To reserve space in the MMM studio, follow these steps:

1) Open Outlook and click on the Calendar icon. Then click on the Meeting button.

2) Begin typing the room name you wish to reserve in the To: field

There are 6 reservable rooms (see preview below of how they appear in Outlook):
Kellogg Ford MMM Conf Rm 1.330
Kellogg Ford MMM Group Rm 1.315
Kellogg Ford MMM Group Rm 1.319
Ford Breakout Room 1.321
Ford Breakout Room 1.325
MMM 1.327

3) Click on the desired room name and it will populate the To: field and Location: field
Once the meeting is created, with the accurate time and date details, send it to the room (see example below)

4) For rooms 1.330, 1.315, & 1.319, the reservation will be accepted or declined immediately, based on availability. You will receive an email confirming or declining the request. For rooms 1.321, 1.325, & 1.327, the reservation will be routed to a MMM staff member for approval. You will receive an email confirming or declining the request after it has been reviewed.

5) If you are unable to pull the rooms up in Outlook when creating a meeting, or if you are experiencing other technical difficulties, please let a MMM staff member know and they will work with you to resolve the issue.