

Reserving SSA Rooms and Walls Using Webmail and Microsoft Outlook

11/15/19

Please Be Advised:

This documentation is meant to serve as a guide for room and wall reservations for SSA faculty and staff. In an effort to make room and wall reservations more accessible, reservation requests have been integrated with City College's email system. It is recommended that you reserve rooms or walls through Webmail or Outlook going forward. If you are unable to reserve through Webmail or Outlook, you may stop by the main office, SSA112, and reserve directly with Nicole or Carolina. Reservations are approved Monday-Friday during business hours. Please note that reservations for SSA 101C and 101B are handled by the SSA Library. If you follow this guide and still need further technical assistance, you may submit a ticket with OIT's Service Desk (ext. 7878 or <u>servicedesk@ccny.cuny.edu</u>) for help on how to do reservations. Once the ticket has been processed to ArchIT's queue, a technician will follow up with you. Please note ArchIT does not do room or wall reservations. Reservation spaces are located on pages 33-37. Thank you for your understanding and cooperation.

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Reservations Using Webmail

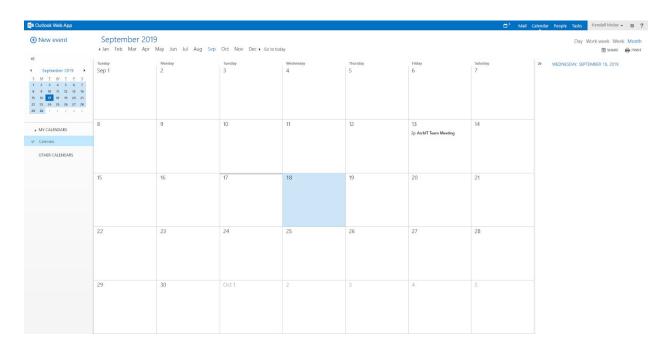
1. Type https://webmail.ccny.cuny.edu/ into the address bar in a web browser (Google Chrome, Firefox, Safari, etc.) and login to Webmail using your CCNY email credentials.



2. After logging into Webmail, on the top right corner, click Calendar.



3. Clicking on *Calendar* will show all the days within the current month with any current and upcoming events and meetings. It will also show the times in which these events or meetings will take place.



4. Select the date of interest for your meeting or reservation. Once navigating to the specific date, double click on that day.



5. Click on the Scheduling Assistant as shown in the figure below.

| 040 | utlo | ok | Web | о Ар | p | | | | |
|-----|------|------|-----|------|----|----------------|----------------|-----------------|---|
| Ð | Ne | W | eve | nt | | SAVE X DISCARD | C SCHEDULING A | SSISTANT & APPS | |
| ~~ | | | | | | Event: | | | |
| 4 | (| Octo | ber | 2019 | | Location: | | | |
| S | М | Ţ | W | I | E | Attendees: | | | |
| | | 1 | 2 | 3 | 4 | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | Start: | | Duration: | |
| 20 | 21 | 22 | 23 | 24 | 25 | Tue 10/29/2019 | * | All day | * |
| 27 | 28 | 29 | 30 | 31 | | | | | |

6. Click on *Add Room* on the bottom left of the window, and a list of available rooms will show up.

| AVAILABLE | | |
|-----------------------------------|-----|--|
| SSA101B (Free) | | |
| SSA101C (Free) | | |
| SSA104 (Free) | | |
| SSA107 (Free) | | |
| SSA111 (Free) | | |
| SSA128 (Free) | | |
| SSA2M11A (Free) | | |
| SSA2M11B (Free) | | |
| SSA2M23 (Free) | | |
| SSA3M11A (Free) | | |
| Any available room in Architectur | e1 | |
| Choose new room list | | |
| Add room | 10p | |

Figure 3b

7. After clicking one of the available rooms/walls, the schedule for that room/wall will show up in the same window. This serves as a purpose to see what time slots are available.

| | 55ATTI |
|-----|---------------------|
| 8a | |
| 9a | |
| 10a | |
| 11a | |
| 12p | |
| 1p | |
| 2p | Construction Tech 2 |
| Зp | |
| 4p | |
| 5p | |
| 6р | |
| 7p | |
| 8p | |
| 9p | |
| 10p | |

Figure 3c

As seen in the above figure, all other time slots are available except 2pm and 3:30pm.

8. Adjust the duration of the event to take place, in order to secure the desired time slot.

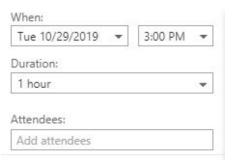


Figure 3d

a. To check if the desired time slot is available and there are no conflicts, look at the bottom left of the window. If the window says *Busy*, the time of the scheduled event must be adjusted.

| Change | room |
|--------|------|

Figure 3e

9. Once the time selected is shown to not be conflicting with any other events, click *OK* on the top left of the window.

| ✓ OK 🗙 DISCARD \cdots | Tuesday, October 29, 201 | 9 |
|-----------------------|--------------------------|-------|
| Untitled meeting | Sun27 Mon28 Tue29 Wed30 | Thu31 |
| When: | Kendall Molas | |
| Tue 10/29/2019 👻 | | |
| Until: | 8a | |
| Tue 10/29/2019 👻 | 88 | |
| Duration: | 9a | |
| All day 👻 | | |
| Attendees: | 10a | |
| 1.1.1.1.1. I | 0.071 | |

- Figure 3f
- 10. The room/wall and the time selected from the previous will fill the **Location**, **Duration**, and **Start/End Time** fields.
- 11. Click *Send* to submit your request for the room/wall reservation. This does not automatically confirm you reservation. The request will be reviewed by the reservation administrators in SSA112. You will receive an email to confirm if your request has been accepted or denied. Examples of these responses are shown below:

Your request was received and is pending approval.

Sent by Microsoft Exchange Server 2013

Response with Pending Approval





When: Wed 11/6/2019 1:30 PM-2:30 PM Where: SSA128

✓ Carolina Johnson-Colon has accepted this meeting

Response with Accepted Approval

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

SSA107 - Thursday, October 31, 2019 12:00:00 PM to Thursday, October 31, 2019 2:00:00 PM

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

Response with Denied Request

Reservations Using Microsoft Outlook for Windows

- 1. Navigate and open the Microsoft Outlook application installed on your PC.
- 2. Select the *Calendar* icon as shown in the picture below:

| | orites | | | < |
|-------|----------|---------|---------|---|
| Inbo | x | , | | |
| Sent | Items | | | |
| Dele | ted Iter | ns 🖤 | , | |
| | olas@ | ccny.cu | uny.edu | |
| Inbo | x | , | | |
| Draft | ts | | | |
| Sent | Items | | | |
| Dele | ted Iter | ns | | |
| Junk | Email | | | |
| Muh | amma | d | | |
| Out | хос | | | |
| RSS | Feeds | | | |
| Sear | ch Fold | lers | | |
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| | | | | |
| | | | | |

3. Selecting the *Calendar* icon will show all the days within the current month with any current and upcoming events and meetings. It will also show the times in which these events or meetings will take place.

| w New New New Sk tment Meeting Items * Meeti New Skgre M September 2019 * | ng Days Week reting Go To To A | View Calendar * Groups | ar E-mail Share Publish Calendar * Calendar Calendar Online * Permissions 5 Share | Find | w the Friday | | |
|---|------------------------------------|------------------------|---|----------------|--------------------------|-------------|---------------|
| U MO TU WE TH FR SA | September 2019 | | | C | 22.5 DIST. 92.54 (11.15) | | |
| 5 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 2 13 14 5 16 17 16 19 20 21 2 23 24 25 26 27 28 9 30 0 10 19 20 21 2 24 25 26 27 28 9 30 October 2019 U W6 11 FR SA | SUNDAY Sep 1 | Z | TUESDAY 3 | WEDNESDAY 4 | THURSDAY 5 | FRIDAY 6 | saturday 7 |
| 1 2 3 4 5 6 7 8 9 10 11 12 3 14 15 16 17 18 19 10 21 22 23 24 25 26 7 28 29 30 31 1 2 3 4 5 6 7 8 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Calendars Calendar | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| er Calendars | | | | | | | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | Oct 1 | 2 | 3 | 4 | 5 |

4. Navigate and select the date of interest for the event/meeting. After selecting the date, click on *New Meeting*.

| File | ł | lom | ie | Se | nd / | Rece | eive | Fold | er | View | Help | Acroba | at S | Tell m | e what you | want to do | | | | | | |
|---------------|-----|------|------|-------|------------|------|---------------------------------|------|--------------|------------------|--------|--------------|-----------------|--------|------------------|------------|-----------------------------------|--------------------|-----|---------------------|-------------------------|----|
| New pointr | nen | Ν | | N | ew ns * | | Vew Skyp Meeting ype Meet | | 2.1.20100114 | y Next 7 Days | | Work Week | Week Arrange | | Schedule View | | Calendar Groups * Calendars | E-mail Calendar | | Publish Online • | Calendar Permissions | S |
| 4 | s | epte | mbe | r 201 | 9 | • | < | 4 | • | Cont | amba | 201 | 0 | | | | | | | | Washington, | |
| SU | мо | TU | WE | тн | FR | SA | | | , | Sepi | tember | 201 | 9 | | | | | | | | wasnington, | DA |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | SI | UNDAY | | | | | MONI | YAC | | | TUESD | YAC | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | 2 | | | | 2 | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 50 | ep 1 | | | | | 2 | | | | 3 | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | |
| 29 | 30 | | | | | | | | | | | | | | | | | | | | | |
| | | Oct | ober | 2019 | | | | | | | | | | | | | | | | | | |
| SU | мо | TU | WE | тн | FR | SA | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | |

5. In the new window, check if *Room Finder* is selected as shown below.

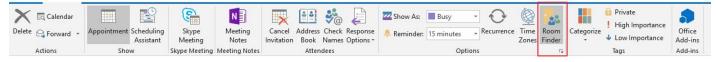


Figure 4a

If the Room Finder is not selected, click on the icon as shown in the figure.

6. A new sidebar will appear on the right side which will look like this.

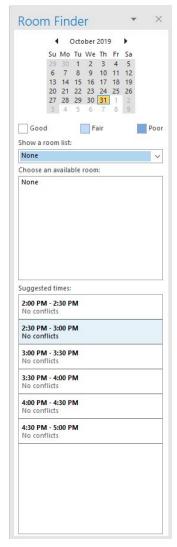


Figure 4b

7. Choose a specific date of interest by navigating the calendar and clicking on the specific day.

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 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 |

Figure 4c

8. In order to show all available rooms/walls in the Spitzer School of Architecture, under *Show a room list:*, click *Architecture1*.

| None | ~ |
|-----------------------|---|
| None | ^ |
| Recent Rooms | |
| Administration | |
| Architecture1 | |
| Compton Goethals | |
| Harris Hall | |
| Marshak | |
| North Academic Center | |
| Shepard Hall | |
| Chairman II-II | ~ |

Figure 4d

9. This will show the rooms/walls and times available on the specified day.

| None | ^ |
|--------------------|---|
| SSA101B | |
| SSA104 | |
| SSA107 | |
| SSA111 | |
| SSA128 | |
| SSA2M11A | |
| SSA2M11B | |
| SSA2M23 | |
| SSA3M11A | ~ |
| Suggested times: | |
| 2:00 PM - 2:30 PM | |
| 27 available rooms | |
| 2:30 PM - 3:00 PM | |
| 27 available rooms | |
| 3:00 PM - 3:30 PM | |
| 27 available rooms | |
| 3:30 PM - 4:00 PM | |
| 27 available rooms | |
| 4:00 PM - 4:30 PM | |
| 27 available rooms | |
| 4:30 PM - 5:00 PM | |
| 27 available rooms | |

Figure 4e

10. Adjust the *Start Time* and *End Time* to your liking.

| Start time | Thu 10/31/2019 | 3:30 PM | - | All day event |
|------------|----------------|-------------|---|---------------|
| End time | Thu 10/31/2019 | 5:00 PM | - | |

Figure 4f

11. The Suggested times in the sidebar will now adjust based on the Start Time and End Time specified.

| None | ~ |
|--------------------|---|
| SSA101B | |
| SSA104 | |
| SSA107 | |
| SSA111 | |
| SSA128 | |
| SSA2M11A | |
| SSA2M11B | |
| SSA2M23 | |
| SSA3M11A | ~ |
| Suggested times: | |
| 2:00 PM - 3:30 PM | |
| 27 available rooms | |
| 2:30 PM - 4:00 PM | |
| 27 available rooms | |
| 3:00 PM - 4:30 PM | |
| 27 available rooms | |
| 3:30 PM - 5:00 PM | |
| 27 available rooms | |

Figure 4g

12. Under *Choose an available room*, click on the room of interest. Doing this will update the *To* and *Location* fields.

| None | ~ | | | | | |
|----------|---|---------------|----------------|----------|---------|-----------------------------------|
| SSA101B | | | | | | |
| SSA104 | | | | J | | |
| SSA107 | | To | SSA2M11B | | | |
| SSA111 | | Ten Subject | | | | |
| SSA128 | | Send Location | SSA2M11B | | | |
| SSA2M11A | | Start time | Thu 10/31/2019 | | 3:30 PM | All day event |
| SSA2M11B | | End time | Thu 10/31/2019 | | 5:00 PM | • |
| SSA2M23 | | | | | | |
| SSA3M11A | ~ | | | | | |

Select a room

Fields are updated automatically

- 13. Fill in the *Subject* field with your full name.
- 14. Click *Send* to submit your request for the room/wall reservation. This does not automatically confirm you reservation. The request will be reviewed by the

reservation administrators in SSA112. You will receive an email to confirm if your request has been accepted or denied.

Your request was received and is pending approval.

Sent by Microsoft Exchange Server 2013

Response with Pending Approval



Carolina Johnson-Colon on behalf of SSA128 Tue 11/5/2019 11:33 AM

When: Wed 11/6/2019 1:30 PM-2:30 PM Where: SSA128

Where: SSA128

Carolina Johnson-Colon has accepted this meeting

Response with Accepted Approval

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

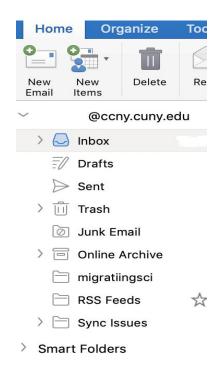
SSA107 - Thursday, October 31, 2019 12:00:00 PM to Thursday, October 31, 2019 2:00:00 PM

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

Response with Denied Request

Reservations Using Microsoft Outlook for Mac

- 1. Navigate and open the Microsoft Outlook application installed on your Mac.
- 2. Select the Calendar icon as shown in the picture below.





3. Selecting the *Calendar* icon will show all the days within the current month with any current and upcoming events and meetings. It will also show the times in which these events or meetings will take place.

| ●●● 🖬 ち ♂ 🛱 | | | Calendar | | | Q Search | |
|--|---|---------------------------|-----------------|--|----------------|----------------------|-----------------------|
| Home Organize Tools | | | | | | | ? ^ |
| | | Week Month Open S Cale | Shared Calendar | Find a Contact | | | |
| ◄ September 2019 ► | ▲ ♦ ▶ Septer S Septer Septer Septer Sept | ember 2019 | | | New York, NY 🗘 | Today 71°F/61°F | Tomorrow 81°F/53°F |
| S M T W T F S | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 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 22 28 29 30 1 2 3 4 5 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Calendar | 8 | 9 | 10 | 11 | 12 | 13 2:00 PM ArchiT | 14 |
| | 15 | 16 | 17 | 18 TEST; SSA111 8:00 AM SSA111 8:00 AM SSA111 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| : | 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| | | | | | | | |

4. Navigate and select the date of interest for the event/meeting. After selecting the date, click on *Meeting*.

| Home | Organize | Tools | | | | | | |
|-----------|----------------------|-------|----------------------------|------------|---|----------------|----------------|--------------------|
| 0 | | | | | • | Find a Contact | | |
| ppointmer | Meeting New Items | Today | Day Work V Week | Week Month | Open Shared Calenda Calendar Permissio | | | |
| ✓ Se | ptember 2019 | | Septer | mber 201 | 9 | | New York, NY 🗘 | Today 65°F/49°F |

5. In the new window, check if *Room Finder* is selected as shown below.

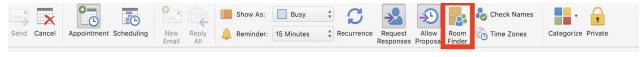


Figure 5a

If the *Room Finder* is not selected, click on the icon as shown in the figure.

6. A new sidebar will appear on the right side

| Send Cancel Appointment Duration: 30 Minutes Image: Concell of the second | All day | М | piy 🐥 Re | eminder: 15 Mi | nutes 🗘 R | ecurrence Res Resp | quest Allow oonses Proposal | Room Control Room | Time Zones | Categorize P | ivate | | Room Finder Choose a room list: None | |
|---|---|------|----------|----------------|-----------|-----------------------|--------------------------------|-------------------|------------|--------------|-------|-------|--|--|
| This invitation has not be | This invitation has not been sent. Monday, Nov 4 | | | | | | | | | | | | | |
| Show work hours only | | 1 AM | 2 AM | 3 AM | 4 AM | 5 AM | 6 AM | 7 AM | 8 AM | 9 AM | 10 AM | 11 AM | Choose an available room: None | |
| All Attendees 2 Add New | | | | | | | | | | | | | | |
| ooms | | | | | | | | | | | | | = | |
| Add Room | | | | | | | | | | | | | | |

Figure 5b

7. In order to show all available rooms in the Spitzer School of Architecture, under *Choose a room list:*, click *Architecture1*.





8. This will show the rooms/walls and times available on the specified day.

| | | New F Email | All | | | Res | oonses Proposa | Finder | Time Zones | | | | Room Finder | |
|---|------|----------------|------|------|------|------|----------------|--------|------------|-------------|------------------|------------|---------------------------|----|
| Duration: 2.5 Hours V Starts: 11/ 4/2019 E Ends: 11/ 4/2019 E | | AM | | | | | | | | | | | Choose a room list: | |
| This invitation has not be | | - um | | | | | | | | | | | Architecture1 | \$ |
| | | y, Nov 4 | | | | | | | | | | | Choose an available room: | |
| Show work hours only | 2 AM | 1 AM | 2 AM | 3 AM | 4 AM | 5 AM | 6 AM | 7 AM | 8 AM | 9 AM | 10 AM | I1 AM | None | |
| II Attendees 2 | | | | | | | | | | | | | SSA107 | |
| | | | | | | | | | | | | | SSA111 | |
| Add New | | | | | | | | | | | | | SSA2M11A SSA2M11B | |
| | | | | | | | | | | | | | SSA2MTIB SSA2M23 | |
| | | | | | | | | | - | | | | SSA3M11A | |
| SSA101B | | | | | | | | | 1 | | | | SSA3M11B | |
| | | | | | | | | | _ | Landscape R | 1 | | SSAGAllery | |
| SSA104 | | | | | | | | | | Design Semi | inar | | SSAWall_1A | |
| SSA107 | | | | | | | | | | | | | SSAWall_1B | |
| SSA111 | | | | | | | | | | | | | SSAWall_1C | |
| SSA128 | | | | | | | | | | Design Semi | inar | | SSAWall_2A | |
| SSA2M11A | | | | | | | | | | | | | SSAWall_2B SSAWall_2C | |
| SSA2M11B | | | | | | | | | | | | | SSAWall_2D | |
| SSA2M23 | | | | | | | | | | | | | SSAWall_2E SSAWall_2F | |
| SSA3M11A | | | | | | | | | - | | | | SSAWall_2G | |
| | | | | | | | | | | | | | SSAWall_3A | |
| SSA3M11B | | | | | | | | | | | | | SSAWall_3B | |
| SSA3M23 | | | | | | | | | | | Cities After Glo | balization | SSAWall_3C | |
| SSAGAllery | | | | | | | | | | | | | SSAWall_3D | |
| SSAWall_1A | | | | | | | | | | | | | SSAWall_3E | |
| SSAWall_1B | | | | | | | | | | | | | SSAWall_3F SSAWall_3G | |
| SSAWall_1C | | | | | | | | | | | | | SSAWdii_SG | |
| | | | | | | | | | | | | | | |

Figure 5d

9. Adjust the *Start Time* and *End Time* to your liking.

| Organizer Meeting | ormat Tex | 2 | ~~ <u> </u> | Show As: | Busy ‡ Iinutes ‡ R | ecurrence Re | quest Allow ponses Proposa | Room | Check Names Time Zones | Categorize Priv | | | |
|----------------------|---------------|-------------------|-------------|----------|-----------------------|--------------|-------------------------------|------|---------------------------|-----------------|-------------|------------------|---|
| Duration: 2.5 Hours | 8:00 10:30 | AM ^(a) | | | | | | | | | | (b) | Room Finder Choose a room list: Architecture1 |
| | Monda | y, Nov 4 | | | | | | | | | | | Choose an available room: |
| Show work hours only | 2 AM | 1 AM | 2 AM | 3 AM | 4 AM | 5 AM | 6 AM | 7 AM | 8 AM | 9 AM | 10 AM | 11 AM | None |
| All Attendees 🛛 🏾 🕄 | | | | | | | | | | | | | SSA107 SSA111 |
| Add New | | | | | | | | | | | | | SSATT SSA2M11A SSA2M11B SSA2M23 |
| ooms | | | | | | | | | | | | | SSA3M11A |
| SSA101B | | | | | | | | | | Landscape | Restorat on | | SSA3M11B |
| SSA104 | | | | | | | | | | Design Sem | inar | | SSAGAllery SSAWall_1A |
| SSA107 | | | | | | | | | | | | | SSAWall_IA SSAWall_IB |
| SSA111 | | | | | | | | | | | | | SSAWall_1C |
| SSA128 | | | | | | | | | | Design Sem | iinar | | SSAWall_2A |
| SSA2M11A | | | | | | | | | | | | | SSAWall_2B SSAWall_2C |
| SSA2M11B | | | | | | | | | | | | | SSAWall_2D |
| SSA2M23 | | | | | | | | | | | | | SSAWall_2F |
| SSA3M11A | | | | | | | | | | | | | SSAWall_2G |
| SSA3M11B | | | | | | | | | | | | | SSAWall_3A SSAWall_3B |
| SSA3M23 | | | | | | | | | | | Cities Aft | er Globalization | SSAWall_3C |
| SSAGAllery | | | | | | | | | | | | | SSAWall_3D |
| SSAWall_1A | | | | | | | | | | | | | SSAWall_3E |
| SSAWall_1B | | | | | | | | | | | | | SSAWall_3F SSAWall_3G |
| SSAWall_1C | | | | | | | | | | | | | 55an_00 |
| 004146-11-04 | | | | | | | - | | | | | 1 | |



a) Closer look at setting up the Start Time and End Time picture below

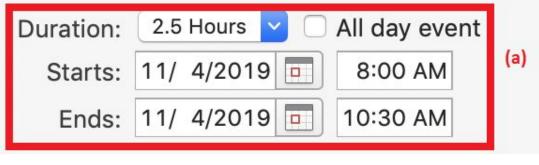


Figure 5d

b) The available rooms/walls will show up after setting up Time

| | Room Finder |
|-----|---------------------------|
| | Choose a room list: |
| | Architecture1 |
| | Choose an available room: |
| _ | None |
| | SSA107 |
| | SSA111 |
| -1 | SSA2M11A |
| | SSA2M11B |
| | SSA2M23 |
| | SSA3M11A |
| | SSA3M11B |
| - 1 | SSAGAllery |
| | SSAWall_1A |
| . 1 | SSAWall_1B |
| | SSAWall_1C |
| - 1 | SSAWall_2A |
| - 1 | SSAWall_2B |
| _1 | SSAWall_2C |
| | SSAWall_2D |
| | SSAWall_2F |
| | SSAWall_2G |
| -1 | SSAWall_3A |
| _ | SSAWall_3B |
| | SSAWall_3C |
| | SSAWall_3D |
| | SSAWall_3E |
| -1 | SSAWall_3F |
| - | SSAWall_3G |
| | |
| | |

Figure 5e

10. Select the rooms/walls you like from the **Room Finde**r. In this guide, we selected room SSA107.

| Duration: 2.5 Hours 🔽 | All day ev | vent | | | | | | | | | | | | Room Finder | |
|-----------------------------|------------|-------|------|------|------|------|------|-------------|-------------|-------------------|-------|------|-----|---------------------------|---|
| Starts: 11/ 4/2019 | | | | | | | | | | | | | | | |
| Ends: 11/ 4/2019 | | Л | | | | | | | | | | | | Choose a room list: | |
| This invitation has not bee | | | | | | | | | | | | | | Architecture1 | 3 |
| | Monday, | Nov 4 | | | | | | | | | | | | Choose an available room: | |
| Show work hours only | 2 AM | 3 AM | 4 AM | 5 AM | 6 AM | 7 AM | 8 AM | 9 AM | 10 AM | 11 AM | 12 PM | 1 PM | | None | |
| II Attendees 2 | 6 711. | 0 | | | | | | 0.1.00 | | | | | (a) | SSA107 | |
| | | | | | | | | | | | | | | SSA111 | |
| Add New | | | | | | | | | | | | | | SSA2M11A SSA2M11B | |
| | | | | | | | | | | | | | | SSA2M11B SSA2M23 | |
| ooms | | | | | | | 1 | | | | | | = | SSA3M11A | |
| SSA101B | | | | | | | | Landscape I | Restorat on | | | | | SSA3M11B | |
| SSA104 | | | | | | | | Design Sem | ninar | | | | | SSAGAllery SSAWall_1A | |
| SSA107 | | | | | | | | | | | | | | SSAWall_1B | |
| SSA111 | | | | | | | | | | | | | - | SSAWall_1C | |
| SSA128 | | | | | | | | Design Sem | ninar | | | | | SSAWall_2A | |
| SSA2M11A | | | | | | | | | | | | | | SSAWall_2B SSAWall_2C | |
| SSA2M11B | | | | | | | | | | | | | | SSAWall_2D | |
| SSA2M23 | | | | | | | | | | | | | | SSAWall_2F | |
| SSA3M11A | | | | | | | | | | | | | | SSAWall_2G | |
| SSA3M11B | | | | | | | | | | | | | | SSAWall_3A SSAWall_3B | |
| SSA3M23 | | | | | | | | | Cities Af | ter Globalization | | | | SSAWall_3B SSAWall_3C | |
| SSAGAllery | | | | | | | - | | | of O.S.Banzat | | | | SSAWall_3D | |
| SSAWall_1A | | | | | | | | | | | | | | SSAWall_3E | |
| SSAWall_1B | | | | | | | | | | | | | | SSAWall_3F | |
| SSAWall_1C | | | | | | | | | | | | | | SSAWall_3G | |
| SSAWall_2A | | | | | | | _ | | | | | | | | |

Figure 5f

11. After selecting the room/wall and adjusting the time, click on *Appointment* button in the toolbar

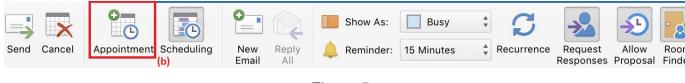


Figure 5g

- 12. Fill in the *Subject* field with your full name
- 13. Click *Send* to submit your request for room/wall reservation. This does not automatically confirm you reservation. The request will be reviewed by the reservation administrators in SSA112. You will receive an email to confirm if your request has been accepted or denied.

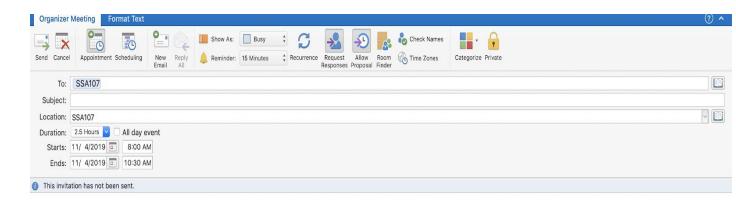


Figure 5h

Your request was received and is pending approval.

Sent by Microsoft Exchange Server 2013

Response with Pending Approval





When: Wed 11/6/2019 1:30 PM-2:30 PM Where: SSA128

Carolina Johnson-Colon has accepted this meeting

Response with Accepted Approval

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

SSA107 - Thursday, October 31, 2019 12:00:00 PM to Thursday, October 31, 2019 2:00:00 PM

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

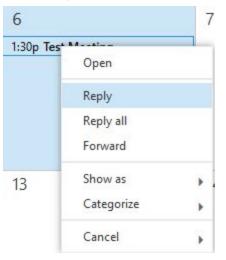
Response with Denied Request

Canceling a Reservation Using Webmail

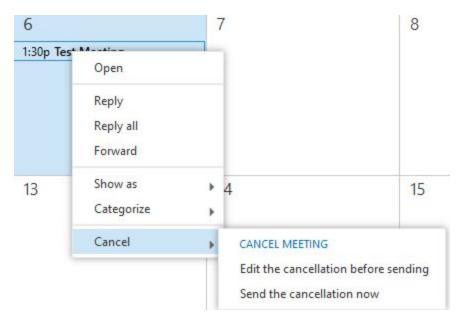
1. In order to cancel a request on Webmail, navigate to Calendar.



2. For a room/wall requested it, right-click on the event as shown here.



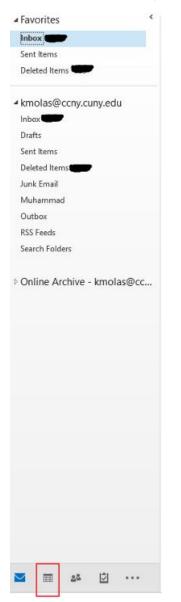
3. Hover your mouse over *Cancel*. Doing so will result in more options showing up.



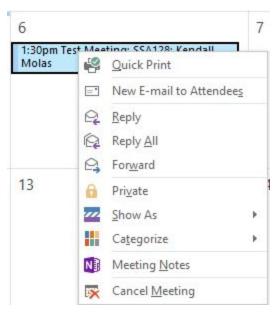
4. Click on Send the cancellation now.

Canceling a Reservation Using Outlook for Windows

1. In order to cancel a request on Outlook, navigate to the Calendar.



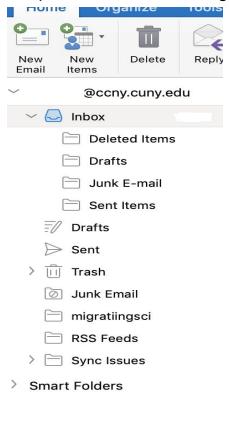
2. Right click on the event of choice. Doing so will show other options.



- 3. Click on Cancel Meeting.
- 4. After clicking on *Cancel Meeting*, a new prompt will show up. In this prompt, click on *Send cancellation*.

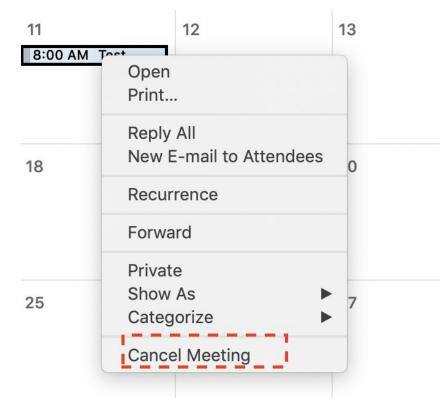
Canceling a Reservation Using Outlook for Mac

1. In order to cancel a request on Outlook, navigate to the Calendar.





- 2. Two ways to cancel meeting.
 - a) Right click on the event of choice. Doing so will show other options.



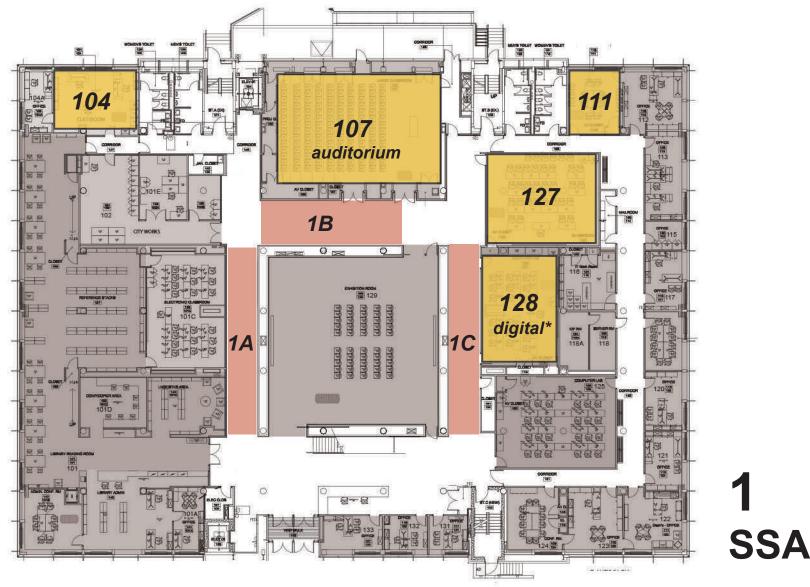
b) Click on the event on the calendar. Doing so will show the *Cancel* button on the Meeting menu bar.

| Depen Cancel Forward | Invite New Reply All | | Busy + C Minutes + Recurrence | categorize Private | | (9) | Some updates could n automatically. |
|--|----------------------|-----------|----------------------------------|--------------------|----------------|--------------------|--|
| November 2019 | < ♦ ♦ Nove | mber 2019 | | | New York, NY 🗘 | Today 50°F/34°F | Tomorrow 40°F/36°F |
| S M T W T F S 27 28 29 30 31 1 2 | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 2 2 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 | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 🥑 Calendar | 3 | 4 | 6 | 6 9:00 AM Test | 7 | 8 | 9 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 🖂 📰 🕹 🖨 🕞 | | | | | | | |

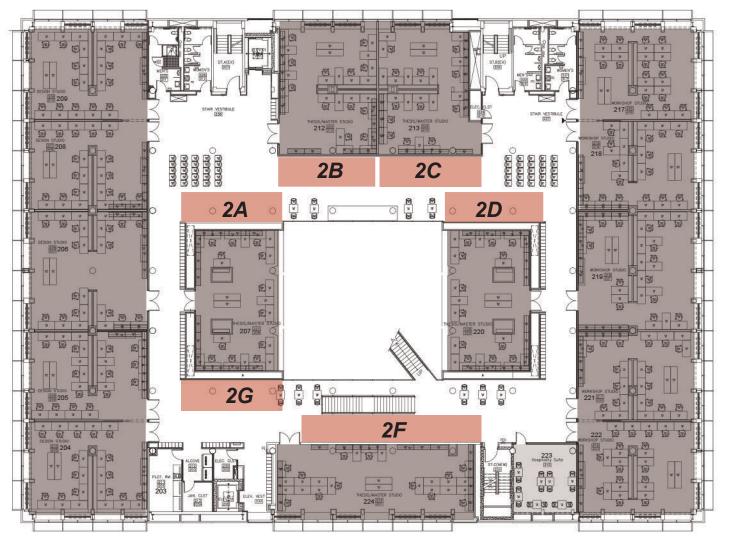
3. Click on *Cancel Meeting*.

4. After clicking on *Cancel Meeting*, a new prompt will show up. In this prompt, click on *Send cancellation*.

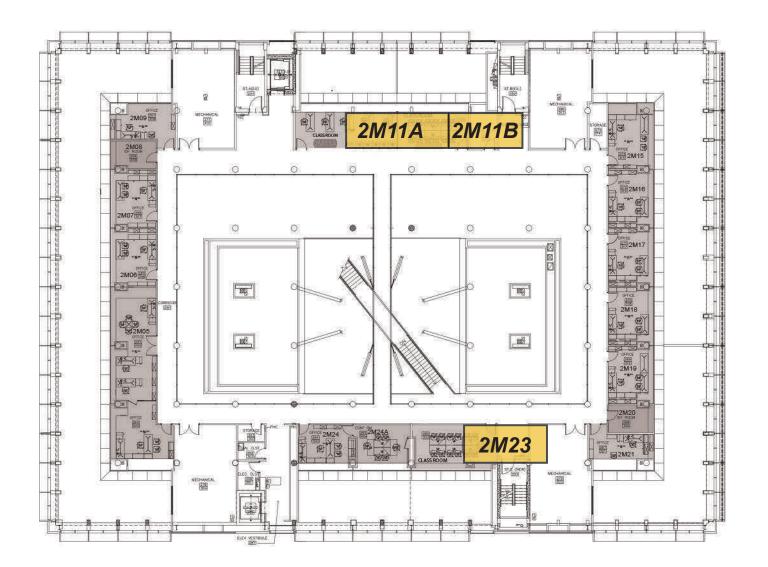
| Cancel Me | eeting Format Text | ? ^ |
|----------------------|------------------------------|-----|
| Send Cancellation | | |
| Send Cancellation | Edit Series | |
| To: | SSA107 | |
| Subject: | Test Meeting | |
| Location: | SSA107 | - E |
| | 30 Minutes 👻 🗌 All day event | |
| Starts: | 11/ 6/2019 💿 9:00 AM | |
| Ends: | 11/ 6/2019 🔟 9:30 AM | |
| This invita | ation has been sent. | |



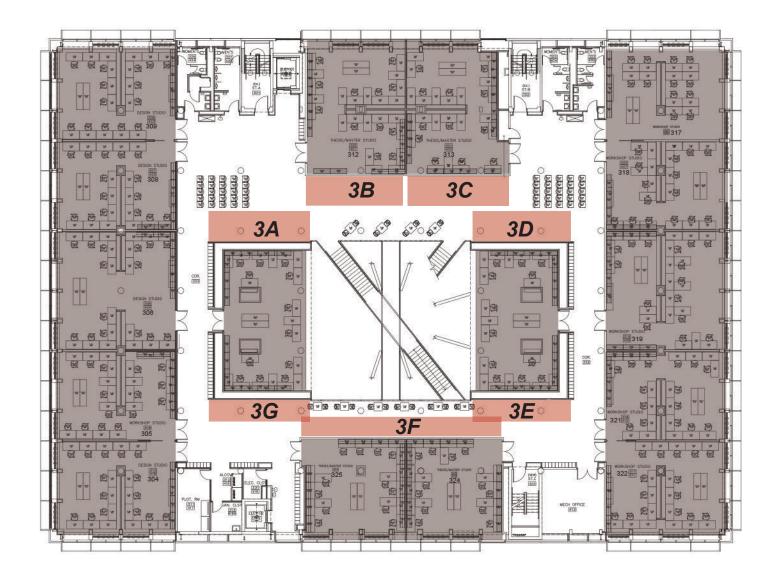
* To reserve the digital classroom in the library (101C) contact library at x8766.



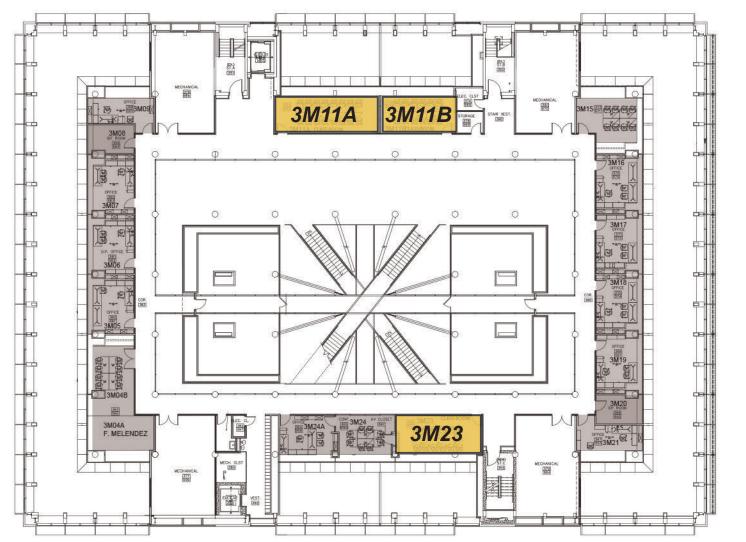
2 SSA



2M SSA



3 SSA



3M SSA