

Set Up Your Favorites

Locations:

In the main menu, in Quick Search, click in the **Search Locations** box

Type in part of the name of a location and press the Enter key or click the magnifying glass

Example: **Olin**

If the Calendar or Availability list is showing, click the **List** button

Scroll down through the list and click on the **star** for each location that you want added to your favorites

Example: **OLN*106**

Repeat for all of your favorite locations

Click the **25Live Pro** link at the top of the page to return to the main menu page

Organizations:

In the main menu, in Quick Search, click in the **Search Organizations** box

Type in part of the name of an organization and press the Enter key or click the magnifying glass

Example: **Art**

If the Calendar or Availability list is showing, click the **List** button

Scroll down through the list and click on the **star** for each organization that you want added to your favorites

Example: **Art Department**

Repeat for all of your favorite organizations

Click the **25Live Pro** link at the top of the page to return to the main menu page

Resources:

In the main menu, in Quick Search, click in the **Search Resources** box

Type in part of the name of a resource and press the Enter key or click the magnifying glass

Example: **Chair**

If the Calendar or Availability list is showing, click the **List** button

Scroll down through the list and click on the **star** for each resource that you want added to your favorites

Example: **Fs Chairs, White Folding**

Repeat for all of your favorite resources

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