Navigating the Availability Calendar

SIGN INTO 25LIVE

1. The recommended browsers for 25Live are Mozilla Firefox and Google Chrome. If you are using Internet Explorer, please upgrade to the latest version.


3. Click on the Sign In link at the top right or the Sign In tab at the bottom left of the page

4. Sign in using your UMass Boston User ID and password. Do not include @umb.edu.

5. If you have any issues with your User ID and password, call the IT Service Desk at 617.287.5220 or email ITServiceDesk@umb.edu.

SEARCH FOR AVAILABILITY

1. Click on the “Availability” tab to search for available spaces.

2. Click on the space name to see more details (pictures, diagrams, etc.)

3. Once you have chosen a location, follow the steps to complete your event/meeting request.

For more detailed information and instructions, please click on the Help button in the top right corner of the 25Live home page: