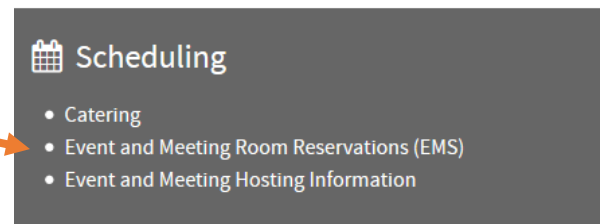


HOW TO CHECK ROOM AVAILABILITY IN EMS USING InsideSOU

1. Log into InsideSOU>Scroll to the bottom of the page to the **Scheduling** box.
2. In the Scheduling box go to **Event and Meeting Room Reservations (EMS)**.



3. From Guest landing page, go to Browse>Events **or** Browse>Locations on the left-hand side of the page.
4. Once you arrive on the **Browse Events** or **Browse Locations** calendar go to the month/day you are wanting to check availability. Use the **Add Filter** button on the top right to search by Building (Locations), Room, Group Name, Event Name, or Event Type.

A screenshot of the EMS 'Browse Events' calendar interface. The interface shows a navigation menu on the left with 'EVENTS' and 'LOCATIONS' options. The main area displays a calendar for September 2017. A date filter is set to 'Fri 09/01/2017'. An 'Add Filter' dropdown menu is open, showing options: 'Locations', 'Room', 'Group Name', 'Event Name', and 'Event Type'. The calendar grid shows events for various dates, with some cells containing event titles and times.

| SUN | MON | TUE | WED | THU | FRI | SAT |
|----------------------------|--|---|---|--|--|---|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| | | | | | 8:00am IT Work/Re... 8:00am Remodel, TA... 8:30am NUR-199-0 ... 2:30pm Film Class P... | 9:00am Dance Team... |
| 3 | 4 Labor Day, Stevenso... | 5 7:00am SOU Roy sto... 8:00am NUR-199-0 ... 8:00am IT Work/Re... 8:00am Remodel, TA... 8:00am Housing Ca... | 6 7:00am BNI - Integri... 7:00am SOU Roy sto... 8:00am NUR-199-0 ... 8:00am IT Work/Re... 8:00am Remodel, TA... | 7 7:00am SOU Roy sto... 8:00am NUR-199-0 ... 8:00am IT Work/Re... 8:00am Remodel, TA... 8:30am IT Training C... | 8 7:00am SOU Roy sto... 8:00am NUR-199-0 ... 8:00am Logos Chart... 8:00am Logos Chart... | 9 7:00am SOU Roy sto... 8:30am Shakespear... 9:00am Dance Team... 9:30am AAUW - Wel... |
| 10 3:45pm Shakespear... | 11 7:45am "Meet the C... 8:00am Advising & R... 8:00am IT Work/Re... 8:00am Remodel, TA... 8:00am OLLI Classes... | 12 8:00am SOU SPARC ... 8:00am IT Work/Re... 8:00am Remodel, TA... 8:00am OLLI Classes... 8:00am OLLI Classes... | 13 7:00am BNI - Integri... 7:00am SEIU Contra... 8:00am Housing - St... 8:00am IT Work/Re... 8:00am Remodel, TA... | 14 7:45am "Meet the C... 8:00am Advising & R... 8:00am IT Work/Re... 8:00am Remodel, TA... 8:00am OLLI Classes... | 15 7:00am Holistic Teac... 8:00am Holistic Teac... 8:00am Logos Chart... 8:00am Logos Chart... 8:00am IT Work/Re... | 16 7:00am Holistic Teac... 7:00am Rotary - Bea... 8:00am Holistic Teac... 8:00am MBA Orient... 8:00am Holistic Teac... |