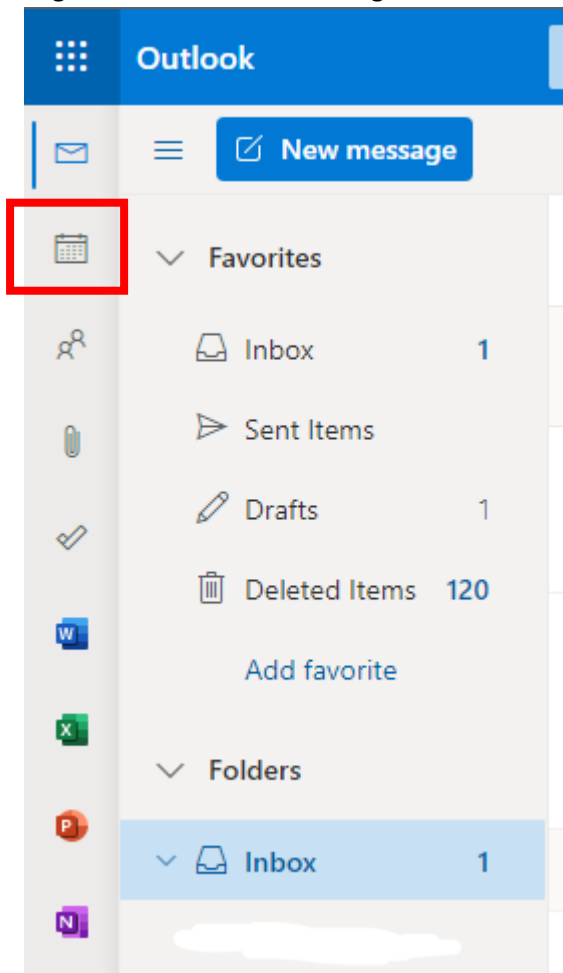
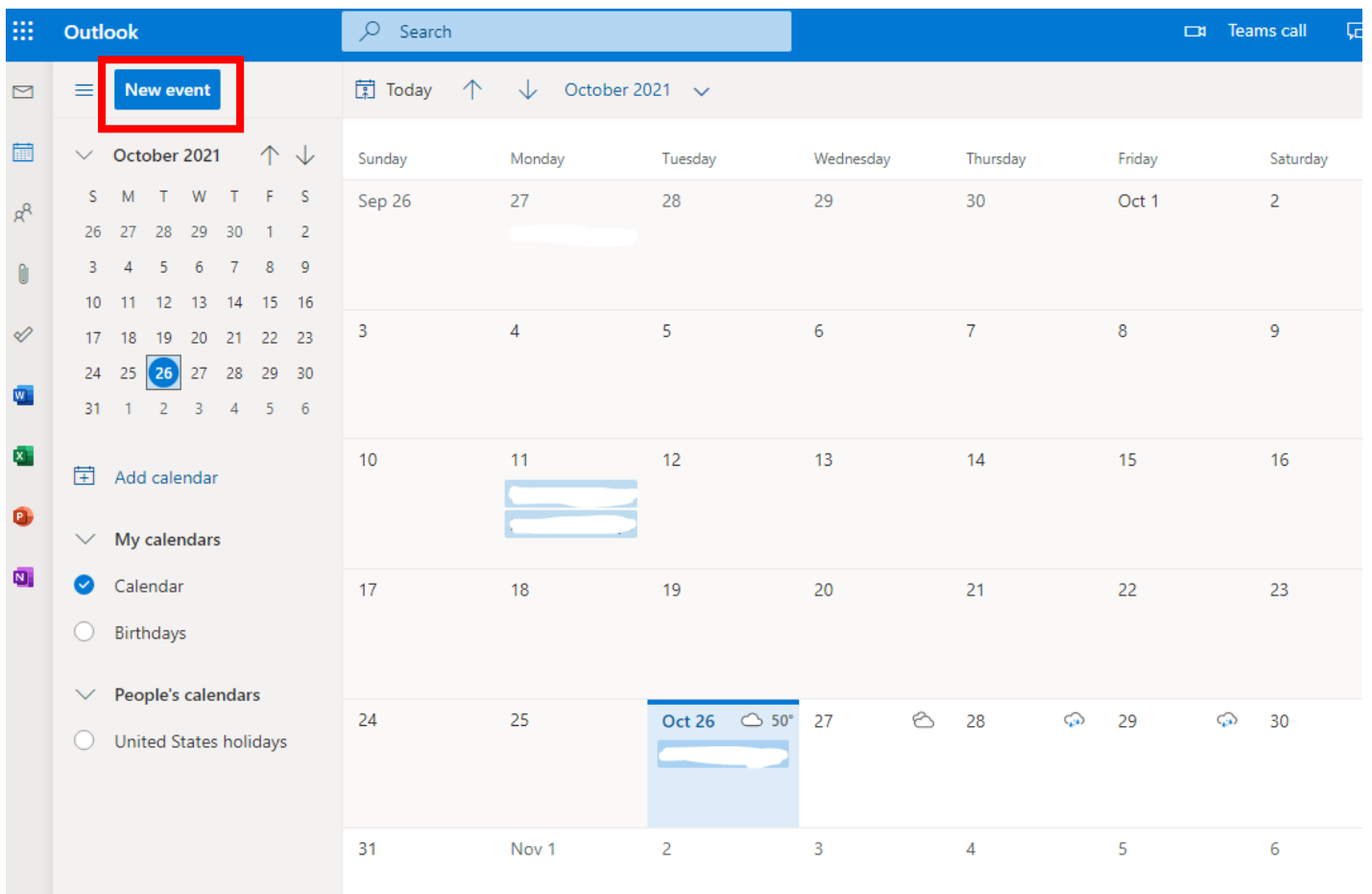


1. Login to outlook email. Then go to Calendars.



2. Click "New Event"



3. Insert the email address of the room that you want to reserve.

Send Discard Scheduling Assistant Busy Categorize Response options

Calendar

Add a title

uowchk_kcl202@uowchk.edu.hk Optional

Suggested times Preferences

Wed 10/27 8:00 AM - 8:30 AM Available: Everyone

Wed 10/27 8:30 AM - 9:00 AM Available: Everyone

Wed 10/27 9:00 AM - 9:30 AM Available: Everyone

10/26/2021 6:00 PM to 6:30 PM All day

Repeat: Never

Search for a room or location Teams meeting

Remind me: 15 minutes before

Add a description or attach documents

3 PM

4 PM

5 PM

6:00 PM - 6:30 PM You are available

7 PM

8 PM

9 PM

10 PM

11 PM

4. Write down **your full name (same as student card), student ID/staff ID** in title

Send Discard Scheduling Assistant Busy Categorize Response options

Calendar

Add a title Eg. Chan Tai Man 10000000

uowchk_kcl202@uowchk.edu.hk uowchk_kcl203@uowchk.edu.hk Optional

uowchk_kcl204@uowchk.edu.hk uowchk_kcl205@uowchk.edu.hk

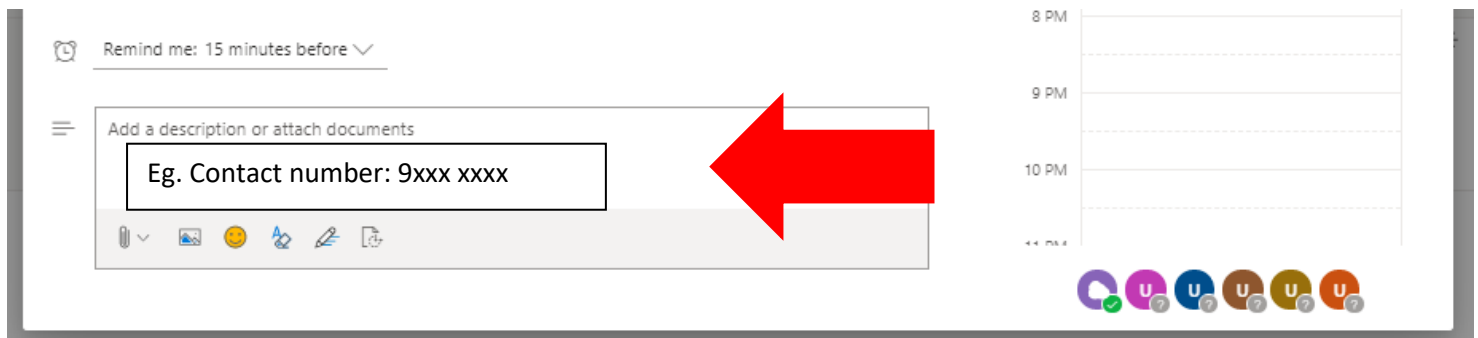
uowchk_kcl206@uowchk.edu.hk

Tue, October 26, 2021

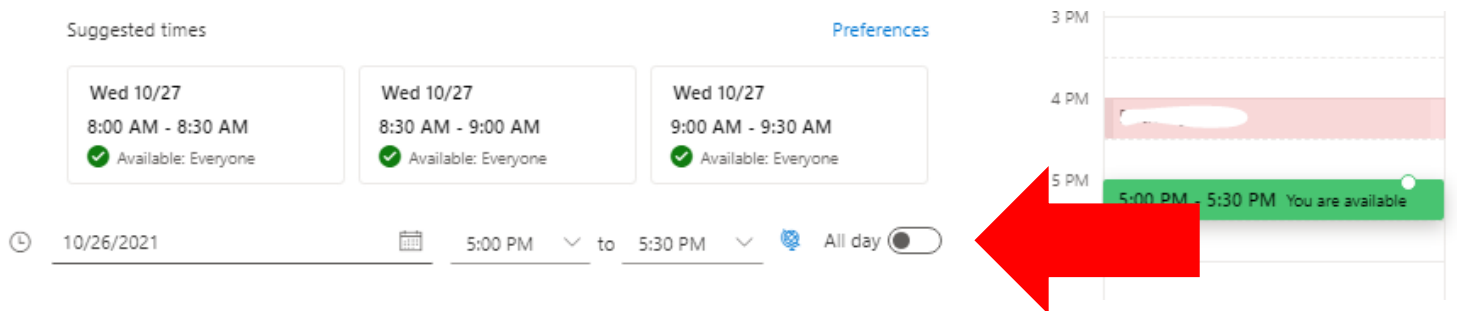
1 PM

2 PM

5. Write down your contact number in Description



6. Select the reserve Date and Time



7. Send

