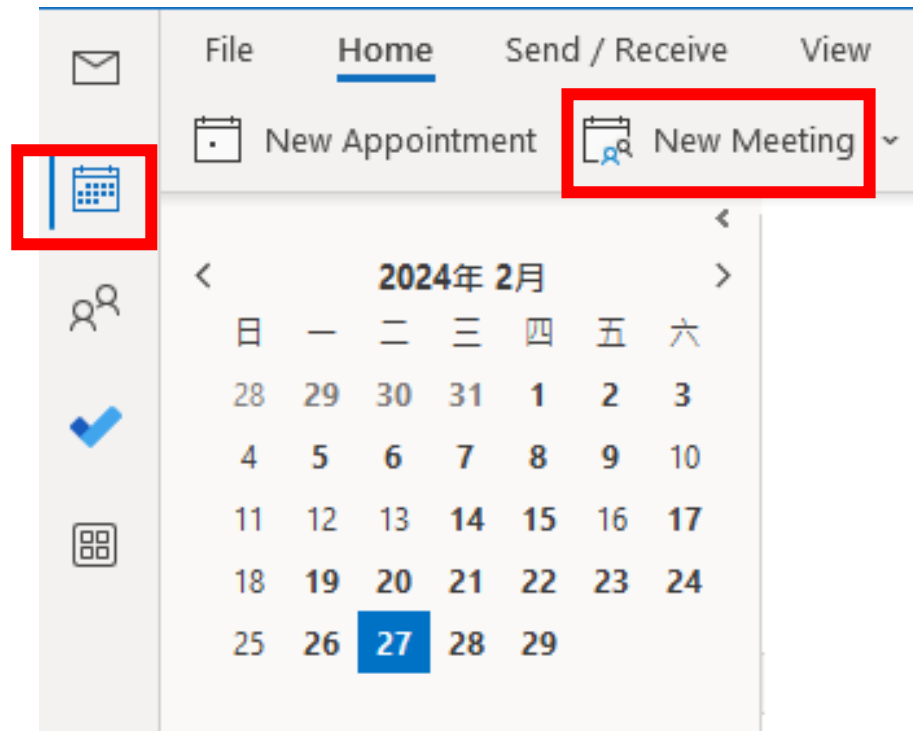


Library Project Room Online Booking Guide

- i. Login school outlook email, go to **Calendars**, click "**New Meeting/New Event**".

Calendars



ii. Follow below 5 steps to reserve the room.

The screenshot shows a reservation form with the following elements and annotations:

- Step 1:** A yellow box highlights the name and Student ID field containing "Chan Tai Man, H10001000". A red circled "1" and the text "Put your name and Student ID" are next to it.
- Step 2:** A yellow box highlights the email field containing "uowchk_tw202b@uowchk.edu.hk". A red circled "2" and the text "Project Room Email" are next to it. A purple arrow points from this text to a green box containing the instruction: "When using a smartphone, please remember to tap the 'Return' key after entering the email address."
- Step 3:** A yellow box highlights the date and time selection area, showing "9/27/2023" and "1:00 PM". A red circled "3" and the text "Select the booking Time" are next to it. A yellow box below the time selection contains the text: "(**Each user can book up to 2 HOURS per day)".
- Step 4:** A yellow box highlights the contact number field containing "91234567". A red circled "4" and the text "Your contact No." are next to it.
- Step 5:** A yellow box highlights the "Send" button. A red circled "5" and the text "Click 'Send'" are next to it.

- Project room emails
- 202A**
uowchk_tw202a@uowchk.edu.hk
 - 202B**
uowchk_tw202b@uowchk.edu.hk
 - 202C**
uowchk_tw202c@uowchk.edu.hk
 - 202D**
uowchk_tw202d@uowchk.edu.hk
 - 202E**
uowchk_tw202e@uowchk.edu.hk
 - 202F**
uowchk_tw202f@uowchk.edu.hk
 - 202G**
uowchk_tw202g@uowchk.edu.hk
 - 202H**
uowchk_tw202h@uowchk.edu.hk

iii. You will receive a confirmation email when you successfully make a reservation.