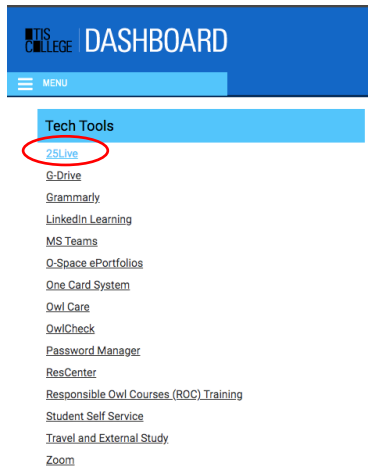**25 Live Instructions**

You will find a link to 25 Live, the scheduling application, on the my.otis.edu dashboard – on the left side column under Tech Tools.

Once inside 25 Live, you can view the availability of all rooms that are accessible as labs, shops, studios or the library. Please see the Available Rooms document for an explanation of all rooms available.

To View Space Availability
1. Option 1 – Availability Calendar
   a. Click the More menu bar on the top right corner of the home page in 25Live
   b. Click Availability to see a daily calendar view of available rooms
   c. Click the date at the top of the calendar or use the arrows on either side of the date to view availability on different days.
2. Option 2 –Location Search in the Event Form
   a. Once in the Event Form you can use the Search Location field in the Location Search step.
   b. Search by room number (i.e. AHMN 501-1) or by the room name (i.e. 501A PC lab). You don't need to know the actual room name, for example you can type in lab or shop.

To Book a Space:
1. Click on Event Form in the upper right hand corner of 25Live.
2. Fill out all required fields and click Save at the bottom to submit.