1. Login to the **EMS WebApp**

2. Click *book now* next to your departmental template under *My Reservation Templates.*

Princeton University - EMS Web App

3. Enter the **Date and Time** for your meeting.

4. Click *Search* under Locations to search all available departmental spaces, or *Click Add/Remove* to select specific buildings.

5. The **List view** will bring back only spaces available for your selected date and time. To view all spaces, click on the **Schedule view.** EMS will only allow you to reserve rooms available during your selected date and time. Click the Green +Sign next to the desired room. After updating number of numbers clicking **Add Room**, click **Next Step.**
6. Enter **Event Name** (EMS Name) and if different, **Subject** (Outlook Invite Name). Include messages or attachments.

7. Select your **Department and Name**, and click Create Reservation to complete.

7. **Outlook Invites** will be automatically added to your calendar, and sent to included Attendees. Responses from Attendees will be returned to your email account. The Outlook invite may also be forwarded to Attendees if you prefer not to invite from EMS when making the Reservation.

8. Meeting **time & location changes and cancellations** should be made in EMS, rather than in Outlook. Each invite contains a link to return you directly to the EMS WebApp for edits, changes and cancellations.

Questions? Contact ems-support@princeton.edu