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.
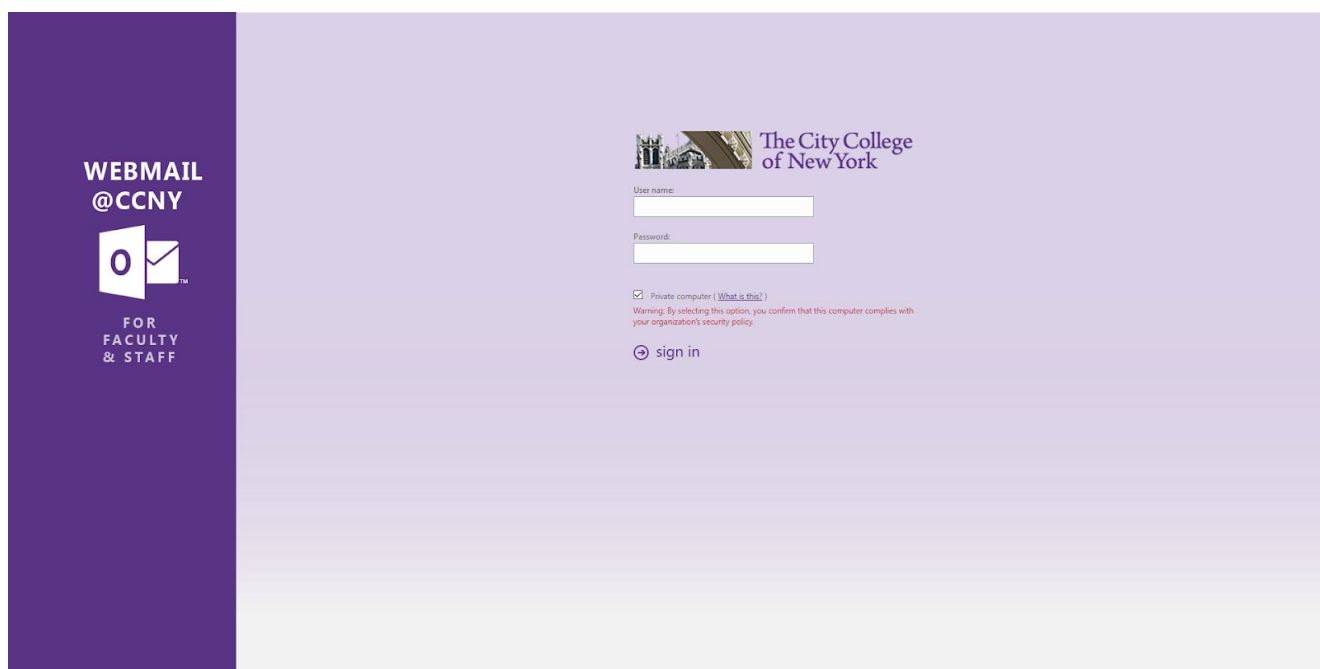
-ArchIT

Table of Contents

# 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.
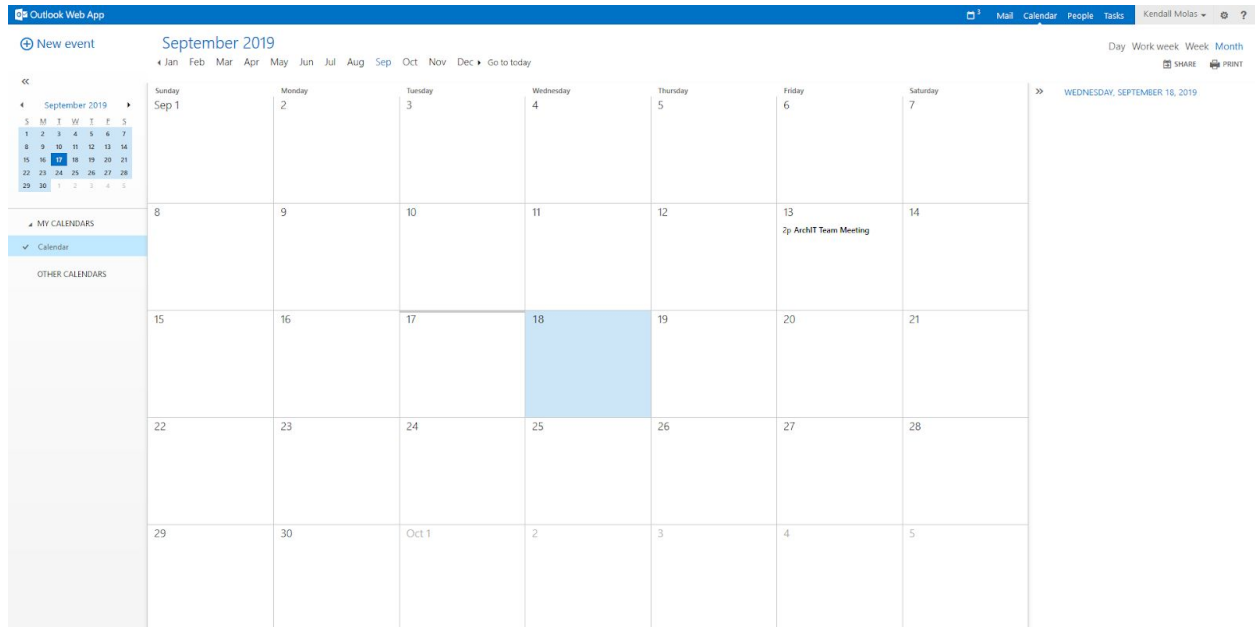
4. Select the date of interest for your meeting or reservation. Once navigating to the specific date, double click on that day.
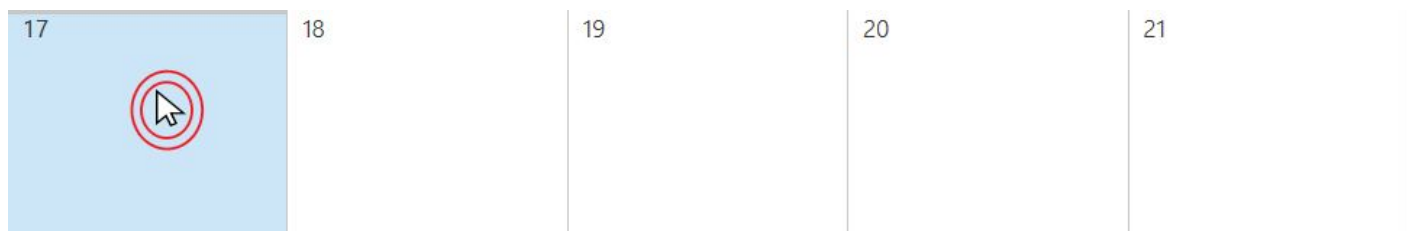
5. Click on the *Scheduling Assistant* as shown in the figure below.
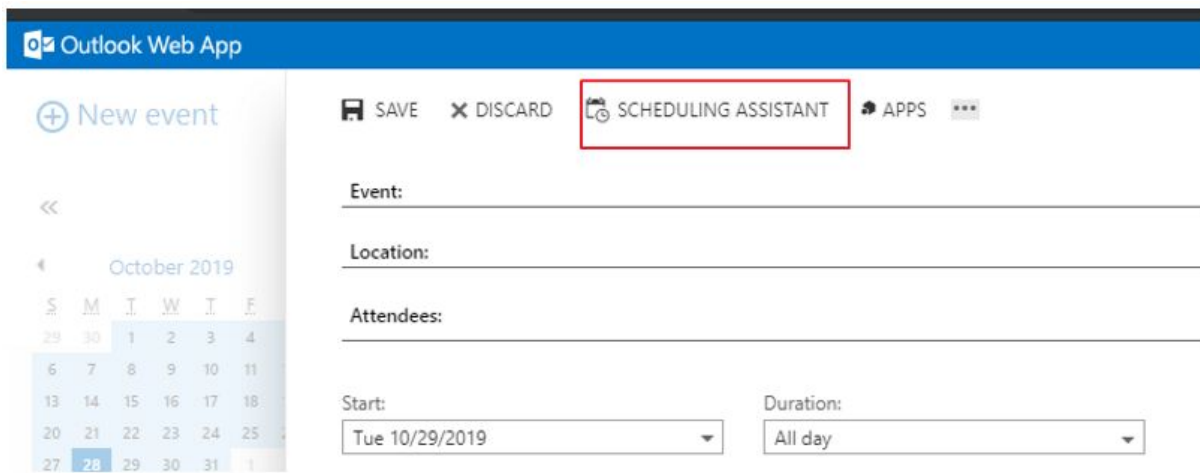

Figure 3a

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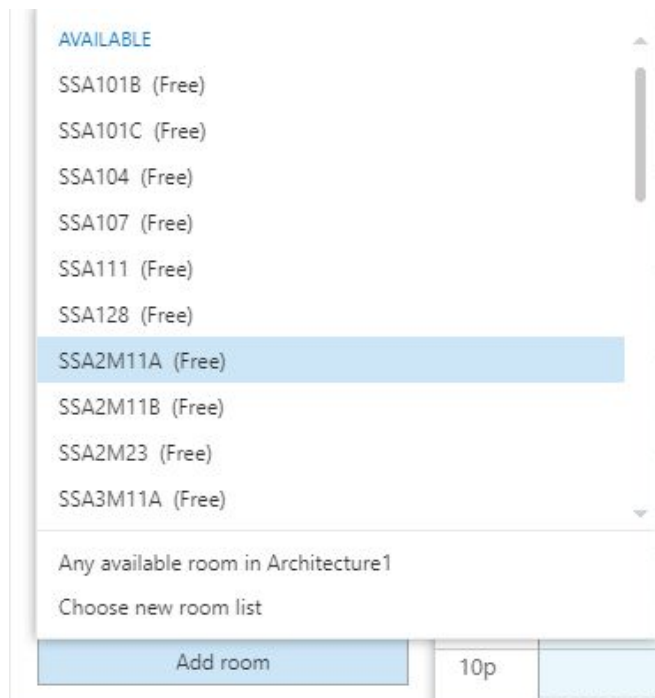

Figure 3b

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.
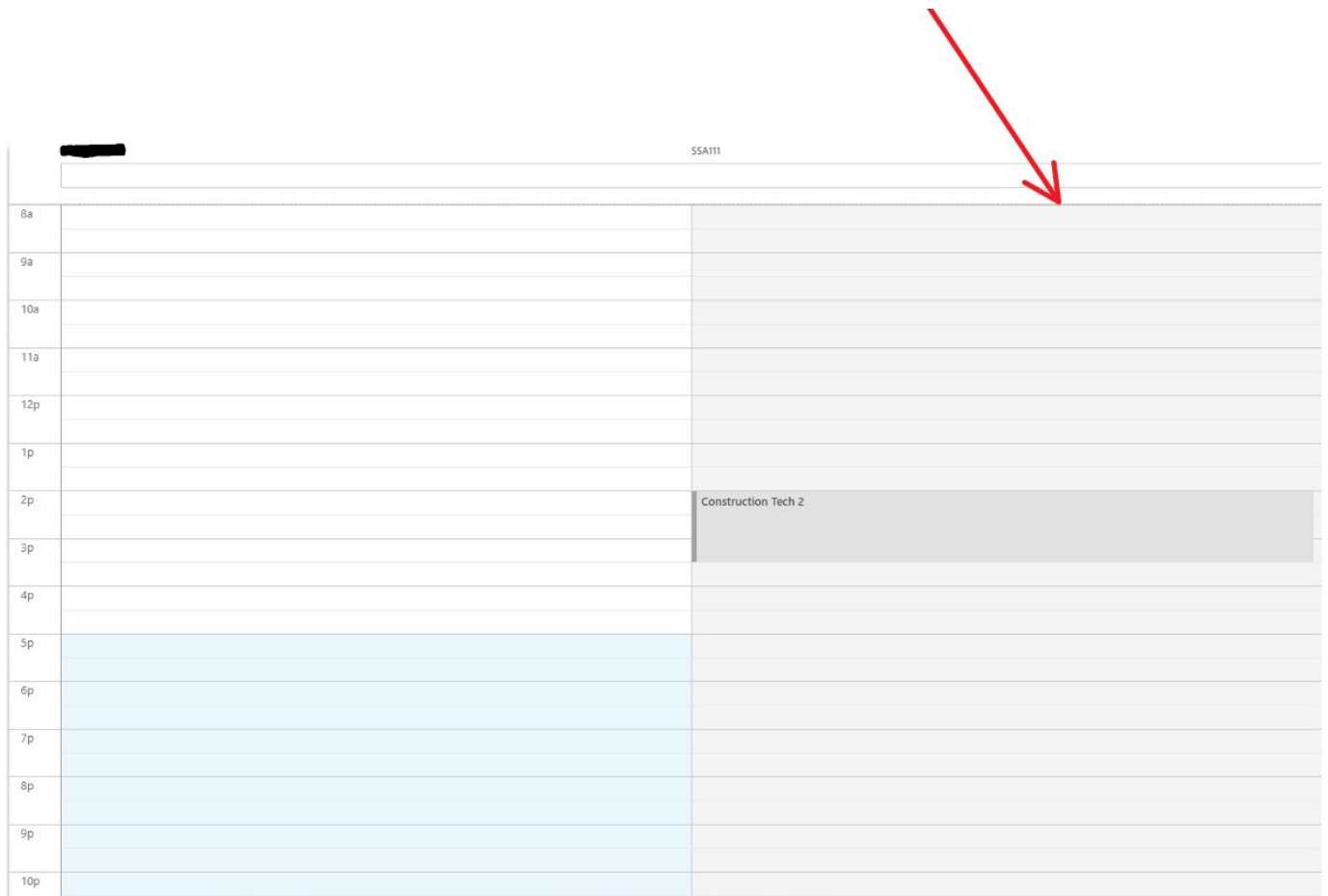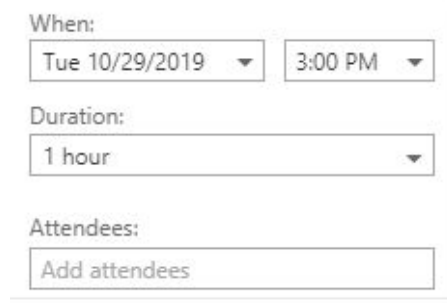

Figure 3c

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.
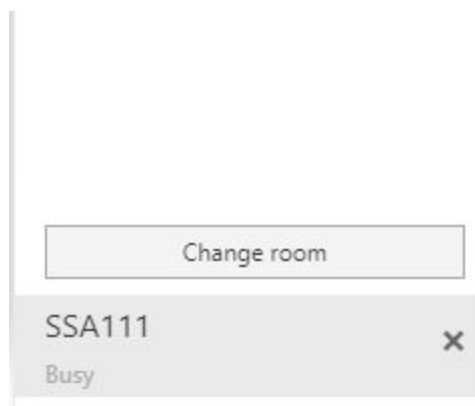
When:

Tue 10/29/2019 ▼   3:00 PM ▼

Duration:

1 hour ▼

Attendees:

Add attendees

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

SSA111   ✕

Busy

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.

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

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 Windows

1. Navigate and open the Microsoft Outlook application installed on your PC.
2. Select the *Calendar* icon as shown in the picture below:
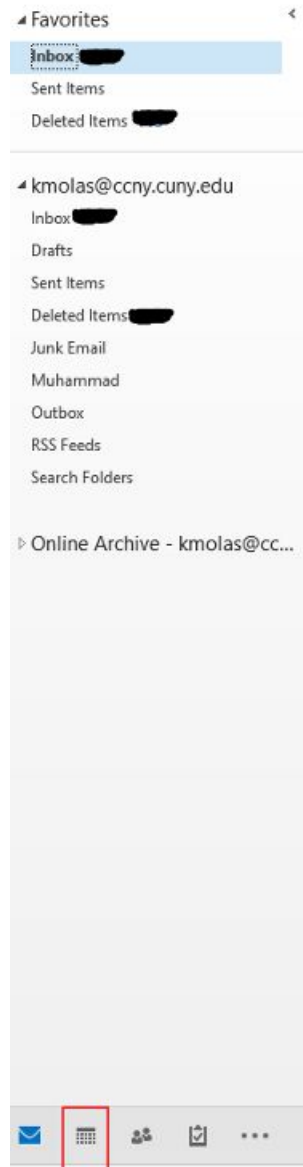
3. Selecting the *Calendar* icon will show all the days within the current month with any current and upcoming events and meetings. It will also show the times in which these events or meetings will take place.
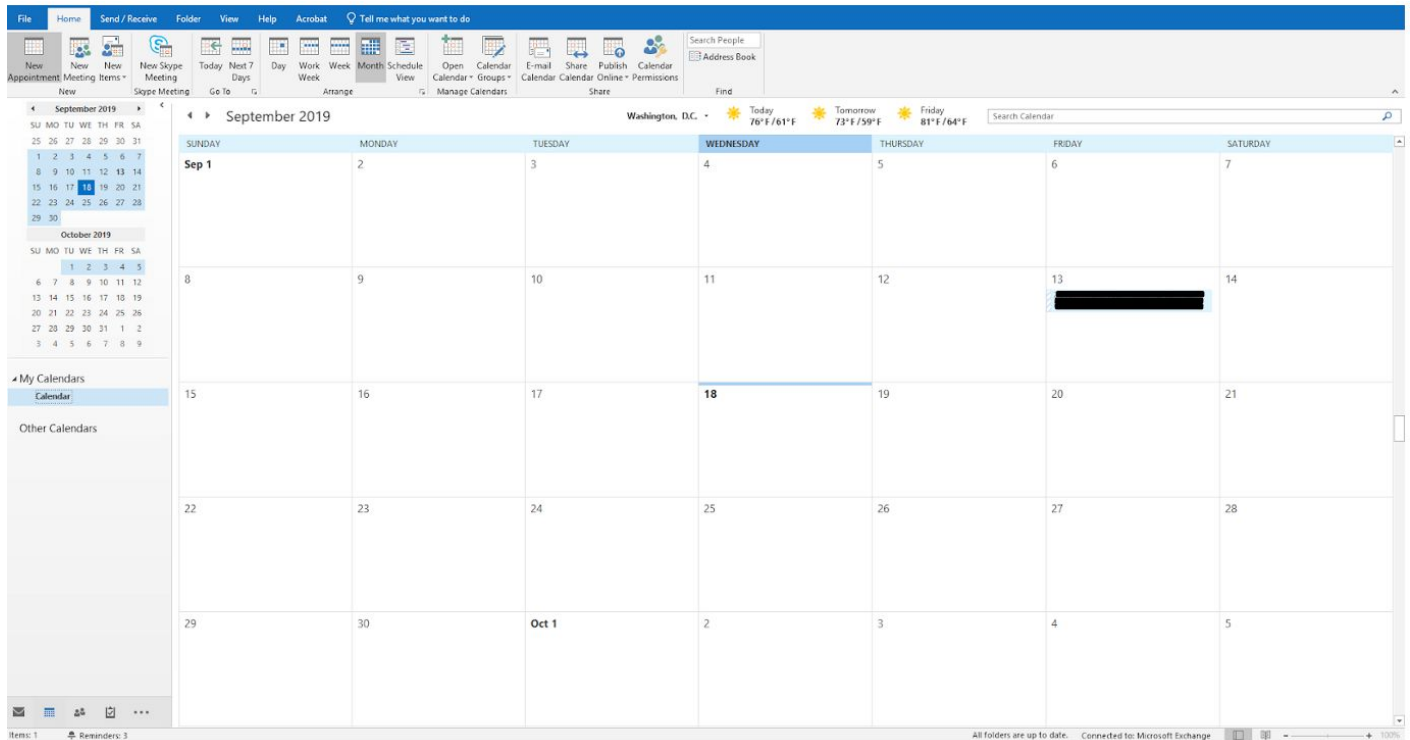
4. Navigate and select the date of interest for the event/meeting. After selecting the date, click on *New Meeting*.
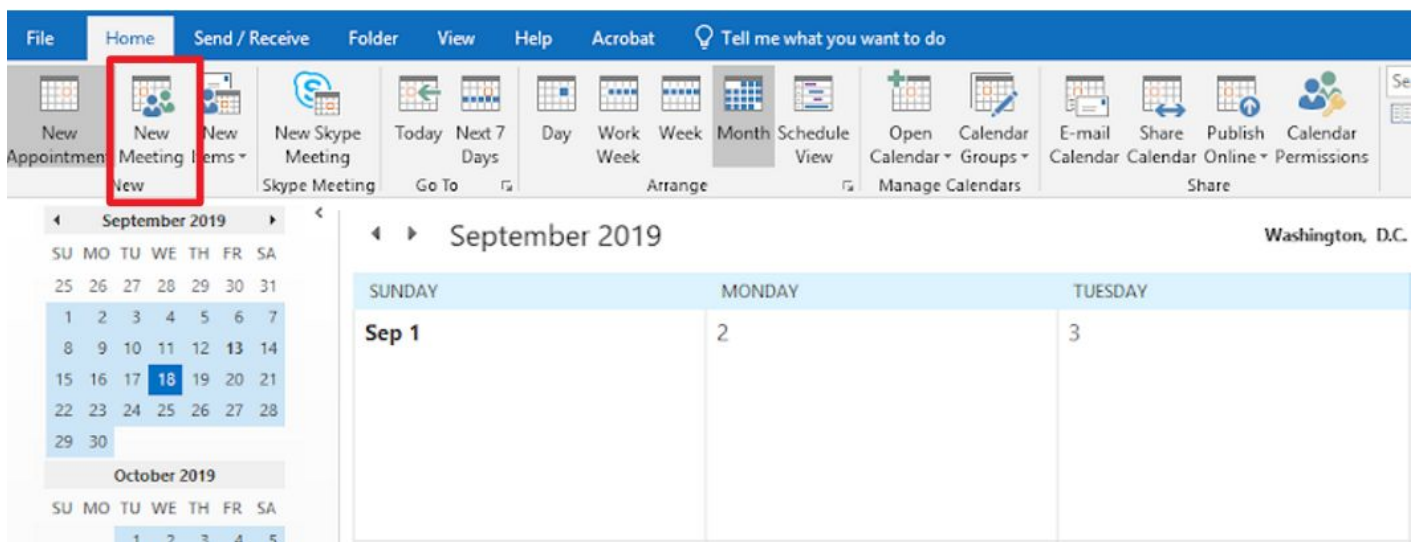
5. In the new window, check if *Room Finder* is selected as shown below.
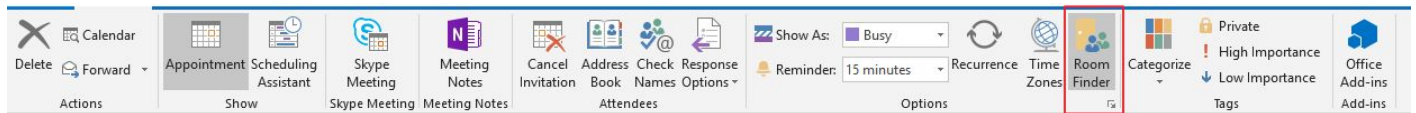

Figure 4a

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

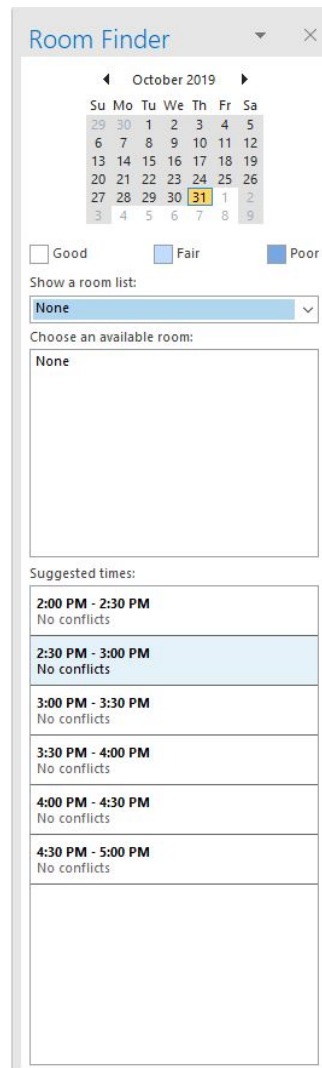6. A new sidebar will appear on the right side which will look like this.

Figure 4b

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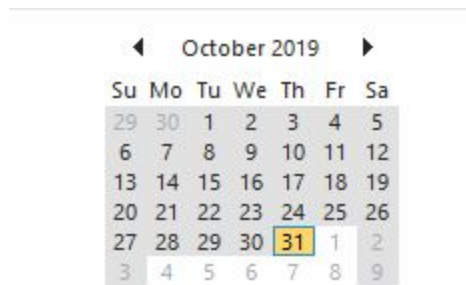

Figure 4c

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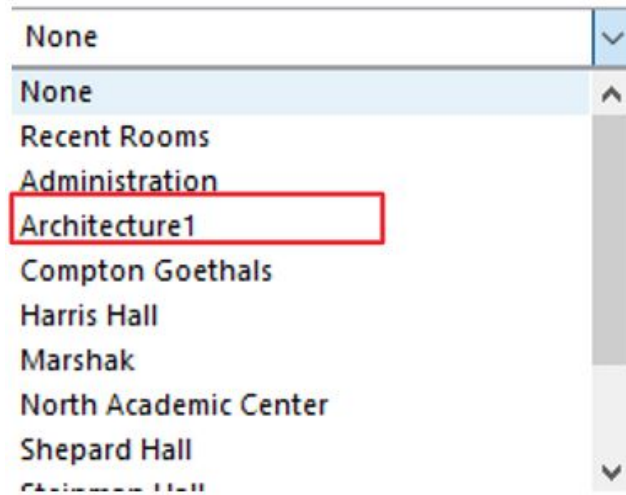

Figure 4d

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

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

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

<u>Response with Pending Approval</u>

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

<u>Response with Accepted Approval</u>

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)
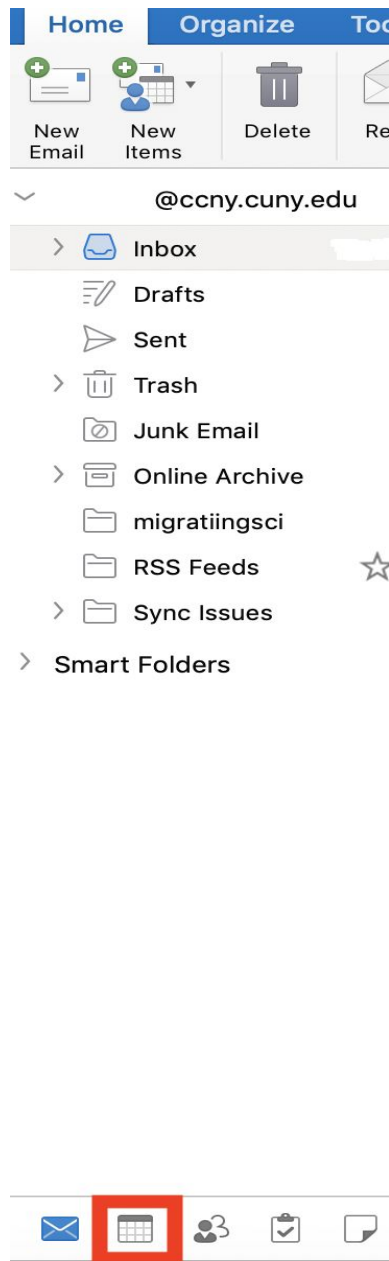
<u>Response with Denied Request</u>

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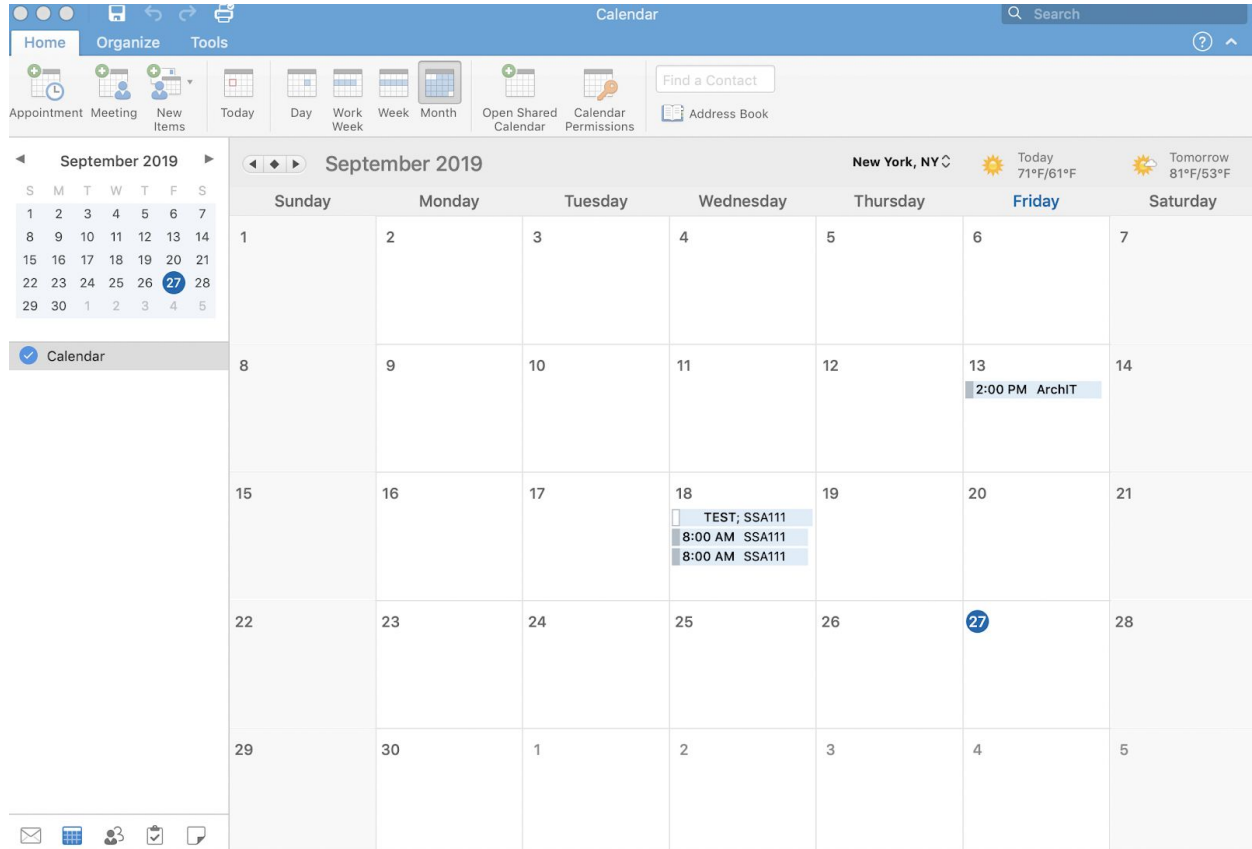
4. Navigate and select the date of interest for the event/meeting. After selecting the date, click on *Meeting*.
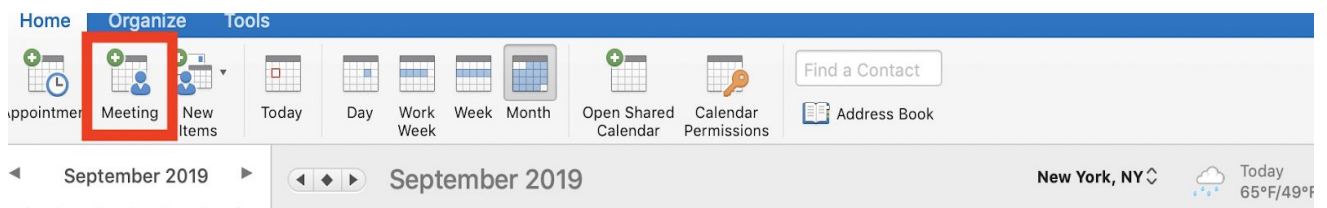
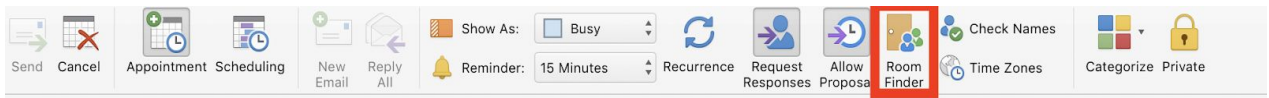5. In the new window, check if *Room Finder* is selected as shown below.

Figure 5a

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

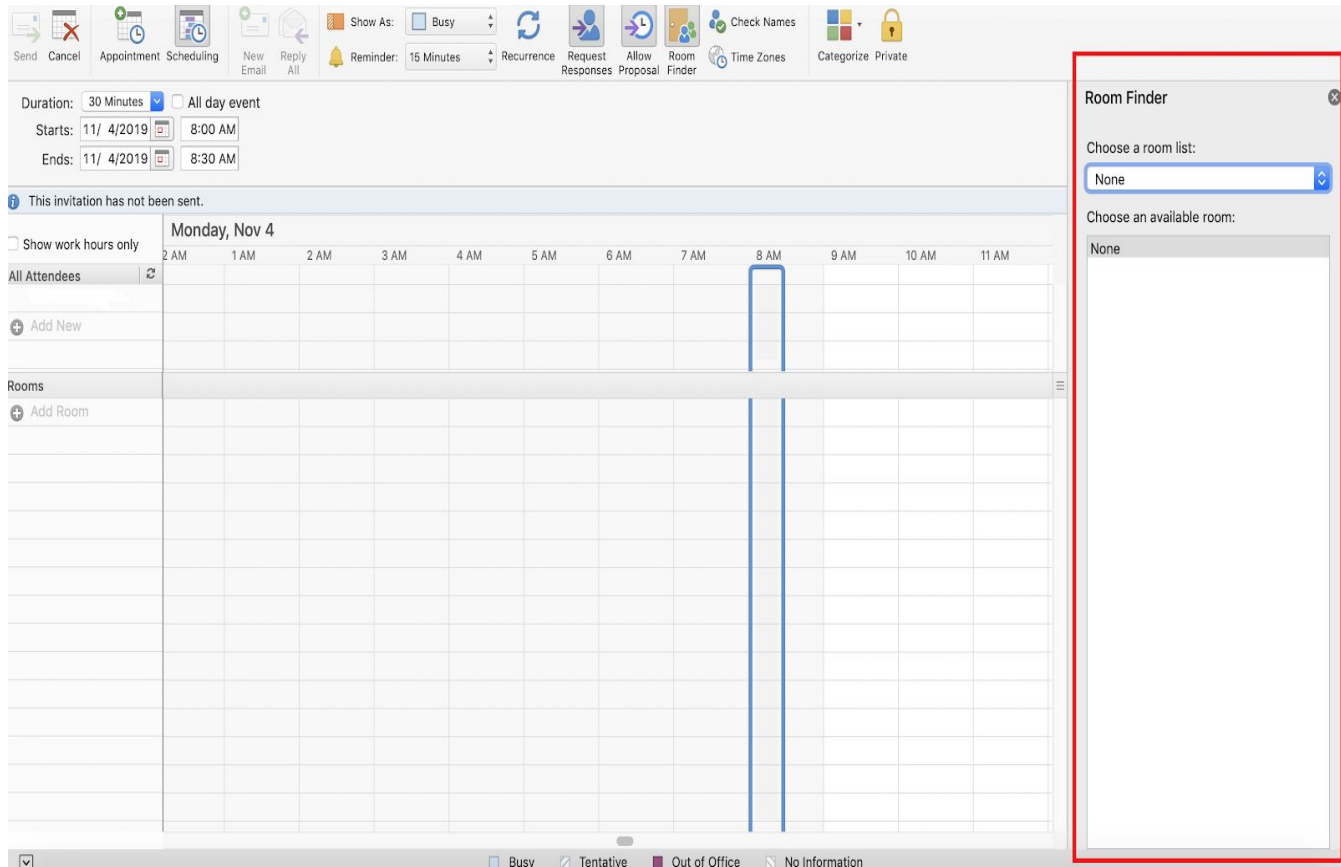6. A new sidebar will appear on the right side

Figure 5b

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

Figure 5c

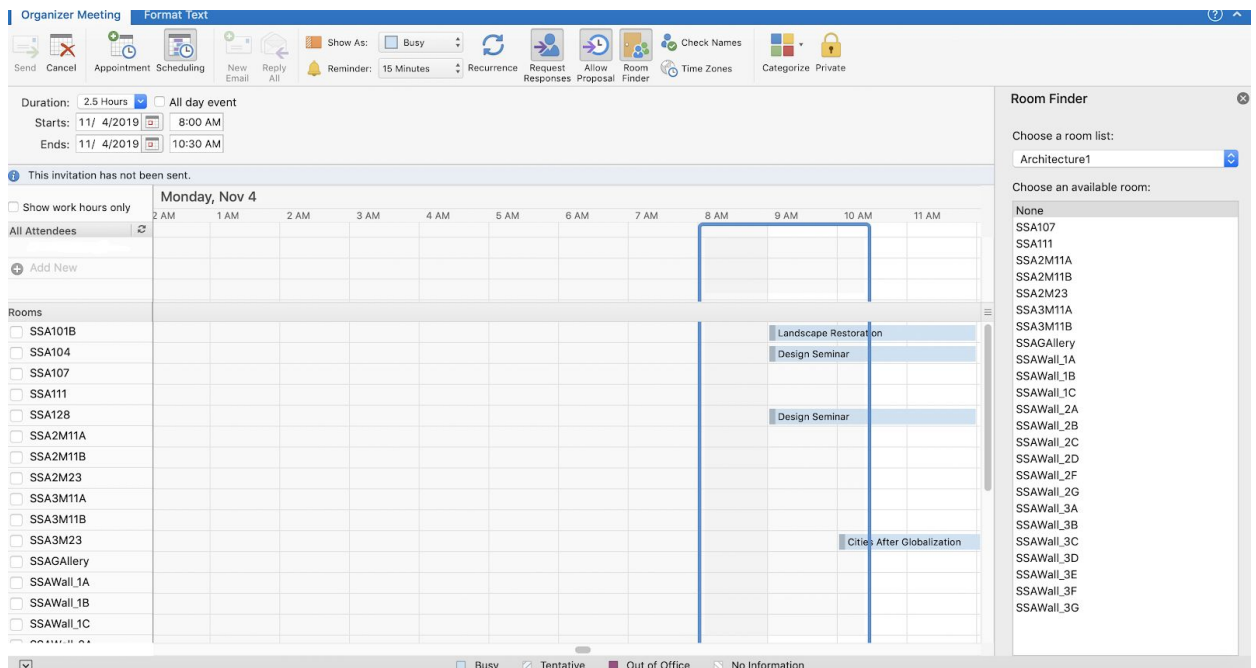8. This will show the rooms/walls and times available on the specified day.

Figure 5d

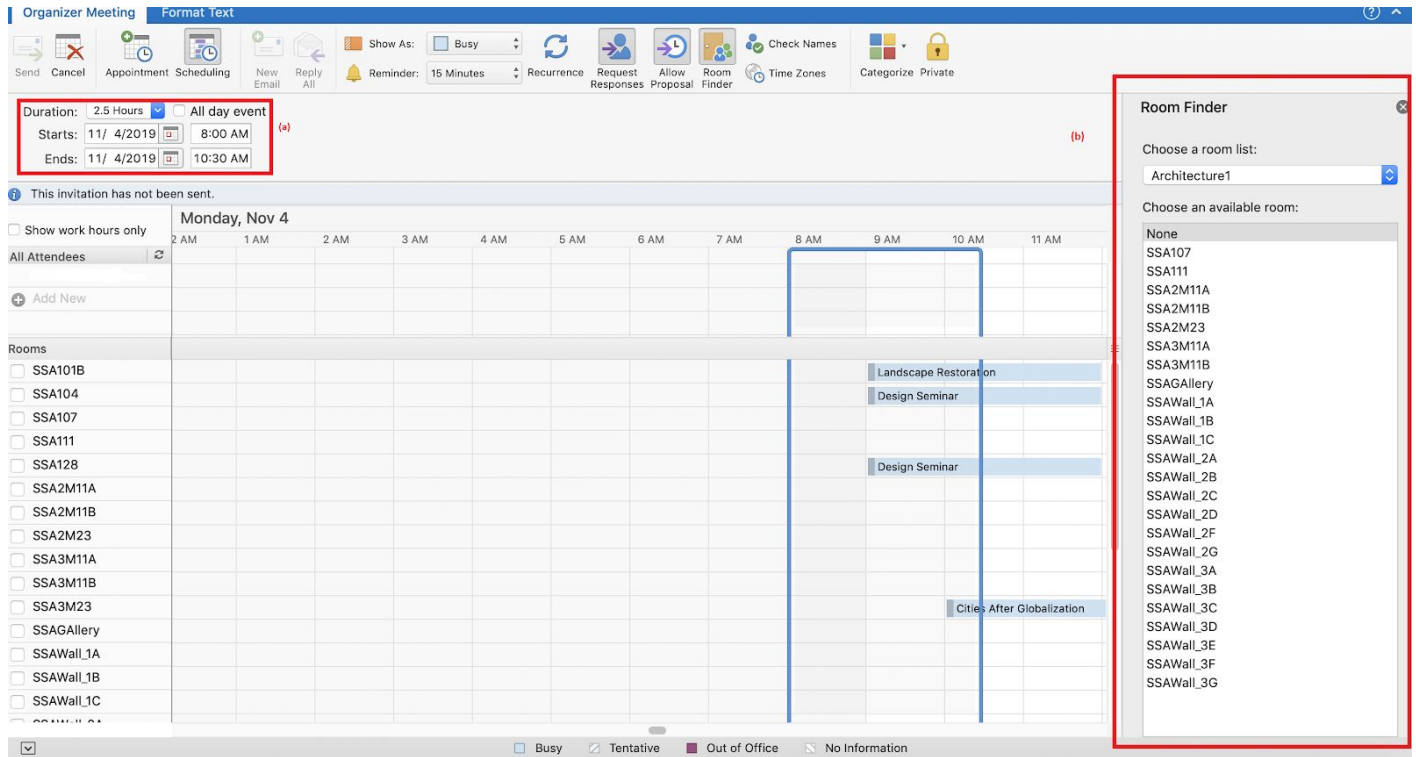9. Adjust the *Start Time* and *End Time* to your liking.

Figure 5e

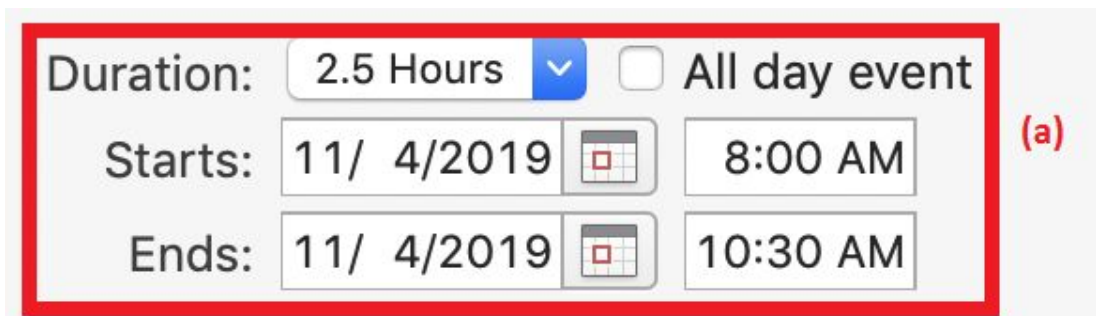a) Closer look at setting up the Start Time and End Time picture below

Figure 5d

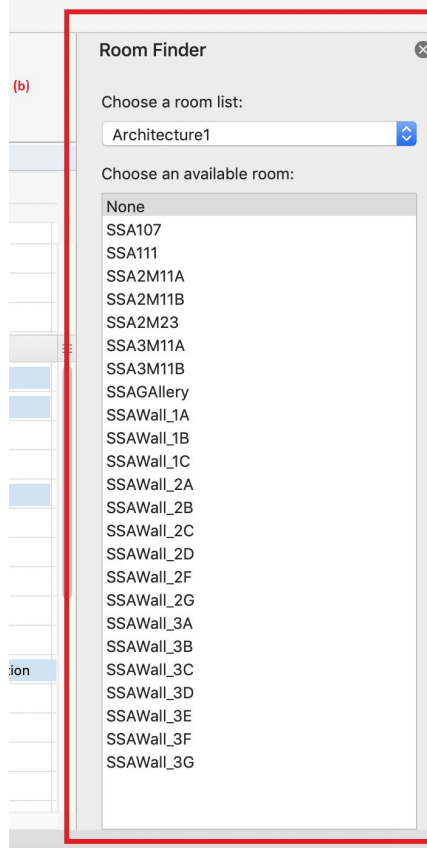b) The available rooms/walls will show up after setting up Time

Figure 5e

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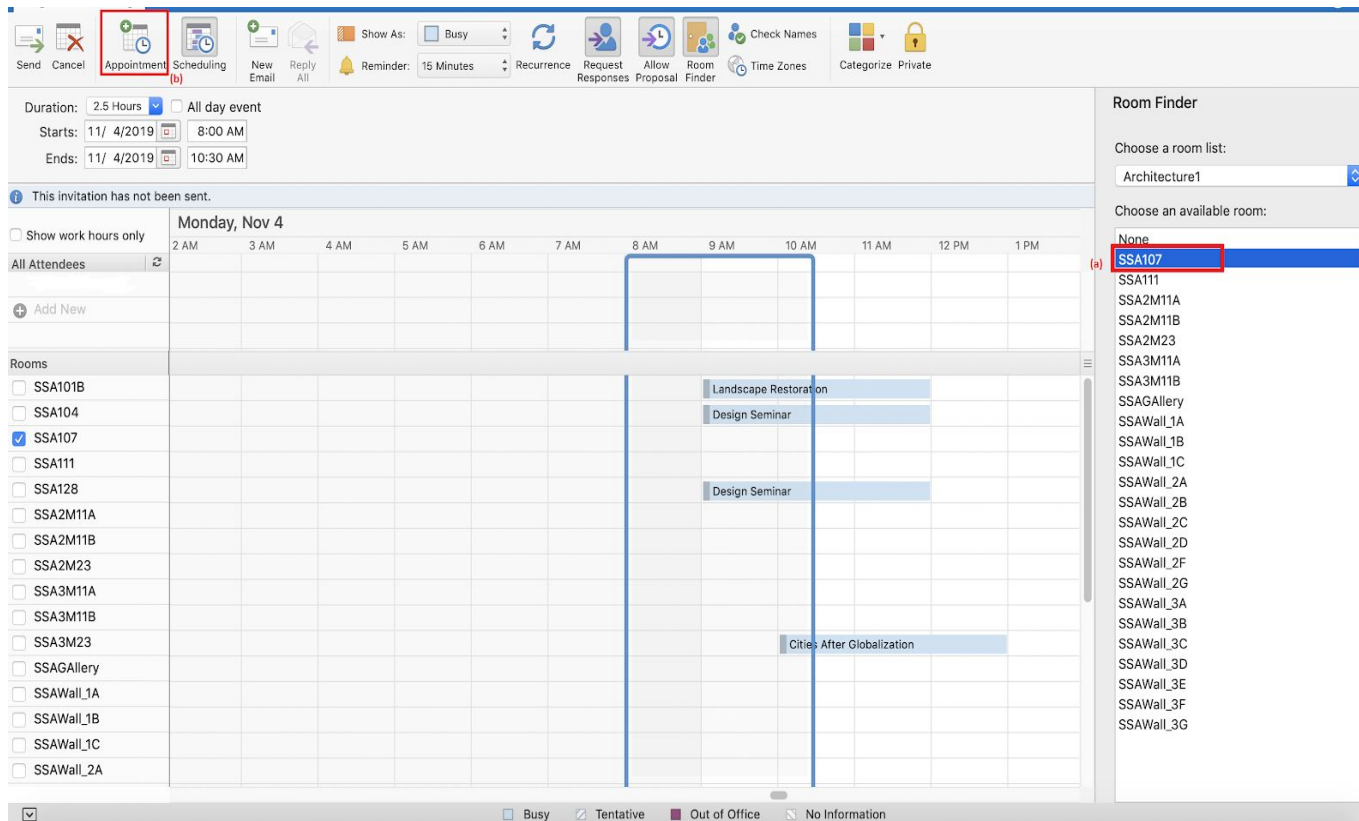   selected room SSA107.

Figure 5f

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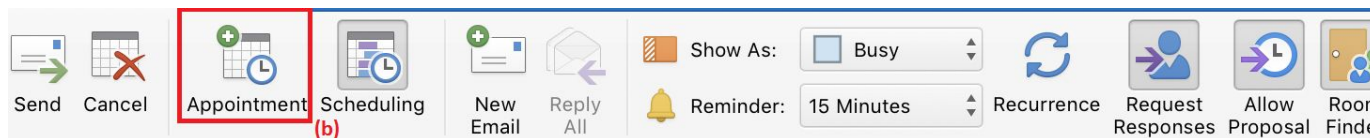   *Appointment* button in the toolbar

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

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

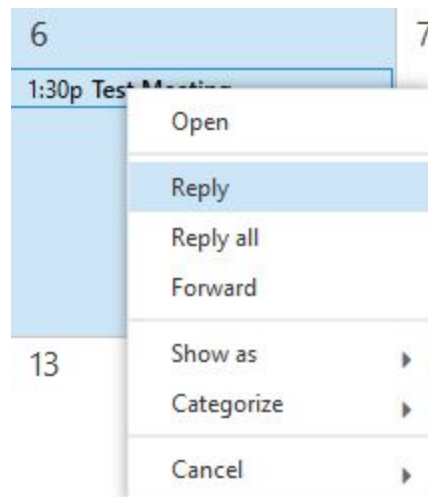All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

Response with Denied Request

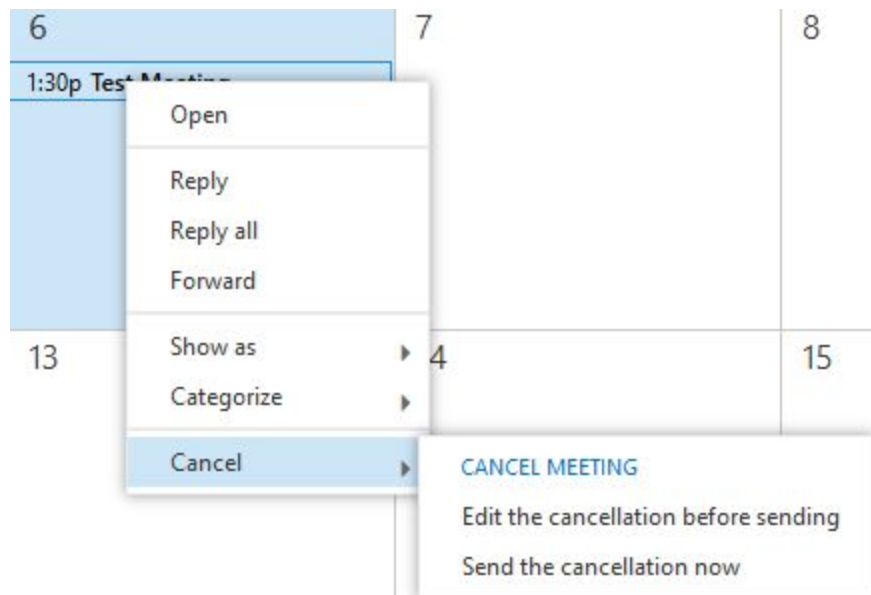# Canceling a Reservation Using Webmail

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

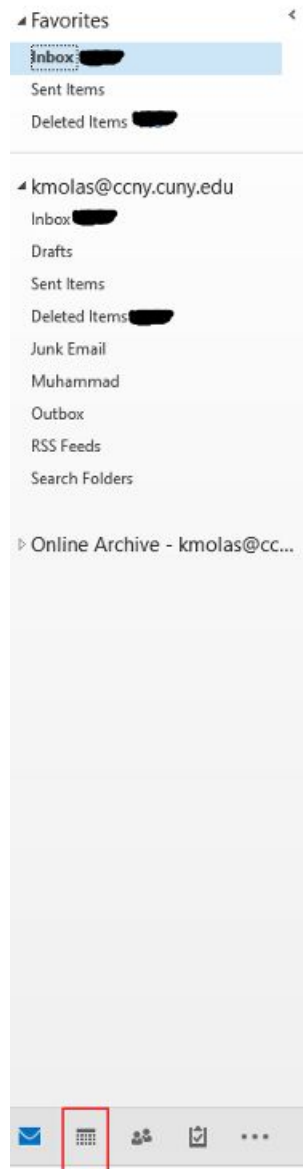2. For a room/wall requested it , right-click on the event as shown here.

3. Hover your mouse over *Cancel*. Doing so will result in more options showing up.
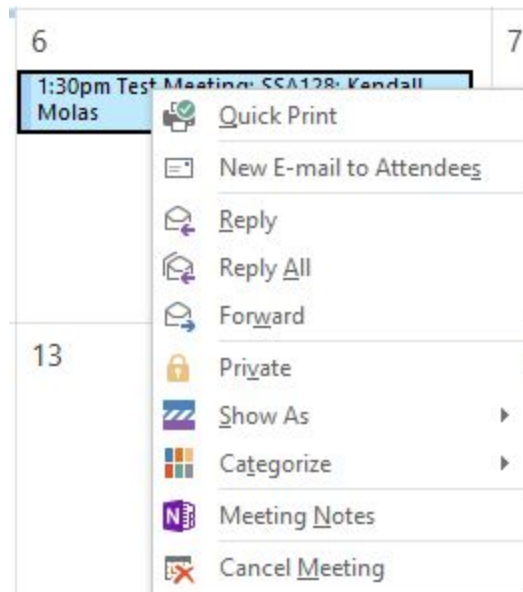
4. Click on *Send the cancellation now*.

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*.
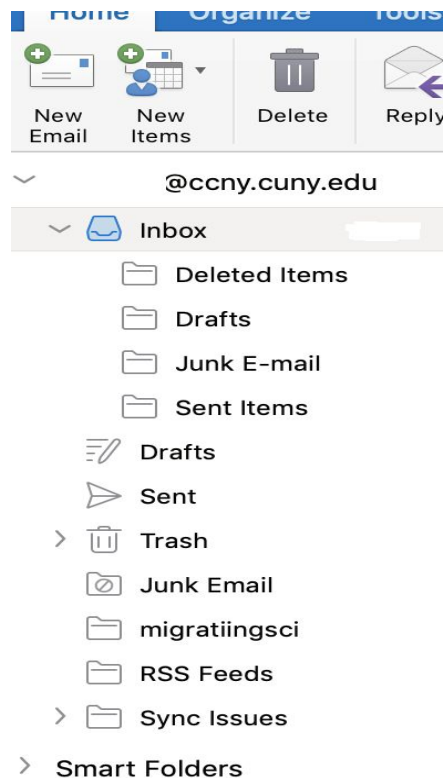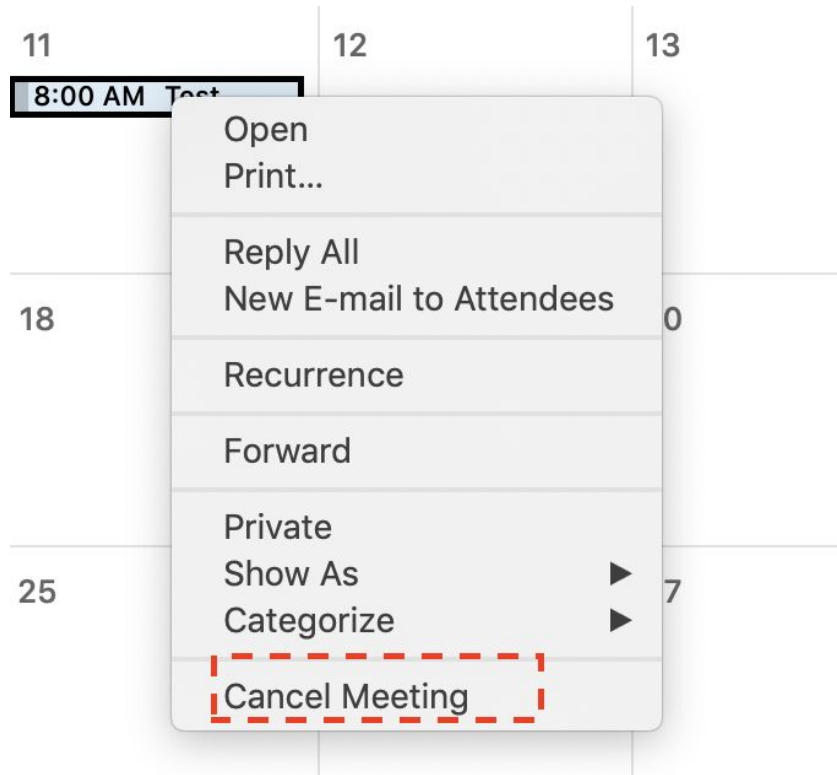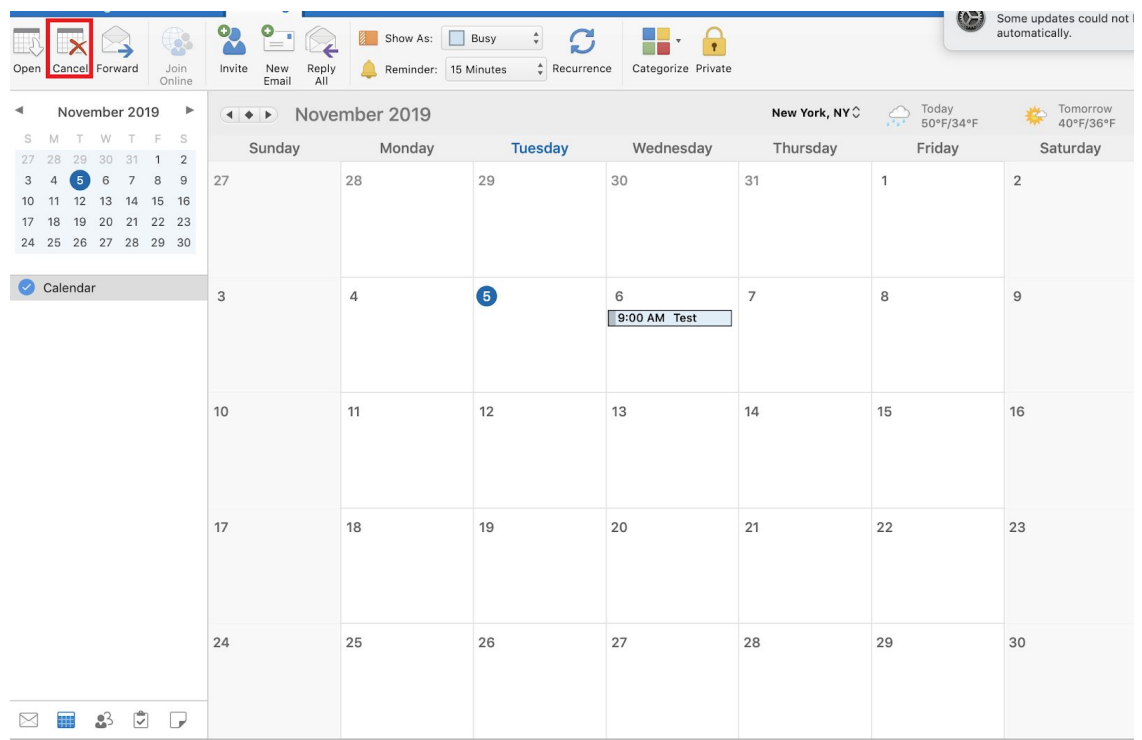
Canceling a Reservation Using Outlook for Mac

1. In order to cancel a request on Outlook, navigate to the *Calendar*.
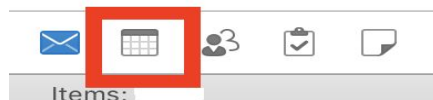
2. Two ways to cancel meeting.

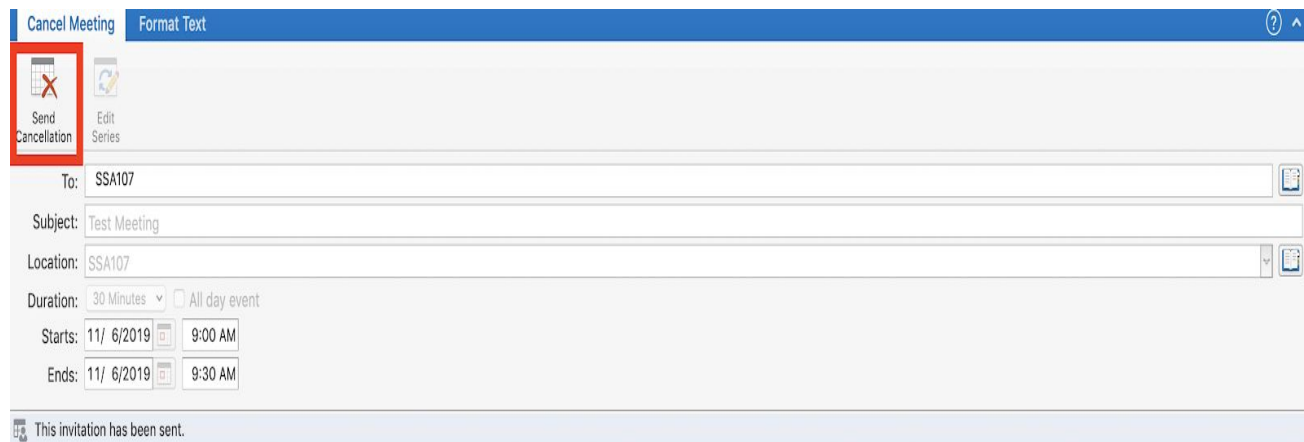   a) Right click on the event of choice. Doing so will show other options.

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*.
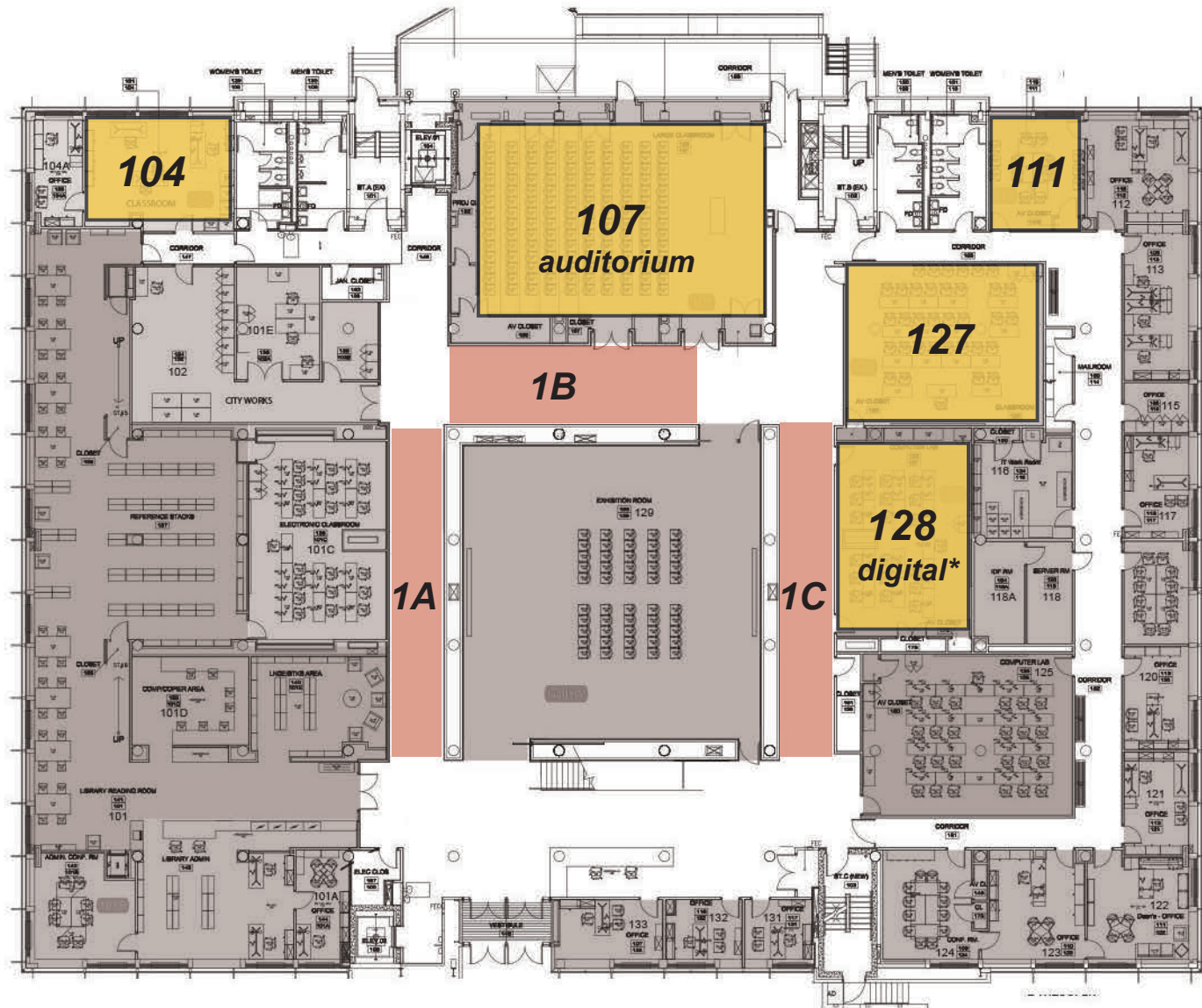
104
104A
OFFICE

107
auditorium

111

127

1B

1A

128
digital*

1C

1
SSA

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

DESIGN STUDIO 209

DESIGN STUDIO 208

DESIGN STUDIO 206

DESIGN STUDIO 205

DESIGN STUDIO 204

MEN'S · **WOMEN'S**

ST.A(EX) 202

STAIR VESTIBULE 236

THESIS/MASTER STUDIO 212

THESIS/MASTER STUDIO 213

ELEC. CLST

UP · ST.B(EX) 202

MEN'S · **WOMEN'S**

STAIR VESTIBULE 237

WORKSHOP STUDIO 217

WORKSHOP STUDIO 218

WORKSHOP STUDIO 219

WORKSHOP STUDIO 221

WORKSHOP STUDIO 222

2B · **2C**

2A · **2D**

THESIS/MASTER STUDIO 207

THESIS/MASTER STUDIO 220

UP

2G

2F

PLOT. RM 203

ALCOVE · **ELEC. CLST**

JAN. CLST · **ELEV.** · **ELEV. VEST**

THESIS/MASTER STUDIO 224

ST.C(NEW) 203

223 Hospitality Suite

2
SSA

2M11A 2M11B

2M23

2M
SSA

3
SSA

3M11A

3M11B

3M23

3M

SSA