**Overview and Guidelines for Kopolow Business Library Group Study Rooms:**

* Kopolow Library has 17 group study rooms, available for booking during all hours the library is open.
* Each room has 6 chairs and one table, access to power outlets, and a whiteboard for group work.
* Rooms can be booked for a duration of up to 2 hours.
* Bookings can be made up to 14 days in advance.

**Instructions for Booking Kopolow Business Library Group Study Rooms:**

First, verify that you have your time zone set to central time in your Office 365 account, using these steps:

* Login to OWA using your WUSTL Key at [http://email.wustl.edu/mail](http://email.wustl.edu/mail%20)
* Click on the small “Gear” icon near the top-right
* In the search bar, type “time zone”, then select the “”Language and Time Zone” option
* Set the “Current Time Zone” to “(UTC-6:00) Central Time (US & Canada)”
* Click “Save”

To schedule rooms:

* Login to OWA using your WUSTL Key at [http://email.wustl.edu/mail](http://email.wustl.edu/mail%20)
* Once logged into OWA, click on the Apps button (3x3 squares) at the top-left of the toolbar and select “Calendar”
* Double-click on the day and time that you want to book a room

In the new event window that is displayed:

* Enter an event name/title
* Enter a location (optional, this is not where you select the room)
* Enter attendees under “People” (optional)
* Select a duration (study room max is 2 hours)
* Click the “Add room” button and select the “LIB Kopolow Business Library Rooms” list
* A list of rooms that are available is displayed – select a desired room
* Click “Save”
* After a few seconds, check your email Inbox for a response from the room calendar
* If you get a message accepting your event, then you have successfully booked the room!
* If you get a message rejecting your event, then you need to pick another time or room, and try again to book your room reservation.

**For assistance:** Please contact the Kopolow Library staff via e-mail at bschoolcirc@olin.wustl.edu, or by phone at (314) 935-6963.