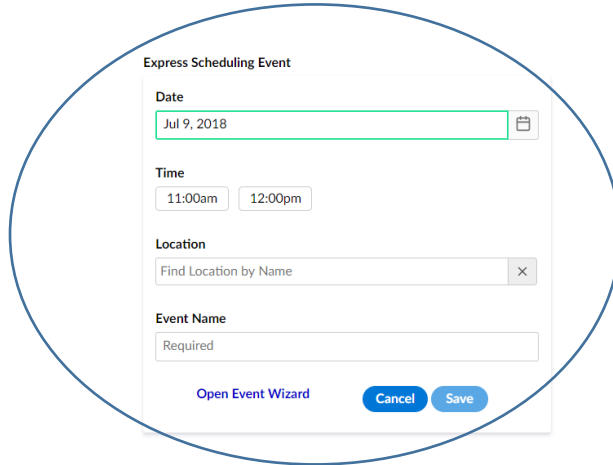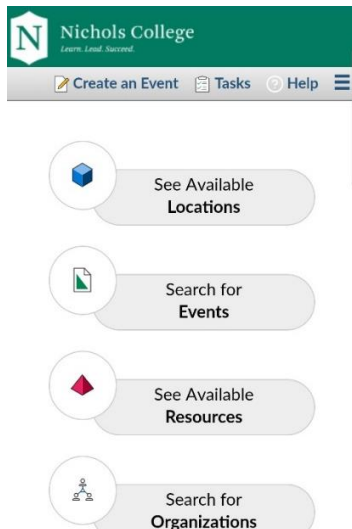# How to reserve a library group study room in 25Live (Mobile Version)
7/9/18

1. Choose the **25Live** app in OneLogin. (If you don't see the app, check under "Frequents" or "Company").

2. Log-in with your Nichols credentials, if prompted. Scroll down to view the Express Scheduling Event form.

3. Click on the calendar icon to select a date

Express Scheduling Event

Date

Jul 9, 2018 🗓

<		July 2018				>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

✕

Required

4. Click in the start time field and select your start time.
5. Click in the end time field and select your end time.
6. Type in **LIBR*ST** to view study rooms 1-6. Click one the library group study room you'd like to reserve. The system will let you know if there is a conflict due to another reservation.

Location

LIBR*ST	✕
LIBR*ST1	☆
LIBR*ST2	☆
LIBR*ST3	☆
LIBR*ST4	☆
LIBR*ST5	☆
LIBR*ST6	☆

7. If there is no conflict, fill in event name with your Last Name and a title for the event.

Express Scheduling Event

Date

Jul 12, 2018 🗓

Time

11:00am   12:00pm

Location

LIBR*ST4   ☆ ✕

✓ No Conflicts

Event Name

Smith-Management Project

Open Event Wizard   Cancel   Save

8. Click "Save." You should see a message at the top of the screen stating your event has been saved successfully.

Your event has been saved successfully.   ✕

Express Scheduling Event