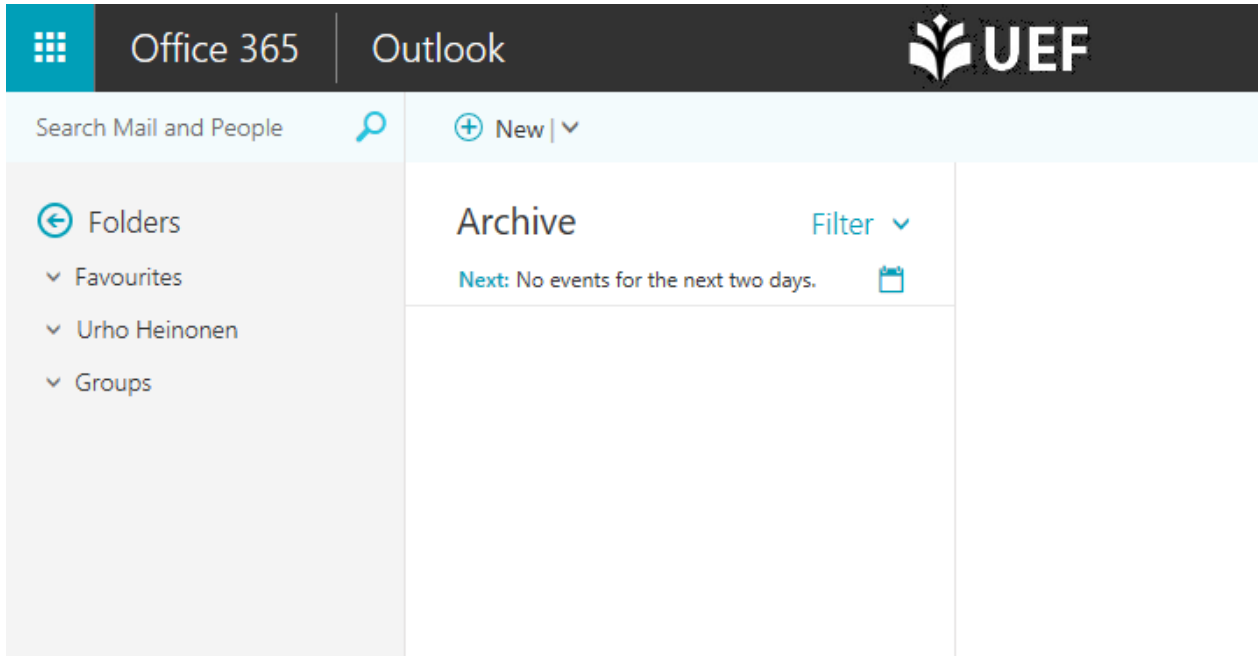


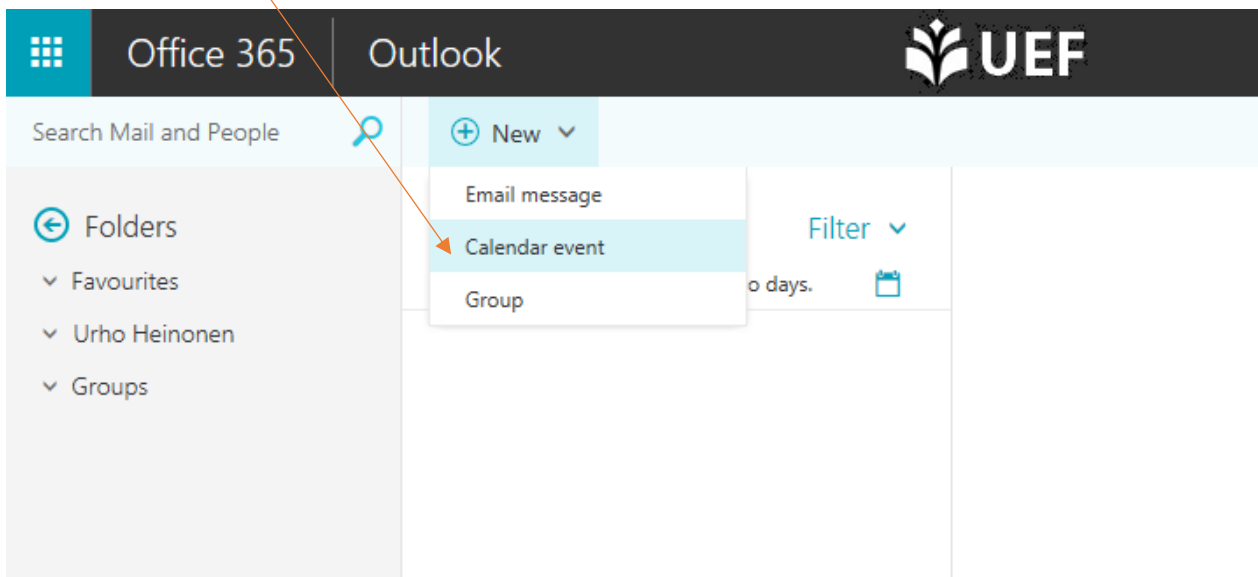
HOW TO MAKE AND CANCEL RESERVATIONS ON THE GROUP WORK ROOMS IN SNELLMANIA AND KUH MEDICAL LIBRARY (room-kuo-kir-sn1051, 1052 and 1053, room-kuo-KYS_ryhmis1, 2 and 3) IN THE STUDENTS' UEF365 ENVIRONMENT

(<https://login.microsoftonline.com/?whr=studentuef.onmicrosoft.com>)

The rooms can be booked for students only. If a room is empty after 15 minutes from the beginning of a reservation, a new customer can book it and use the room.



Click **New** and **Calendar event**.



First, enter the reservation's **STARTING AND FINISHING TIMES**.
Then, click **Add a location or a room**.

Office 365 Outlook UEF

Search Save Discard Attach Skype meeting Charm Visibility

Details Feedback

Add a title

Add a location or a room

Start End

Mon 02/10/2017 12:00 14:00 (2 hours)

Time zone

Repeat Save to calendar

Never Calendar

Reminder Show as

15 minutes Busy

[Add an email reminder](#)

Rich text editor toolbar: Image, Emoji, Bold, Italic, Underline, Text color, Background color, Link, Unlink, List.

Select **Add room**.

Office 365 Outlook UEF

Search Save Discard Attach Skype meeting Charm Visibility

Details Feedback

Add a title

Add a location or a room

Use this location:

- Urho
- Add room**

Reminder: 15 minutes Show as: Busy

[Add an email reminder](#)

Rich text editor toolbar: Image, Smiley, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, More options

Office 365 Outlook UEF

Search Save Discard Attach Skype meeting Charm Visibility

Details Feedback

Add a title

Add a location or a room

Available rooms All rooms

Finding rooms...

Time zone

More options

Rich text editor toolbar: Image, Smiley, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, More options

Choose your desired group work room at Snellmania (**room-kuo-kir-sn1051, 1052 or 1053**) or at the KUH Medical Library (**room-kuo-KYS_ryhmis1, 2 or 3**).

Office 365 | Outlook | UEF

Search | Save | Discard | Attach | Skype meeting | Charm | Visibility

Details | Feedback

Add a title

Add a location or a room

Available rooms | All rooms

- room-kuo-Kirjasto-tipa-testaa2 (Free)
- room-kuo-kir-sn1051 (Free)
- room-kuo-kir-sn1052 (Free)
- room-kuo-kir-sn1053 (Free)
- room-kuo-kir-sn1054 (Free)
- room-kuo-kli-Metaboliset_tutk (Free)
- room-kuo-KYS_ryhmis1 (Free)
- room-kuo-KYS_ryhmis2 (Free)
- room-kuo-KYS_ryhmis3 (Free)

If the room has been reserved for someone else for the time you entered, you cannot make a reservation for that time.

Check your reservation information (enter your name and the reservation period in the first text field).

The screenshot shows the Outlook interface for a reservation. At the top, the Office 365 and Outlook logos are visible, along with the UEF logo. The main header area includes a search bar and action buttons: Send, Discard, Attach, Skype meeting, Charm, and Visibility. The reservation title is "Urho Heinonen at 12-14". Below the title, a text field contains "room-kuo-kir-sn1051". The reservation details section includes fields for Start (Mon 02/10/2017, 12:00) and End (14:00 (2 hours)). Other options include Time zone, Repeat (Never), Save to calendar (Calendar), Reminder (15 minutes), and Show as (Busy). A link "Add an email reminder" is present. At the bottom, there is a rich text editor toolbar with icons for image, emoji, bold, italic, underline, text color, background color, link, unlink, indent, and outdent.

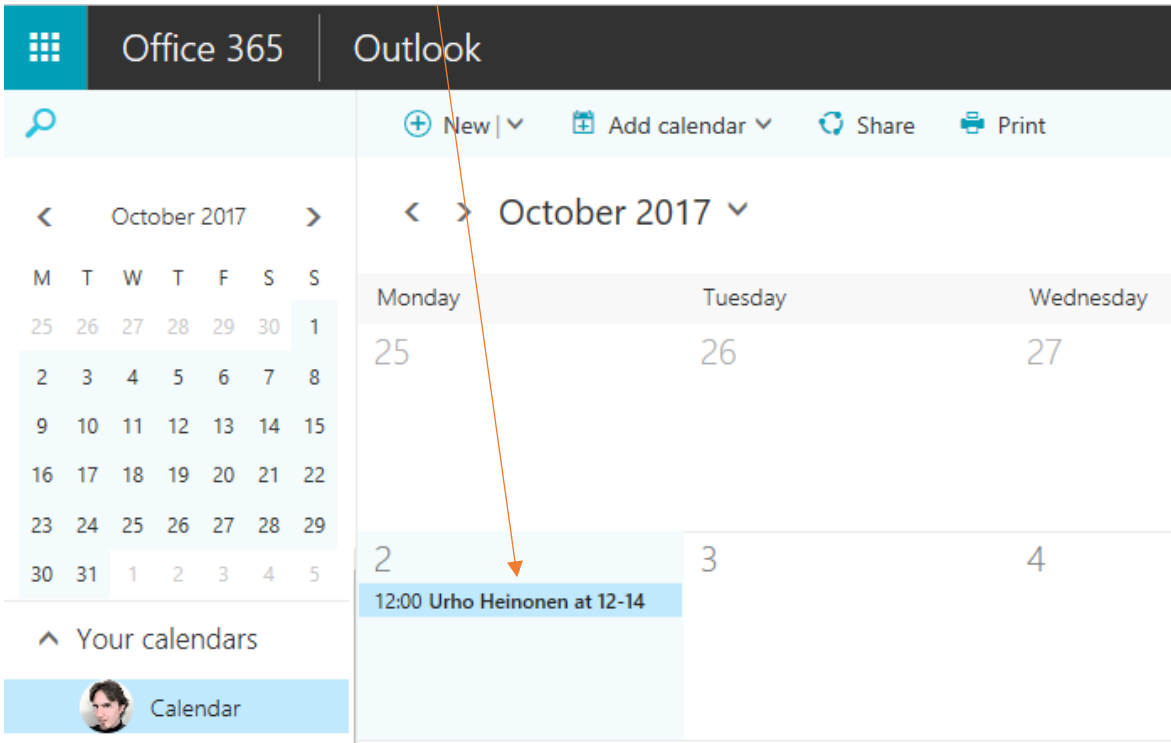
Send the reservation.

The screenshot shows the Outlook interface with the following elements:

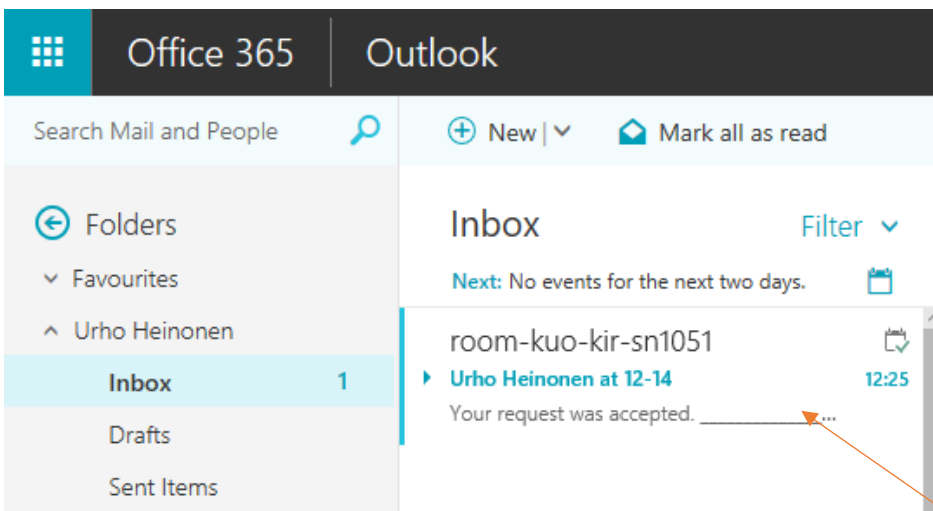
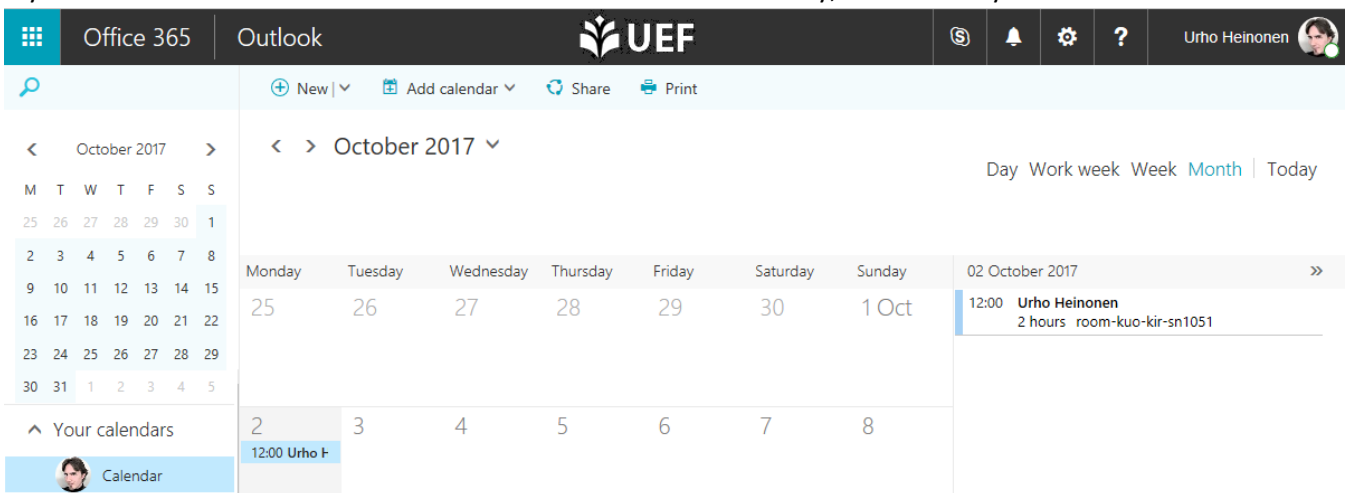
- Top Ribbon:** Office 365 | Outlook | UEF logo. Action buttons include Send (highlighted with an orange arrow), Discard, Attach, Skype meeting, Charm, and Visibility.
- Details Section:** Title "Urho Heinonen at 12-14", location "room-kuo-kir-sn1051" (with a close button), and a "Feedback" button.
- Start/End:** Start: Mon 02/10/2017, 12:00; End: 14:00 (2 hours).
- Time zone:** A globe icon and "Time zone" dropdown.
- Repeat:** "Never" dropdown.
- Save to calendar:** "Calendar" dropdown.
- Reminder:** "15 minutes" dropdown (highlighted with an orange arrow).
- Show as:** "Busy" dropdown.
- Link:** "Add an email reminder" (highlighted with an orange arrow).
- Rich Text Editor:** A toolbar with icons for image, emoji, bold, italic, underline, text color, background color, link, unlink, and list.

Your calendar will remind you of the reservation 15 minutes before the beginning of the reserved time period.

Your reservation now shows up in your personal calendar, and you get a verification to your E-mail.



If you are not able to make a reservation for a certain hour of the day, there already is a reservation.



E-mail verification

CANCELLING YOUR RESERVATION FROM THE CALENDAR

Right-Click on your reservation and choose **Delete**.

The screenshot shows the Outlook interface. At the top, there's a search bar and navigation options: "New", "Add calendar", "Share", and "Print". Below this is a calendar navigation bar for "October 2017". On the left, there's a monthly calendar grid. The main area shows a weekly view for Monday (25), Tuesday (26), and Wednesday (27). A reservation titled "12:00 Urho Heinonen at 12-14" is highlighted on Monday, October 2nd. An orange arrow points from the "Delete" option in the context menu (shown in the next image) to this reservation.

This image is a close-up of the calendar grid. The reservation "12:00 Urho Heinonen at 12-14" is highlighted on Monday, October 2nd. A context menu is open over the reservation, listing the following options: "Open", "Reply", "Reply all", "Forward", "Show as", "Categorise", "Accept", "Tentative", "Decline", "Propose new time", and "Delete". The "Delete" option is highlighted in blue.

Choose **Send the cancellation now**.

Monday	Tuesday	Wednesday	Thursday
2	3	4	5
12:00 Urho Heinonen at 12-14			
9		11	12
16		18	19
23	24		26

- Open
- Reply
- Reply all
- Forward
- Show as >
- Categorise >
- Accept >
- Tentative >
- Decline >
- Propose new time >
- Delete >

- Cancel event
- Edit the cancellation before sending
- Send the cancellation now

The reservation is removed from the calendar.