

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

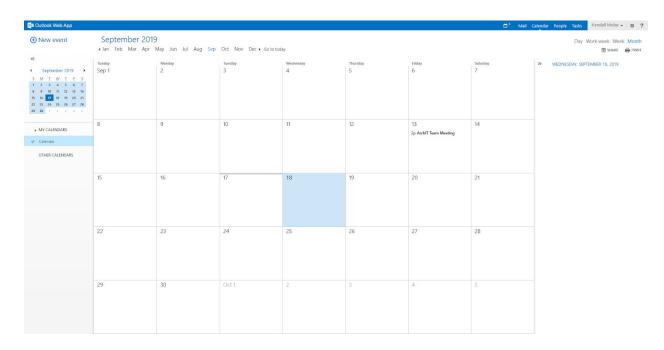
1. Type https://webmail.ccny.cuny.edu/ into the address bar in a web browser (Google Chrome, Firefox, Safari, etc.) and login to Webmail using your CCNY email credentials.



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.

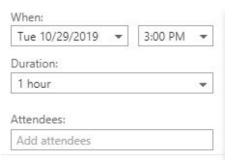


Figure 3d

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		

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.

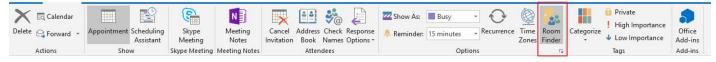


Figure 4a

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.

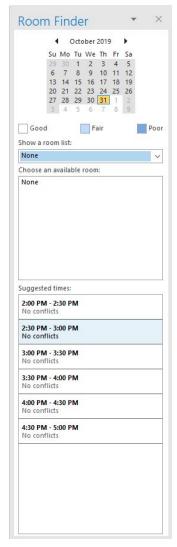


Figure 4b

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

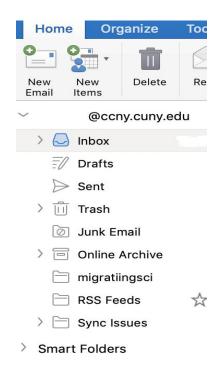
SSA107 - Thursday, October 31, 2019 12:00:00 PM to Thursday, October 31, 2019 2:00:00 PM

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.

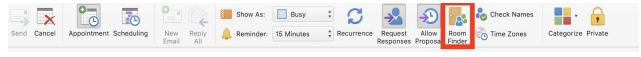


Figure 5a

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

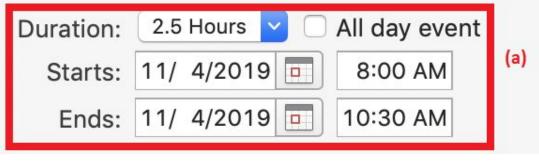


Figure 5d

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

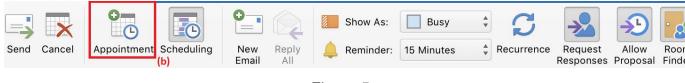


Figure 5g

- 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.

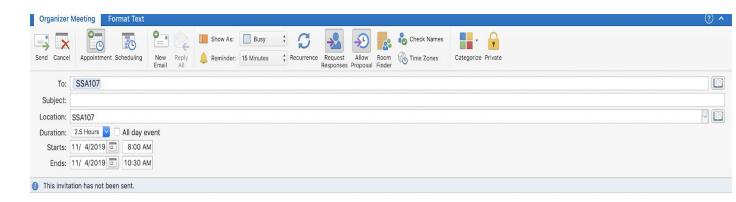


Figure 5h

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)

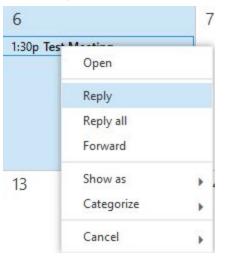
Response with Denied Request

Canceling a Reservation Using Webmail

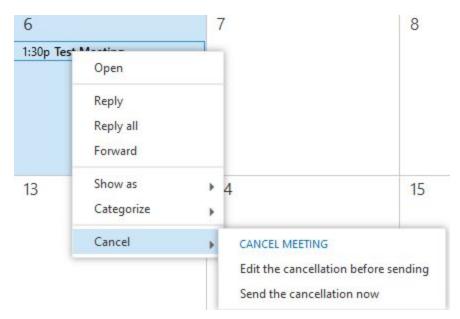
1. In order to cancel a request on Webmail, navigate to Calendar.



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



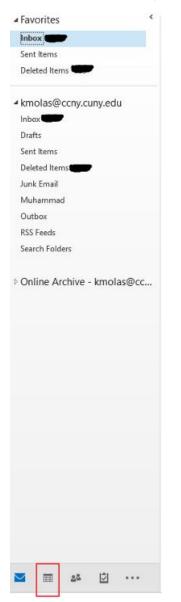
3. Hover your mouse over *Cancel*. Doing so will result in more options showing up.



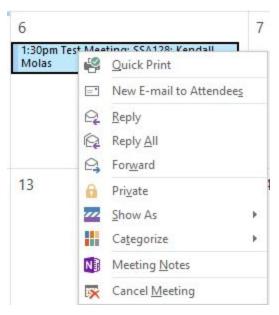
4. Click on Send the cancellation now.

Canceling a Reservation Using Outlook for Windows

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



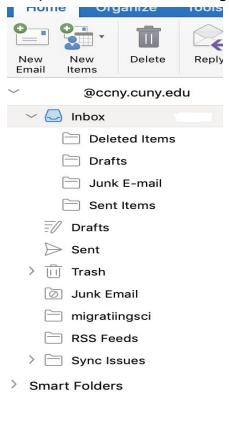
2. Right click on the event of choice. Doing so will show other options.



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

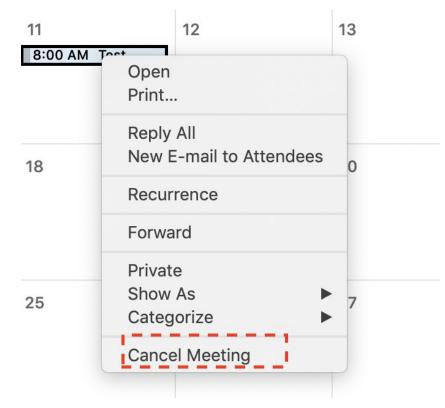
Canceling a Reservation Using Outlook for Mac

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.



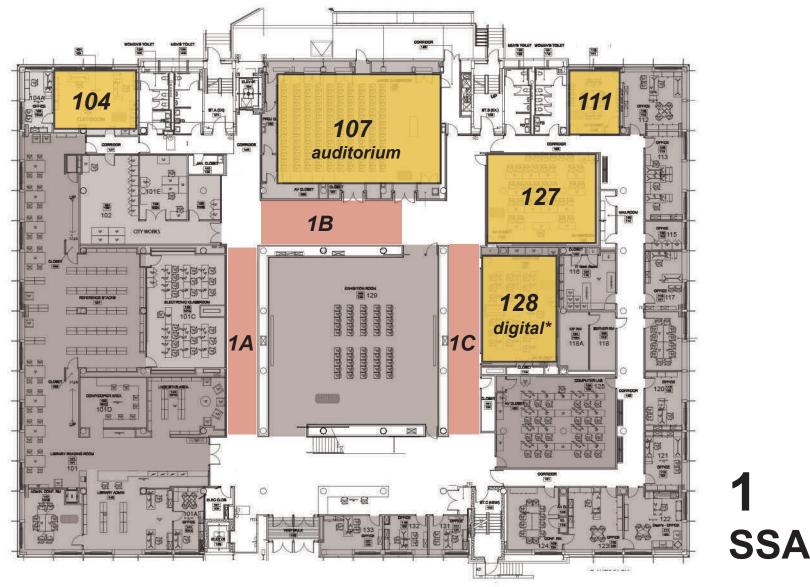
b) Click on the event on the calendar. Doing so will show the *Cancel* button on the Meeting menu bar.

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
🖂 📰 🕹 🖨 🕞							

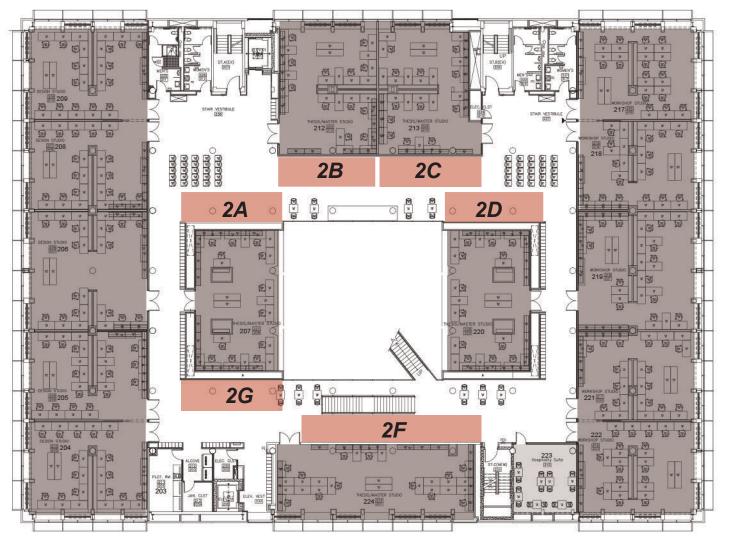
3. Click on *Cancel Meeting*.

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

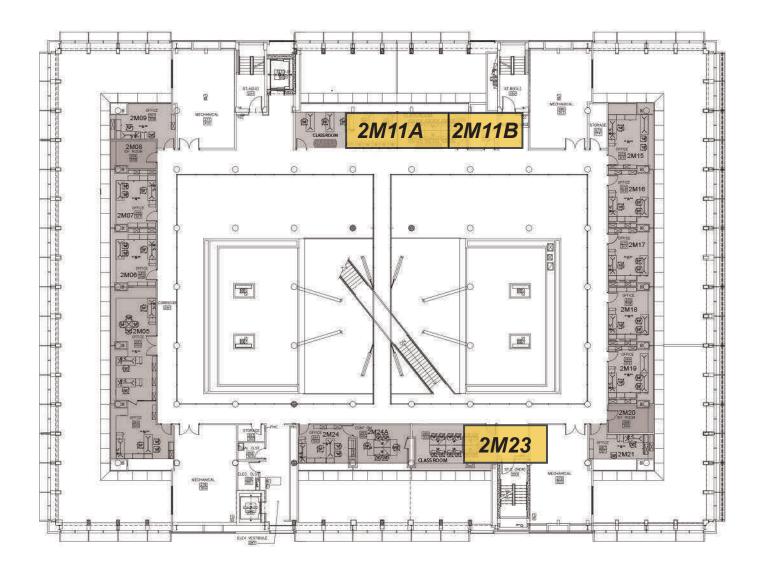
Cancel Me	eeting Format Text	? ^
Send Cancellation		
Send Cancellation	Edit Series	
To:	SSA107	
Subject:	Test Meeting	
Location:	SSA107	- E
	30 Minutes 👻 🗌 All day event	
Starts:	11/ 6/2019 💿 9:00 AM	
Ends:	11/ 6/2019 🔟 9:30 AM	
This invita	ation has been sent.	



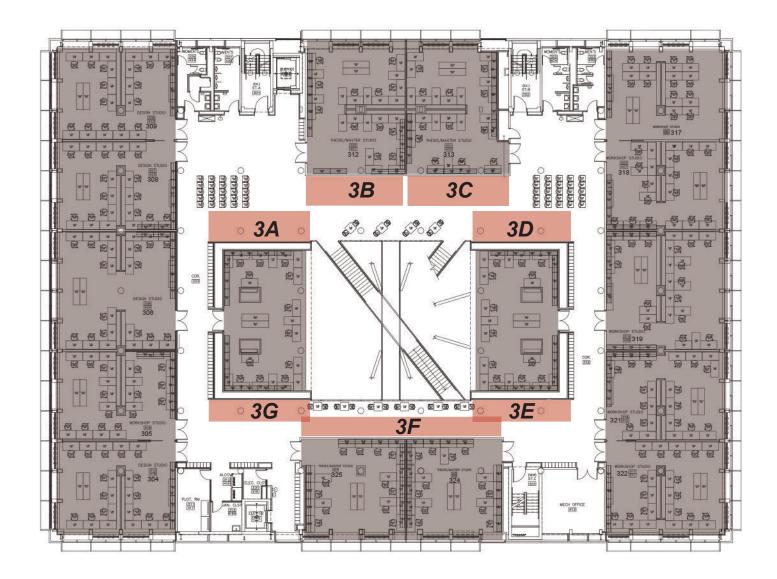
* To reserve the digital classroom in the library (101C) contact library at x8766.



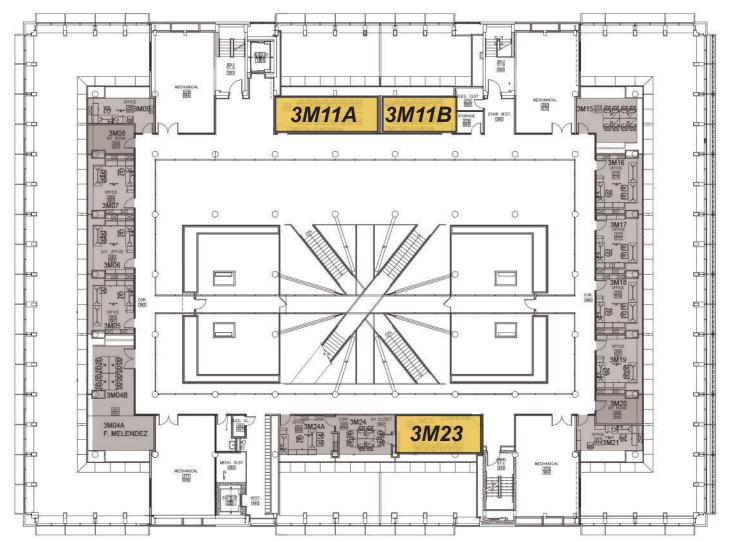
2 SSA



2M SSA



3 SSA



3M SSA