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.

New event		Today \leftrightarrow \rightarrow February 6–12, 2022 \checkmark							
\sim	February 2022 $~~ \uparrow ~~ \downarrow$		6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 :
9	MTWTFS	b AM							
3	0 31 1 2 3 4 5								
6	5 7 8 9 10 11 12	7 AM							
1	3 14 15 16 17 18 19								
2	0 21 22 23 24 25 26	8 AM							
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e	5 7 8 9 10 11 12	9 AM		New event					
Ē	Add calendar	10 AM Go to today		Go to today					
\sim	My calendars								
Ø	United States holidays	11 AM							
	Calendar	12 PM							
0	tasks								
	Birthdays	1 PM							
>	Other calendars	2 PM							

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)

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1	Save Calendar V			← -	→ Tue, February 8, 2022	
	Appointment					-
	Invite attendees		Optional	10 AM	10:00 AM - 10:30 AM	
	2/8/2022	 10:00 AM \smallsetminus	All day 💽 🛯 🧕	11 AM		
	2/8/2022	10:30 AM \smallsetminus	\bigcirc Repeat: Never \lor	12 PM	LUNCH	
	Wittich Hall 020		Teams meeting	1 PM		ф
	Use this location: Wittich Hall 020			2 PM		
	Wittich Hall 0202					
	Wittich Hall 0204 S Available 8 10			3 PM		
	Wittich Hall 0205 Available 8 10			4 PM		
	Wittich Hall 0206 S Available 8 10			5 PM		
	Wittich Hall 0207 S Available 8 10			6 PM		
	+ Browse with Room Einder					

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".