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 R	eque	st					
These times will be h	eld for you	u until 3:03pm	Thursday, May 2, 2024. If you	do not complete your booking before	e that time, another patron may book these times.		
	Item	Category		From	То		
	4078	North Librar	ry (LRC 4th floor)	10:00am Friday, May 3, 2024	11:00am Friday, May 3, 2024		
Fill out this form to	start you	ur booking					
		Full Name	Jane Doe				
		Email	n0123568@students.humbe	r.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.



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

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

	Microsoft 365	₽ @ ?
n Home		
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PowerPoint	③ Recently opened ② Shared ☆ Favorites + ↑ Uploat	d 🗕 🖯

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

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

Booking Home <alerts@mail.libcal.com> To:</alerts@mail.libcal.com>				
Booking_8	930023.ics 🗸			
	The following bookings have been confirmed:			
	Space Information			
	Location: North Library (LRC 4th floor)			
	Space: 4078			
	Date: Friday, May 3, 2024			
	Time: 10:00am - 11:00am			
	Keep this email since staff may ask to see it.			
	Please note: Bookings are held for 15 minutes; late arrivals will not be guaranteed a room.			
	Directions:			
	4078: This room is located in the North Library on the 4th floor of the Learning Resource Commons.			
	4078: This room is located in the North Library on the 4th floor of the Learning Resource Commons. To cancel this booking visit: <u>https://humber.libcal.com/equipment/cancel?id=cs_7zMVm2Sm</u>			