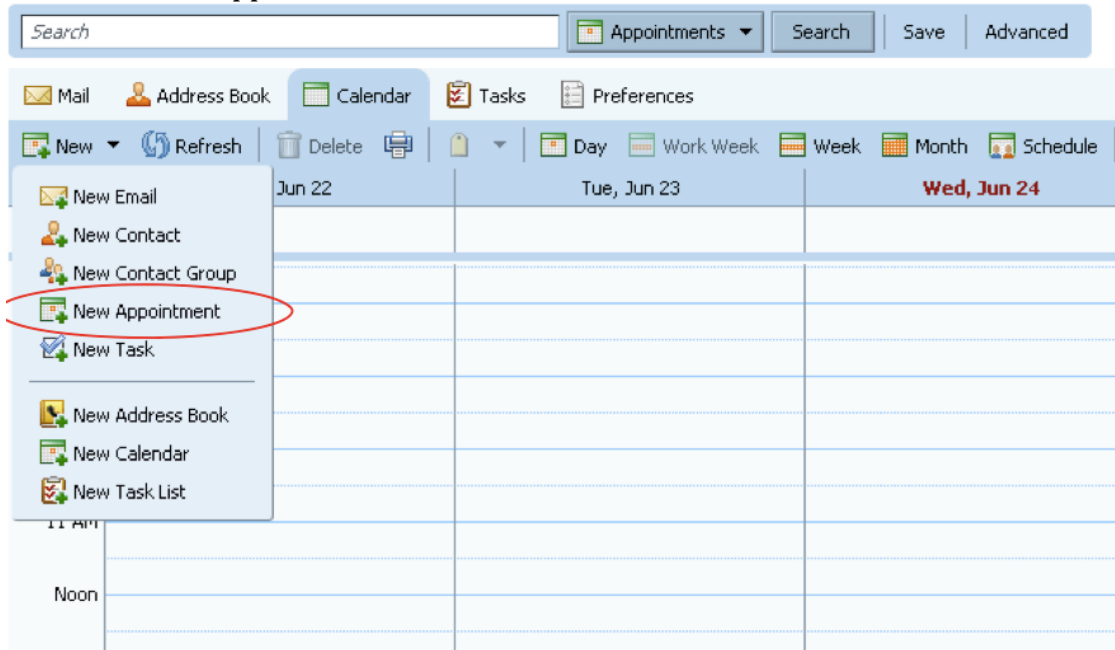


Reserving the Presentation Rehearsal Studio

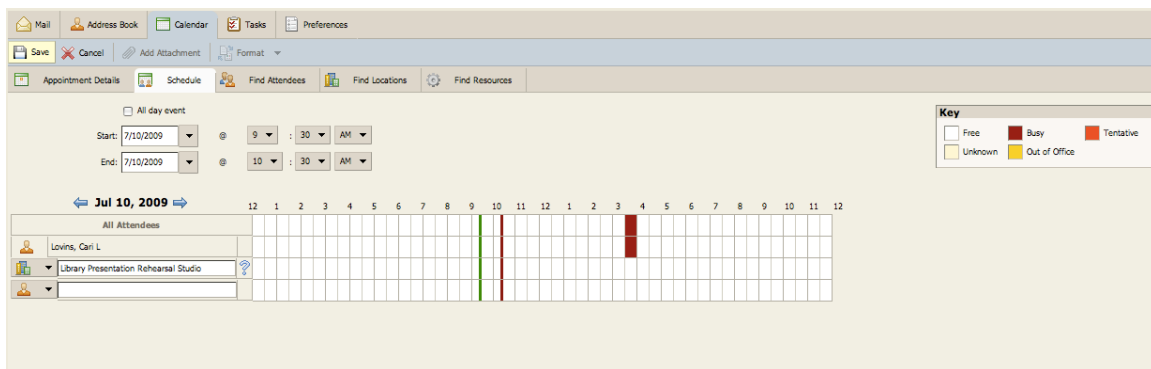
1. Log on to MyGatech (<http://my.gatech.edu>) with your GT Account

2. Create a new appointment as shown below



3. Complete the event details including additional attendees, preferred date, and time. Type “Library Presentation Rehearsal Studio” in the location area.

4. Select the “Schedule” tab to confirm availability of the space and any other attendees. Edit dates or times if necessary.



5. Select “Save” to save the reservation. You should see the event on your calendar, and should receive an email confirming acceptance of the event in the Presentation Rehearsal Studio.

6. Should you need to cancel your reservation, simply locate the event on your personal calendar, right click the mouse, and select "cancel." Select "no" when prompted to edit the cancellation message. The event will be removed from your calendar, as well as the location and any other attendee calendars.

7. If you need assistance, contact or see a staff member at the Library Information Services Desk, 404-894-4530. You can also contact the Office of Information Technology at 404-894-7173.