

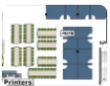
How to Access Outlook for Booking Confirmations.

1. Once you select a room/space and time, sign in with your Humber Username to start the booking process.
2. The request form will auto-fill your name and Humber email (@students.humber.ca or @humber.ca).

[Library Home](#) / [Booking Home](#) / [North Library \(LRC 4th floor\)](#) / [Space Checkout](#)

Booking Request

These times will be held for you until 3:03pm Thursday, May 2, 2024. If you do not complete your booking before that time, another patron may book these times.

Item	Category	From	To
 4078	North Library (LRC 4th floor)	10:00am Friday, May 3, 2024	11:00am Friday, May 3, 2024

Fill out this form to start your booking

Full Name Jane Doe

Email n0123568@students.humber.ca

[Submit my Booking](#) [Logout](#)

Note: University of Guelph-Humber student emails are linked to Gryph Mail. Contact libaccess@humber.ca if you see an email domain error that blocks you from submitting the booking.

3. Make a note of the date and time and room number of your confirmed booking before signing out of your account.

[Library Home](#) / [Booking Home](#) / [North Library \(LRC 4th floor\)](#) / [Space Checkout](#)

Booking Confirmed

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Space Information

Location: North Library (LRC 4th floor)
Space: 4078
Date: Friday, May 3, 2024
Time: 10:00am - 11:00am

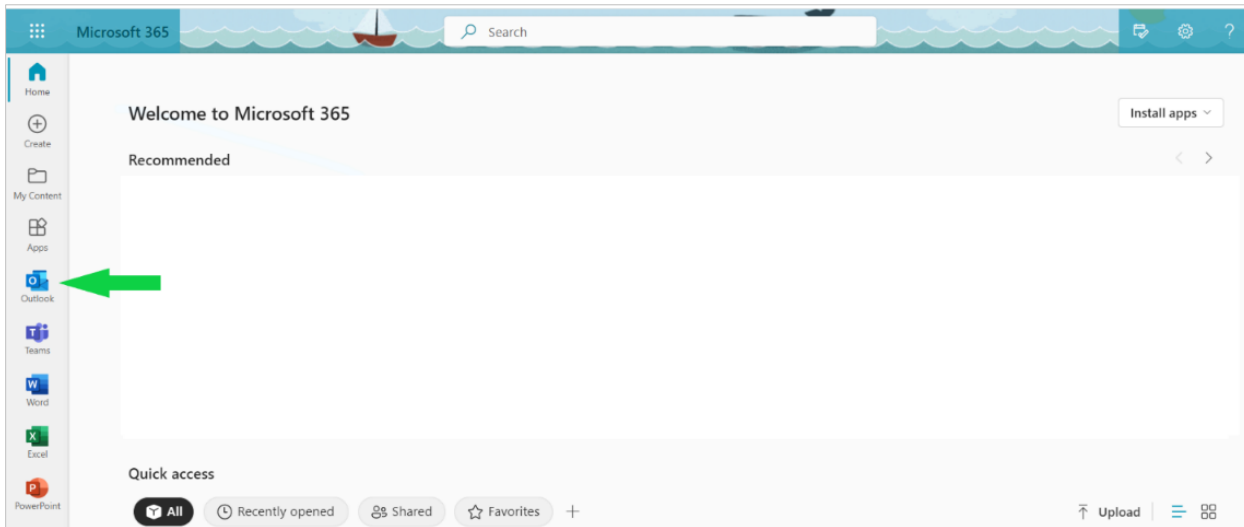
User Information

Full Name: Jan Doe
Email: n0123568@students.humber.ca

[Make Another Booking](#) [Logout](#)

4. For Humber students, the confirmation is sent to your Humber email. Sign in to <https://humber.ca/microsoft365> and open **Outlook** to view the confirmation.

In Microsoft 365: the Outlook icon is found on the left side.



5. The confirmation email subject is “Your room booking/space has been confirmed”. The sender is from alerts@mail.libcal.com.

If you don't see the email in your Inbox then check the Junk Email folder for it.

