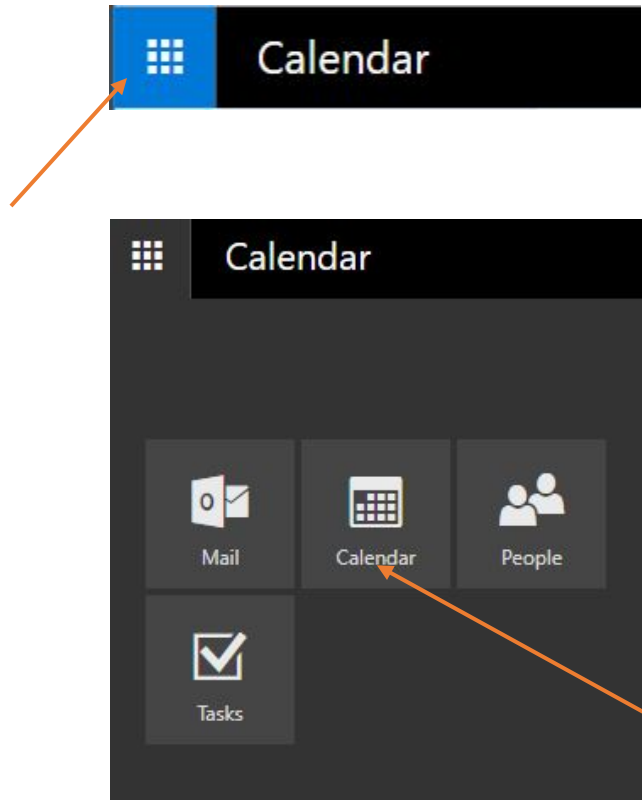
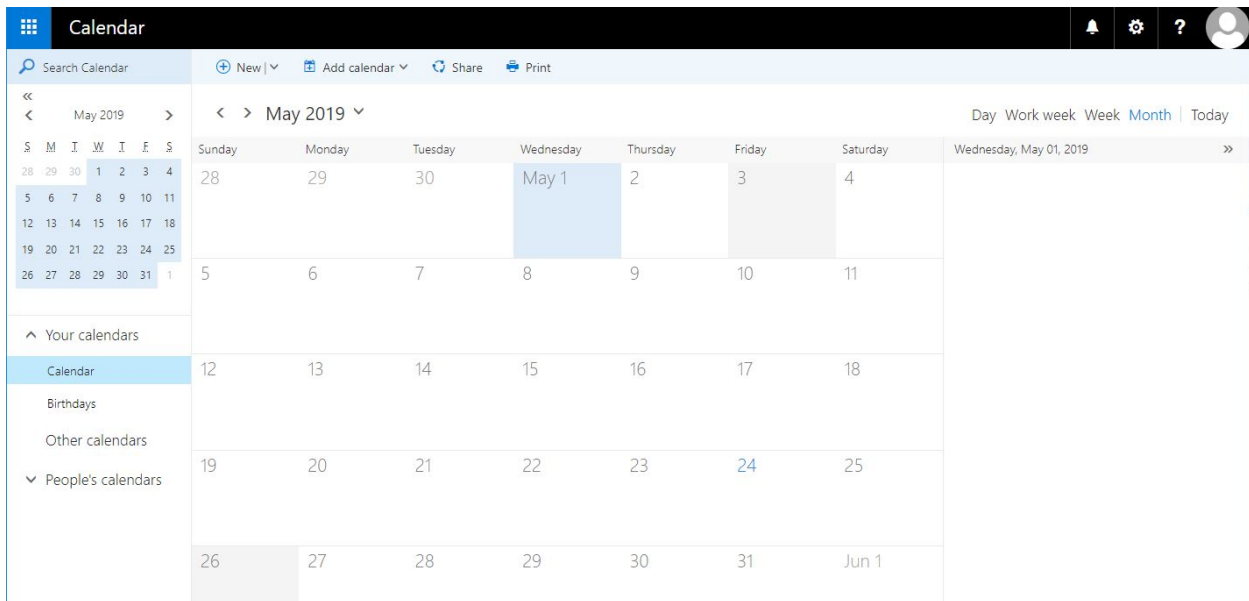


Web Client (OWA) – mail.sfu.ca

1. In the OWA calendar view, ensure your personal calendar (called Calendar) is visible



2. In the timetable grid, click on the desired date/time



3. Enter a meeting/appointment title, then click on Scheduling assistant (upper-right, near People)

Save Discard Attach Charm Categorize

Details Feedback

Add a title for the event

Add a location or a room

Start: Mon 5/6/2019 10:00 AM

End: Mon 5/6/2019 10:30 AM

All day Private

Repeat: Never Save to calendar: Calendar

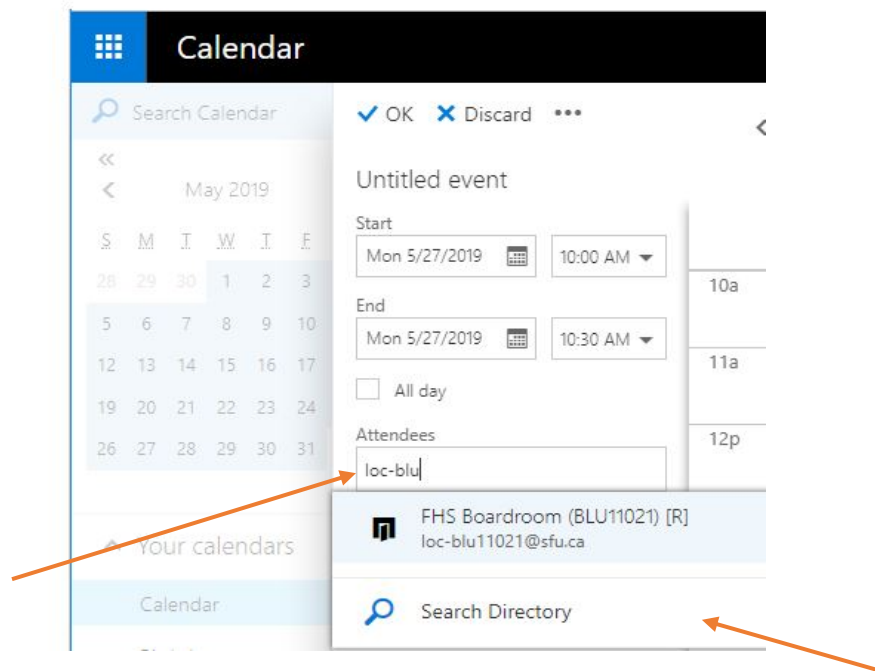
Reminder: None Show as: Free

[Add an email reminder](#)

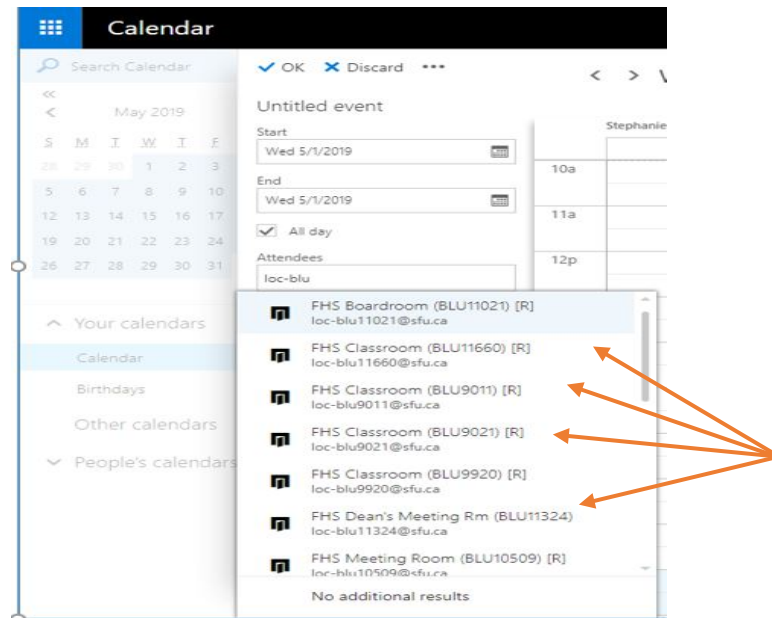
People: Add people +

Stephanie Chen Free

- a. In the Attendees field, **type loc-blu**, then **select Search Directory**



4. Select the FHS room you wish to book



5. The room is added to the meeting. Make sure the meeting room is "free" for your selected date/time. Add other attendees, and modify other aspects of the meeting as needed. Press OK to save.

