HOW TO RESERVE AN INTERVIEW ROOM IN WITTICH HALL USING OUTLOOK CALENDAR

1. Open your UWL outlook calendar
2. Click on New Event in upper left the screen or right click on the day and time of your appointment and choose New event.
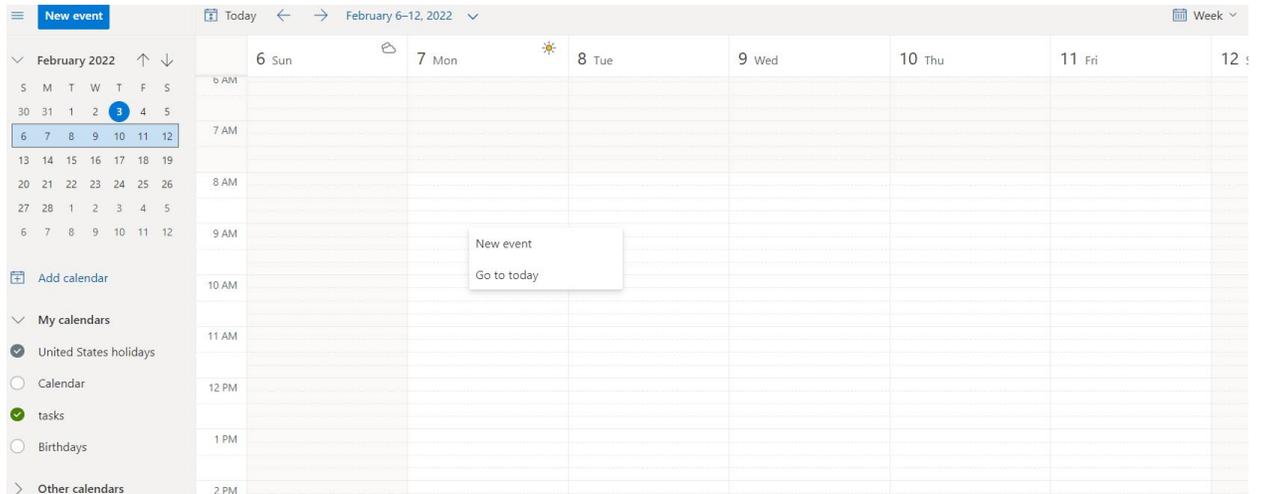
3. The New Event window will show. Add a title, date and time.

   Click on Search for a room or location and enter the room that you would like to reserve (Wittich Hall 0204, 0205, 0206 or 0207.) You must enter the building name and room number. Outlook will state if the room is available or busy. (See Reservation Tips below for things to consider)
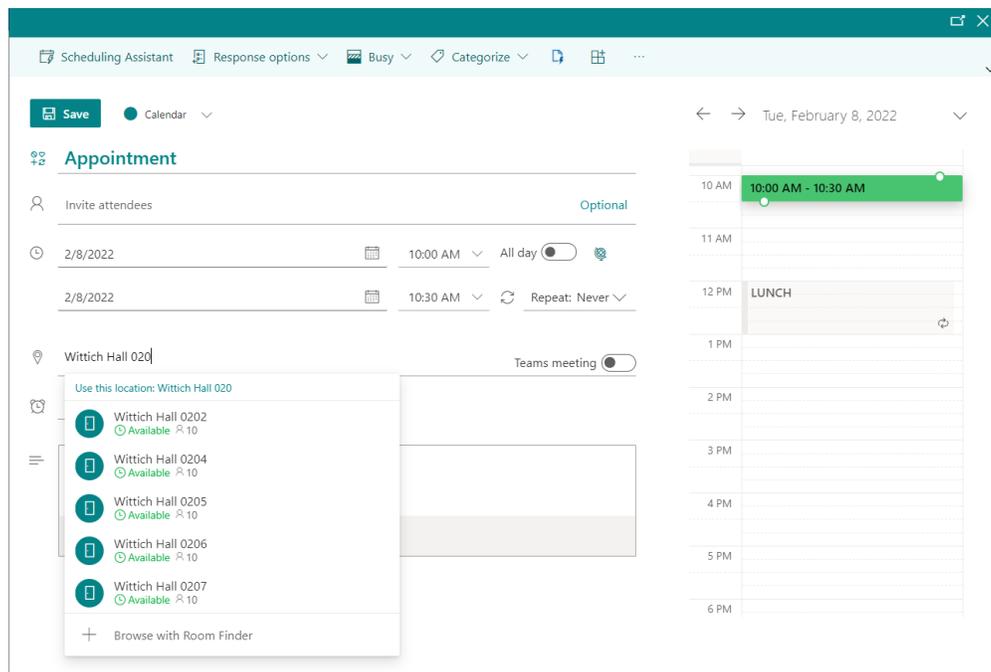
4. Choose the room and click send.

   You will receive an email confirmation that the room is reserved.

RESERVATION TIPS

Make sure you include both the building name and the room number when reserving.

Add a few minutes before and after your scheduled appointment time when reserving a room. This way you have time to access your MyHealth portal and you have extra time at the end if your appointment goes over.

Make sure you reserve the room for the entire time of your appointment. Most counseling appointments are 45-50 minutes. Outlook defaults to 30 minutes.

The reservation of these rooms is not maintained by CTC staff and the reservations may be seen by others. It is best practice not to include private information in the reservation. Use general terms like "Appointment" or "Private Meeting".