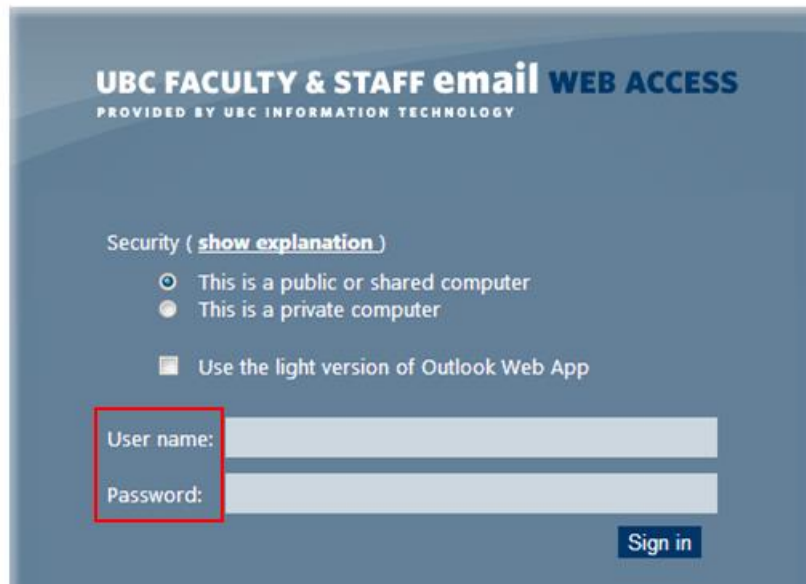
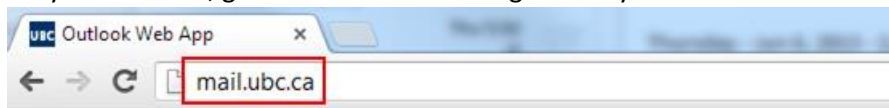
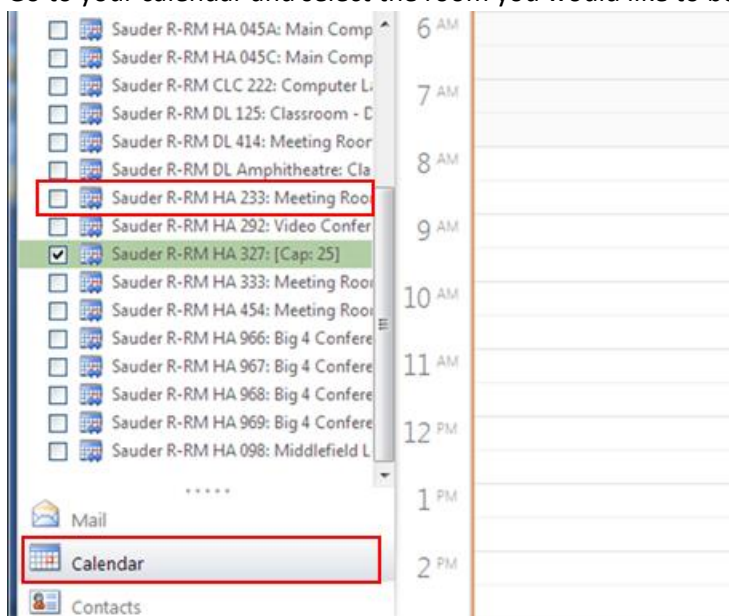


Room Booking with Webmail

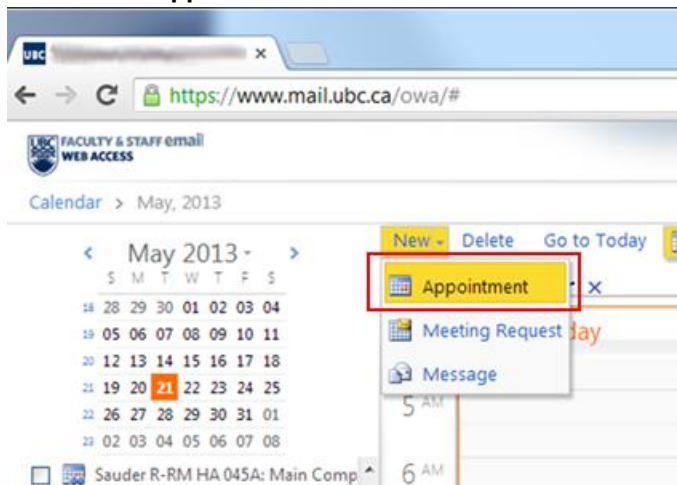
- 1) On your browser, go to **mail.ubc.ca** and log in with your CWL username and password



- 2) Go to your calendar and select the room you would like to book



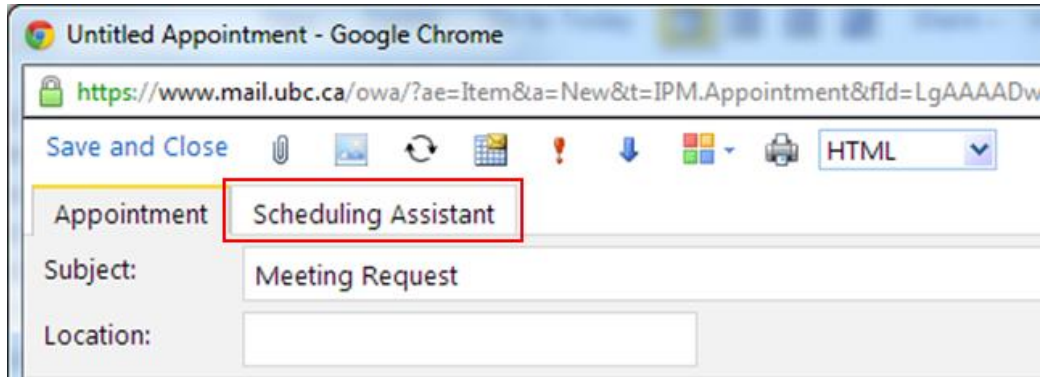
- 3) Click **New > Appointment**



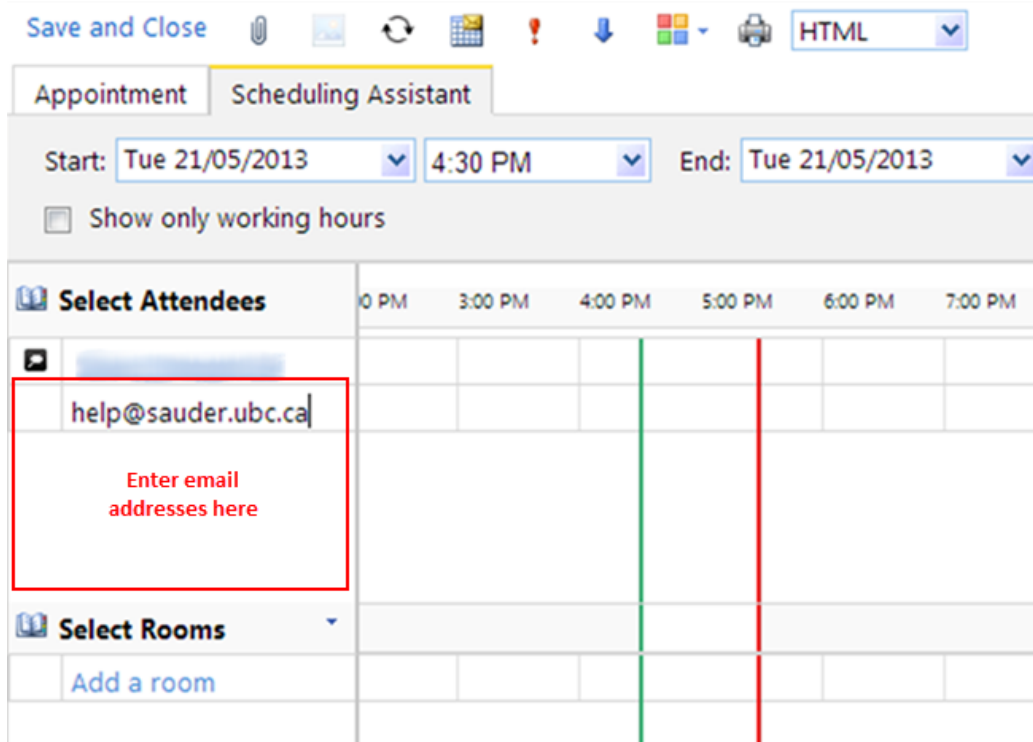
- 4) Enter the **Subject, Location, Start time, and End time** for the booking

- 5) If you are booking the room for yourself, click **Save & Close** to enter the booking into your calendar and skip the rest of this guide

- 6) If you are booking the room for a meeting and want to send an invitation to other people, click **Scheduling Assistant**



- 7) Enter the email address for each individual you would like to invite in the **All Attendees** section



- 8) Click **Appointment** and enter a message to be sent along with the invitation if required. When you are finished, click **Send**. This will enter the booking into everyone's personal calendars

Untitled Appointment - Google Chrome

<https://www.mail.ubc.ca/owa/?ae=Item&a=New&t=IPM.Appointment&fld=LgAAAAADw>

Send [Icons: Save, Print, Refresh, Undo, Redo, Calendar, Help, Download, Windows, Printer, HTML]

Appointment Scheduling Assistant

To... [Sauder Help Desk](#)

Optional...

Resources...

Subject: Meeting Request

Location: Request a response

Start time: Tue 21/05/2013 4:30 PM All-day event

End time: Tue 21/05/2013 5:30 PM

Reminder: 15 minutes Show time as: Busy

Tahoma 10 **B I U** [List, Bulleted List, Indent, Outdent, Undo, Redo]

Enter Message Here.