
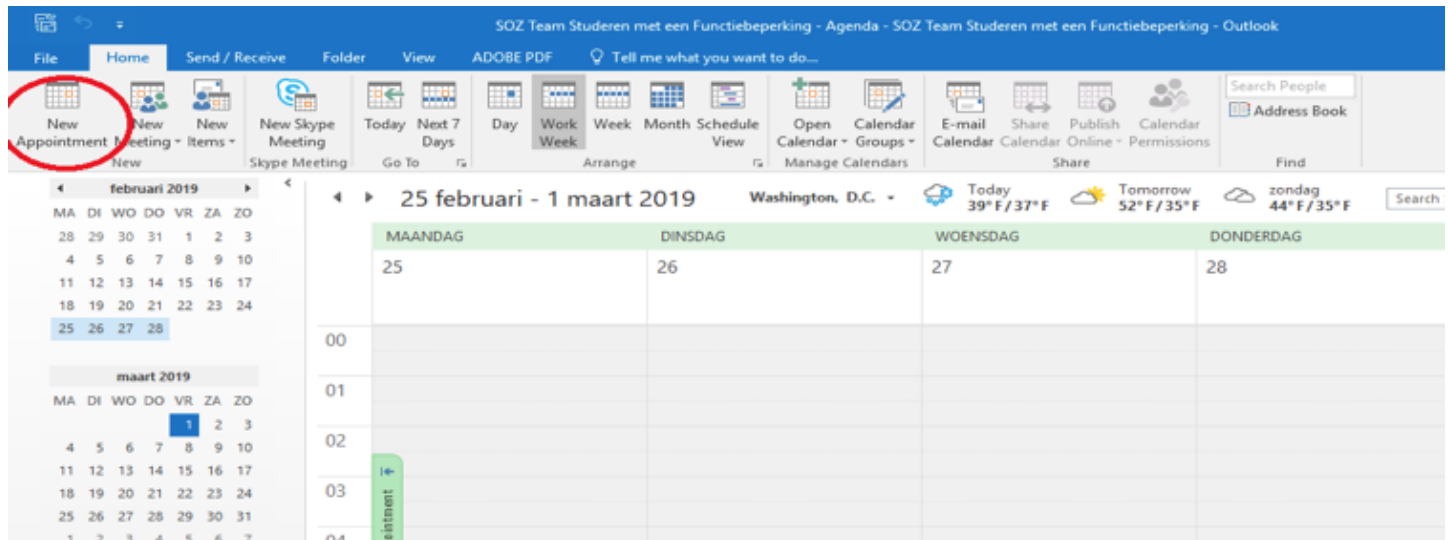


## Sign Up Manual for the Quiet Zone using Outlook or Outlook webmail

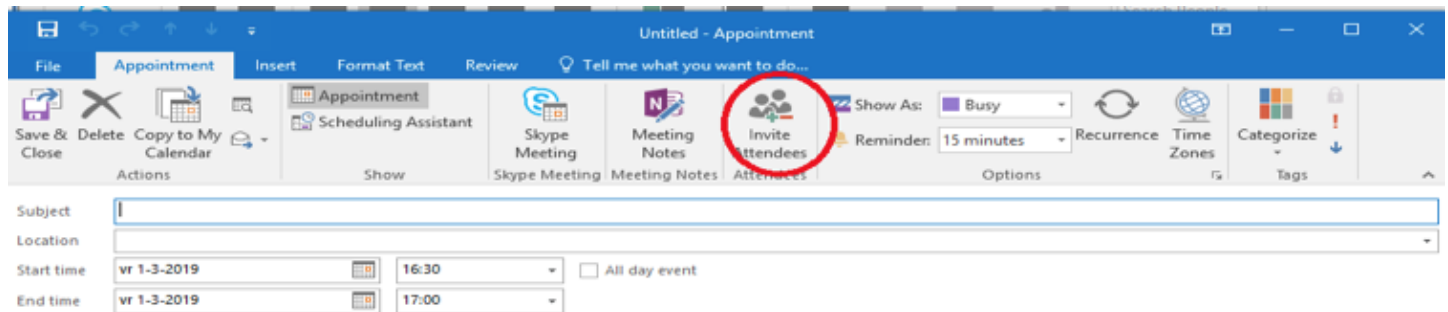
Reserving the quiet zone with use of Outlook and Outlook webmail goes a bit differently. This manual contains a short description of how to sign up in both ways.

### 1. RESERVE WITH OUTLOOK (use your VU account)

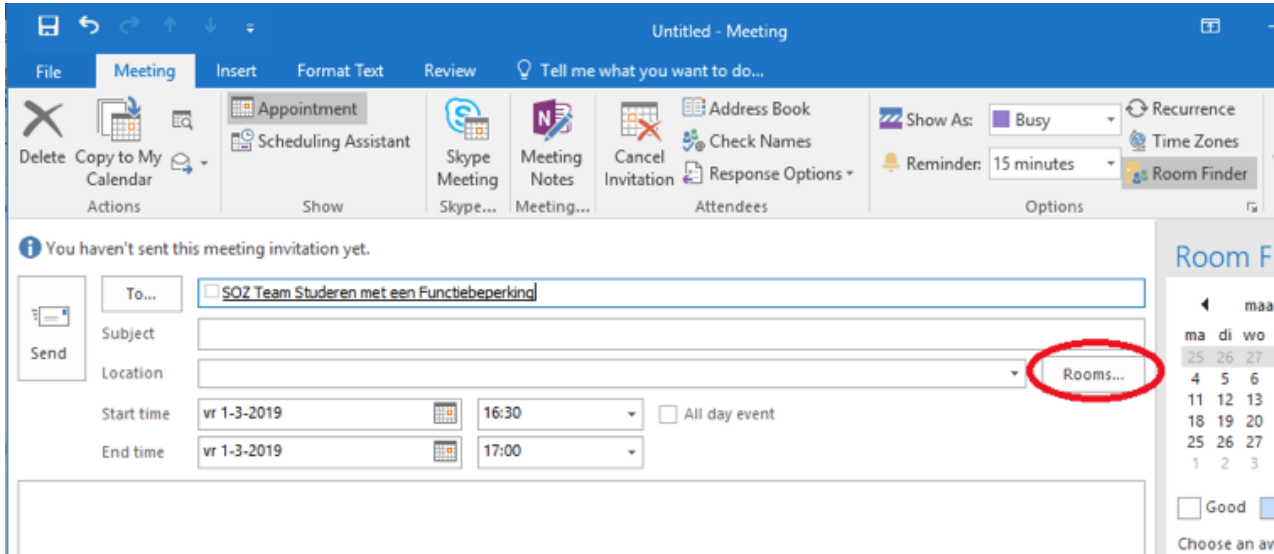
I. Go to your Agenda in Outlook  and make a new appointment by clicking on “New Appointment”



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



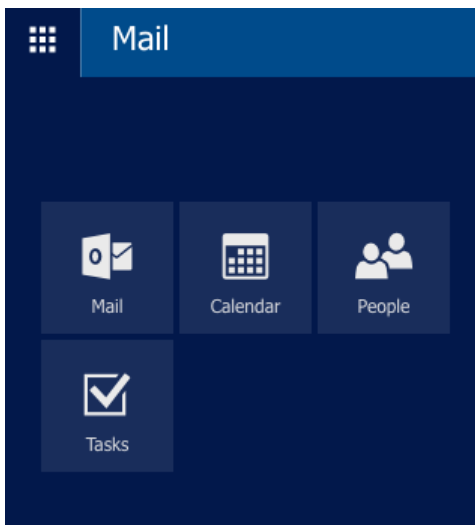
III. At “Rooms” you choose either ‘Quiet Zone WN M 154’, or ‘Quiet Zone HG 1A-68’.



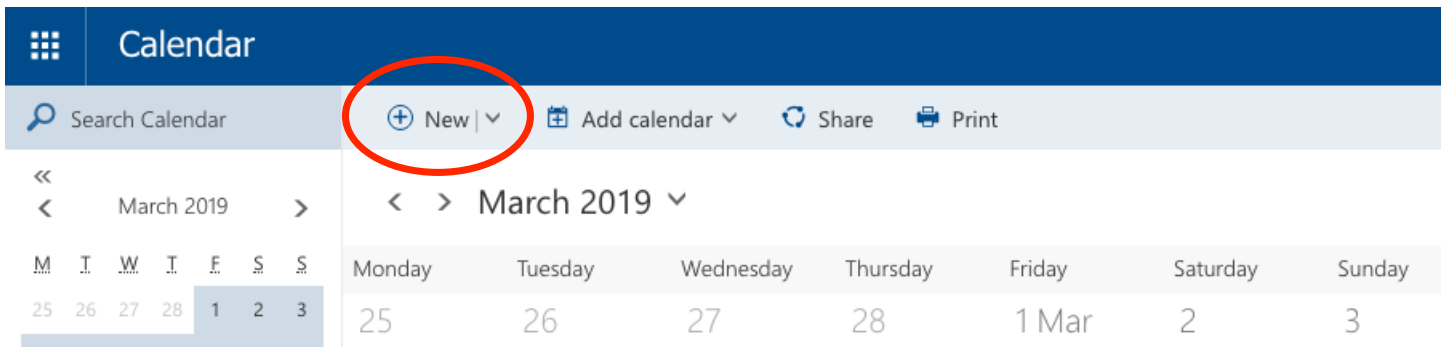
IV. Finally, click on “Send” and the quiet zone has been reserved for you.

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

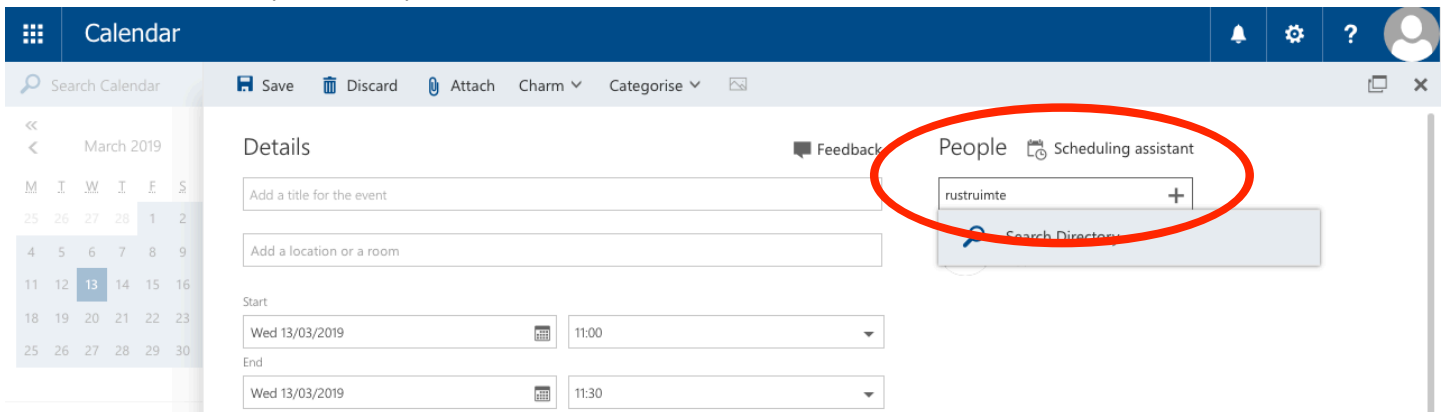
I. Go to “Calendar”:



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



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.



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

