window and click on the green plus '+' arrow next to the room name. Specify the number of attendees and click add room. The reservation request will be added to your cart at the top of the screen, you can add multiple reservation requests (with multiple/various dates).

Room Search Results

LIST SCHEDULE

☐ Favorite R...

11 12 PM 1 2 3 4 5 6 7 8

Rooms You Can Request

Tisch Library (ET)	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4
204 (Tisch Library)	16										
226 Austin Confer...	20										
Tisch Patio 000 (Ti...	100										
Tisch Roof 00 (Tisc...	100										

Availability Legend

about 204 (Tisch Library)

ROOM DETAILS SETUP TYPES FEATURES IMAGES AVAILABILITY

Room Code 204

Description 204 (Tisch Library)

Room Type Conference Room

Floor 2

Size 368

POC: Dorothy Meaney (TischAdmin@tufts.edu)

To gain access to this room, please either go to the Circulation Desk or the Tisch Library Administration Office

Close


Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees



My Cart (1)

- Once you have added all reservation requests to your cart, click on 'My Cart' at the top right-hand side of the screen, there you should see your room(s) added to your cart. If you would like to remove a room(s) simply click on the red minus arrow/button next to the room(s) you are looking to remove. Once you are all set adding/subtracting rooms, click the '2 Reservation Details' tab at the top to add event name, type, group, contact name, email address and answer a few additional questions before completing your reservation.

Medford Campus Meeting / Function Space Request  My Cart (1) [Create Reservation](#)

1 Rooms **2 Reservation Details**

My Cart [New Booking](#)

	Date	Start Time	End Time	Time Zone	Location	Attendance	Status	Conflict
 	Tue 07/27/2021	4:00 PM	5:00 PM	Eastern Time	204 (Tisch Library)	1	Request	

1 Rooms ▶ **2 Reservation Details**

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Name *

- If you are all set, click the green 'Create Reservation' button. You should get an email stating that your reservation request has been approved and is granted.

[Create Reservation](#)