Sign Up Manual for the Quiet Zone using Outlook or Outlook webmail

Reserving the quiet zone with use of Outlook and Outlook webmail goes a bit differently. This manual contains a short description of how to sign up in both ways.

1. RESERVE WITH OUTLOOK (use your VU account)

Go to your Agenda in Outlook ١.

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Go to "Invite Attendees" and fill in your own name. Then, choose the day and time slot you would like to make Π. use of the quiet zone.

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III. At "Rooms" you choose either 'Quiet Zone WN M 154', or 'Quiet Zone HG 1A-68'.

IV. Finally, click on "Send" and the quiet zone has been reserved for you.

2. RESERVE WITH OUTLOOK WEBMAIL (you can open this via VUnet)

I. Go to "Calendar":



II. Then, create a new agenda item by clicking on "New".

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III. Select at "People" the room you would like to reserve (either quiet room WN M-514, or quiet room HG 1A-68). Type in "rustruimte WN M-514" or "rustruimte HG 1A-64", choose the one you would like to reserve. Then, choose the day and time you would like to make use of the room.

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IV. Go to "Send" and the quiet room has been reserved for you.

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