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 servicedesk@ccny.cuny.edu) 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.

-ArchIT
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Reservations Using Webmail

1. Type [https://webmail.ccny.cuny.edu/](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.

![Figure 3a](image)

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

![Figure 3b](image)
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.

![Figure 3c](image_url)

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](image1)

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.

![Figure 3e](image2)
9. Once the time selected is shown to not be conflicting with any other events, click **OK** on the top left of the window.

![Figure 3f: A screenshot of a window with time slots and options to select location, duration, and start/end time.](image)

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 your 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.**

   ![Response with Pending Approval](image)
Response with Accepted Approval

Your request was declined because there are conflicts.

The conflicts are:

<table>
<thead>
<tr>
<th>Organizer and Time of Conflicting Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSA107 - Thursday, October 31, 2019 12:00:00 PM to Thursday, October 31, 2019 2:00:00 PM</td>
</tr>
</tbody>
</table>

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:
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.

4. Navigate and select the date of interest for the event/meeting. After selecting the date, click on *New Meeting*. 
5. In the new window, check if *Room Finder* is selected as shown below.

![Figure 4a](image)

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

![Calendar](image)

Figure 4c

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

![Room List](image)

Figure 4d
9. This will show the rooms/walls and times available on the specified day.

![Figure 4e]

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

![Figure 4f]
11. The Suggested times in the sidebar will now adjust based on the Start Time and End Time specified.

![Figure 4g](image)

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

![Select a room](image)

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

✓ 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.

4. Navigate and select the date of interest for the event/meeting. After selecting the date, click on Meeting.
5. In the new window, check if Room Finder is selected as shown below.

![Figure 5a](image1)

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

![Figure 5b](image2)
7. In order to show all available rooms in the Spitzer School of Architecture, under *Choose a room list*, click *Architecture1*. 

![Room Finder](image1)

**Figure 5c**

8. This will show the rooms/walls and times available on the specified day.
9. Adjust the **Start Time** and **End Time** to your liking.

![Figure 5d](image)

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

![Figure 5e](image)
b) The available rooms/walls will show up after setting up Time

Figure 5e
10. Select the rooms/walls you like from the **Room Finder**. In this guide, we selected room SSA107.

![Figure 5f](image)

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

![Figure 5g](image)
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 your 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](image)

**Your request was received and is pending approval.**

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Response with Pending Approval
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.
3. Click on **Cancel Meeting**.
4. After clicking on **Cancel Meeting**, a new prompt will show up. In this prompt, click on **Send cancellation**.
* To reserve the digital classroom in the library (101C) contact library at x8766.