Room Booking with Webmail
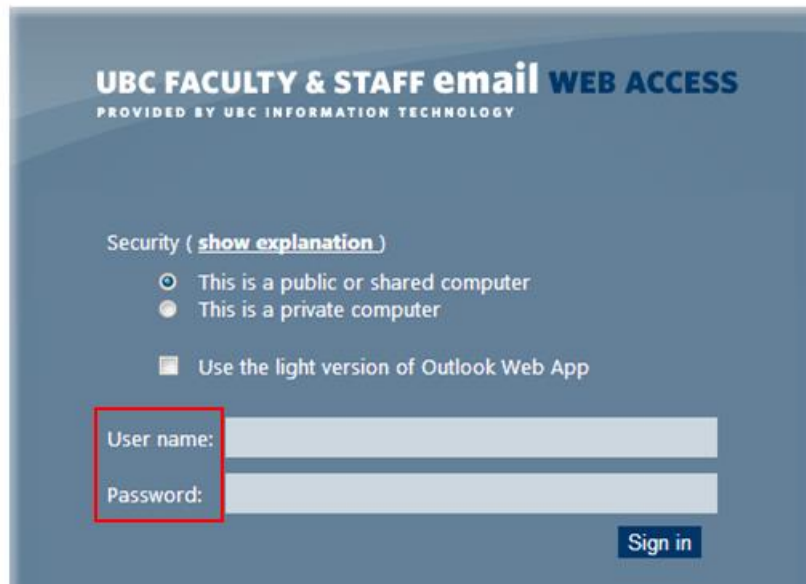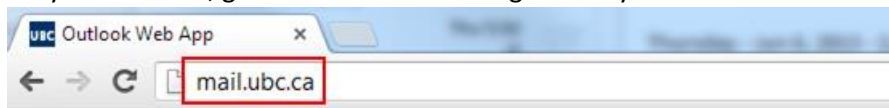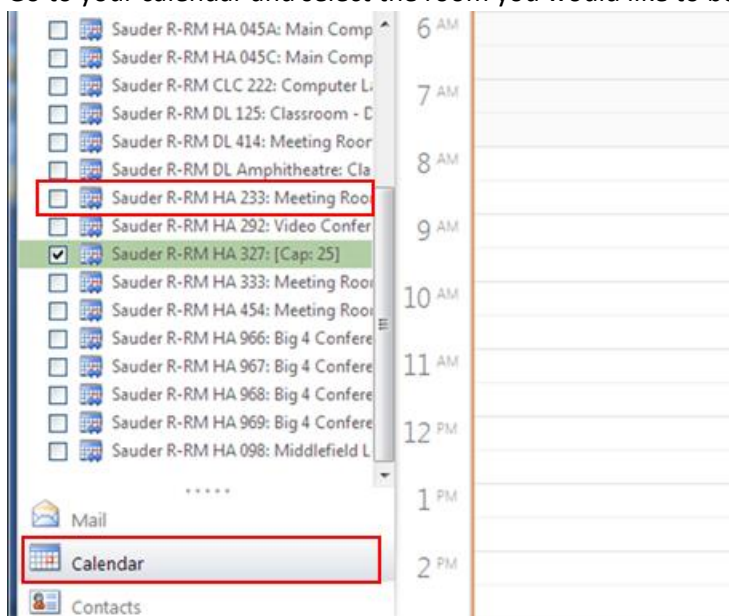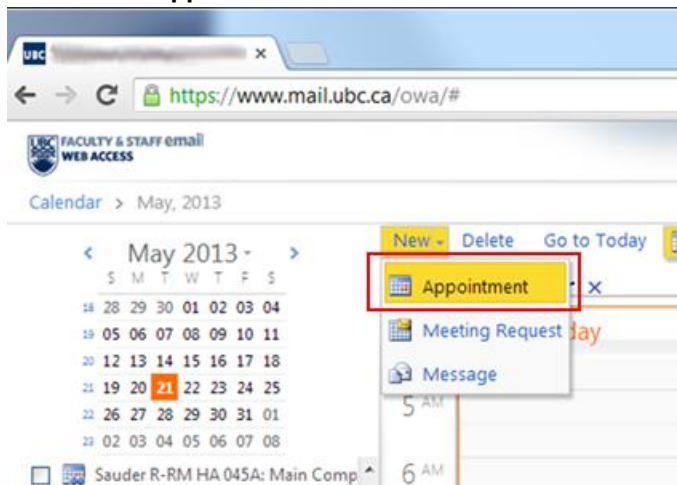
1) On your browser, go to **mail.ubc.ca** and log in with your CWL username and password

2) Go to your calendar and select the room you would like to book

3) Click **New > Appointment**

4) Enter the **Subject**, **Location**, **Start time**, and **End time** for the booking

5) If you are booking the room for yourself, click **Save & Close** to enter the booking into your calendar and skip the rest of this guide

6) If you are booking the room for a meeting and want to send an invitation to other people, click **Scheduling Assistant**
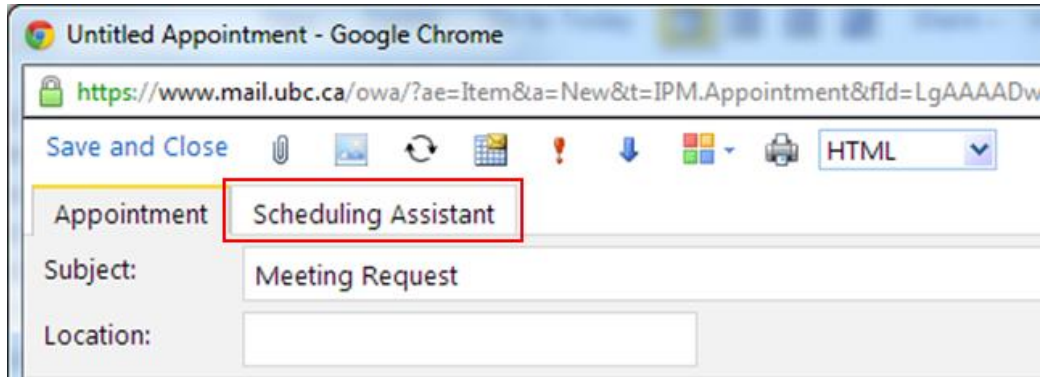
7) Enter the email address for each individual you would like to invite in the **All Attendees** section
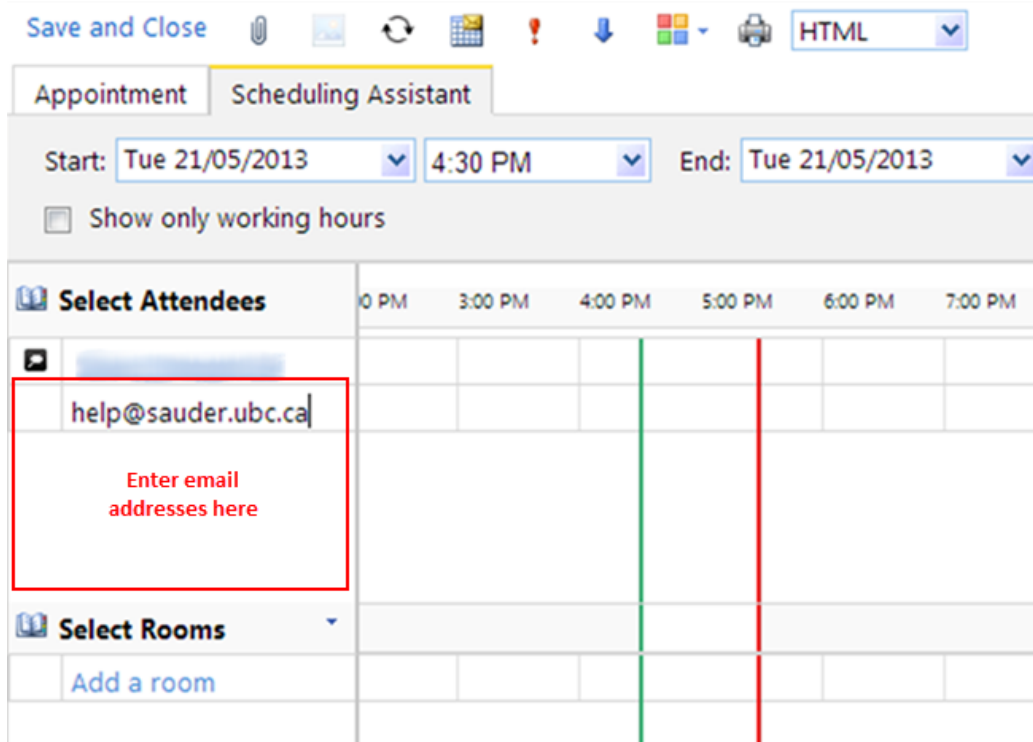
8) Click **Appointment** and enter a message to be sent along with the invitation if required. When you are finished, click **Send**. This will enter the booking into everyone's personal calendars