

QENG Room Reservations

To expedite the process of reserving rooms in QENG, please follow the instructions outlined below by the Office of Records.

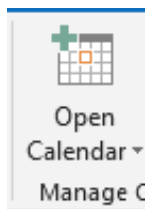
To reserve a room for a recitation, help session, or make-up class, identify the date/time on the Outlook calendar, then send a meeting request to the room you want to reserve.

The Office of Records team will verify the meeting request and accept it so that you will receive an automated confirmation for the room booking.

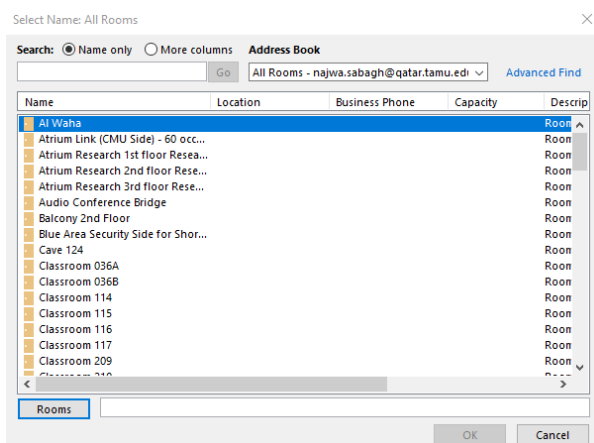
For any questions, you can always e-mail us at records@qatar.tamu.edu.

How to search for a room in Outlook:

1. In the Calendar Home tab, click on “Open Calendar” icon.



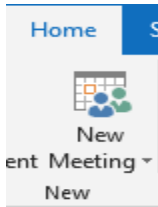
2. Select “From Room List” option.



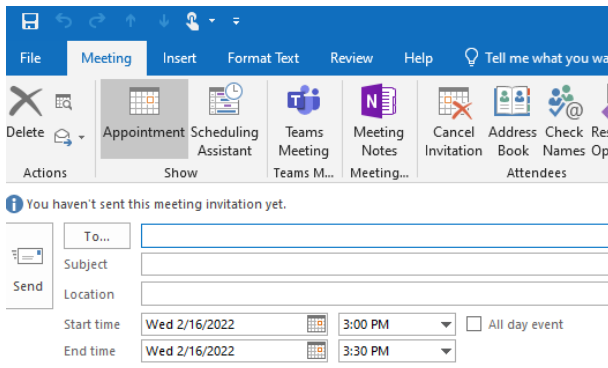
3. Search for the required classroom, computer lab, lecture hall, or teaching lab.
4. Select and click ok.

How to Schedule a Meeting Request in Microsoft Outlook:

1. In the Calendar Home tab, click on “New Meeting” icon.



2. Open the message.



3. Enter the meeting information, including date, start and end times, and add recipients if necessary. The original message appears in your meeting invitation.
4. Click Send to send the meeting invitation.