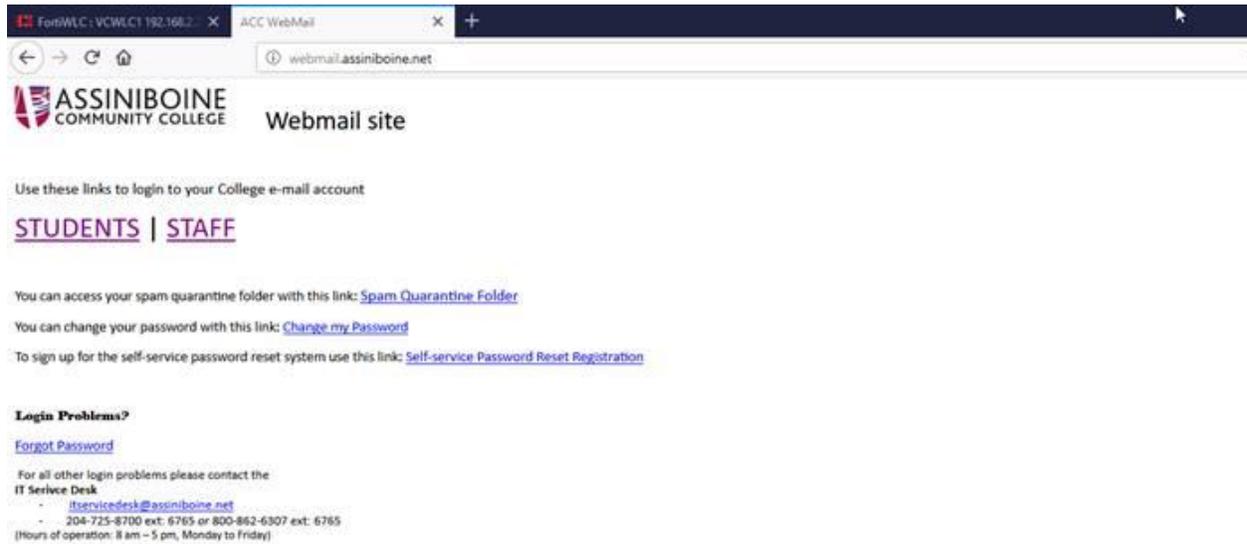


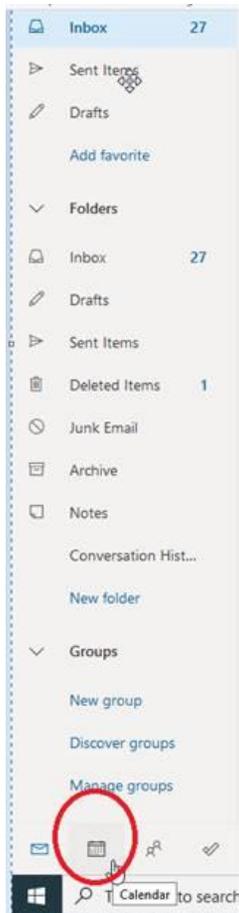
Fitness Centre Access

Booking Instructions for Students

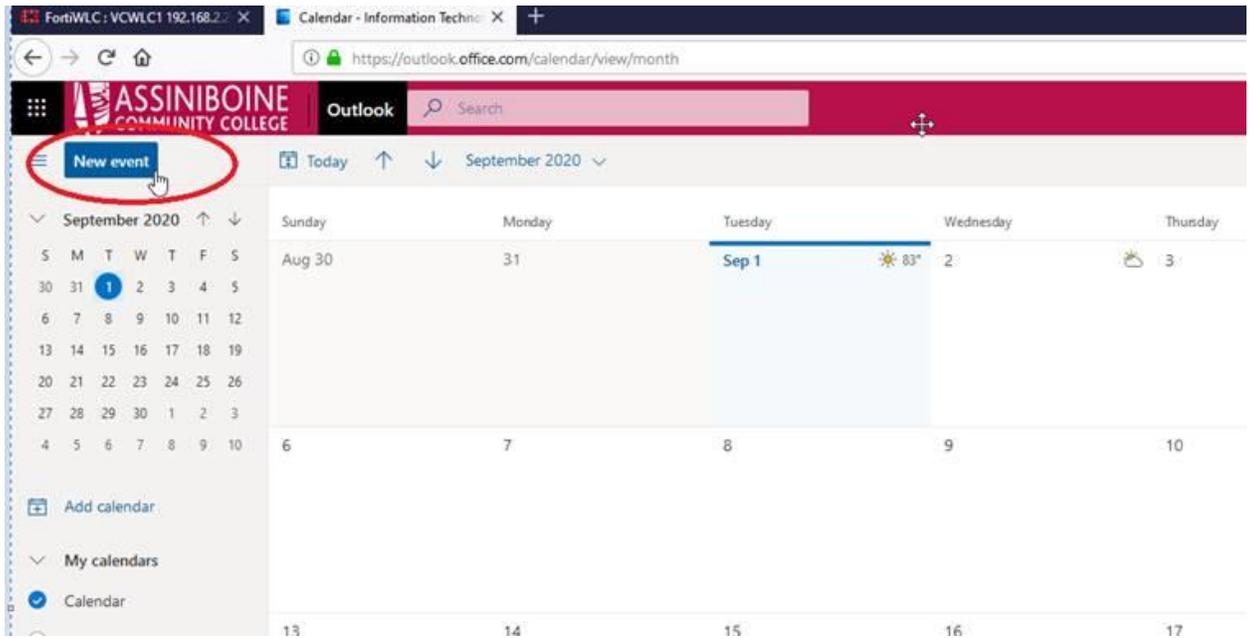
1. Students access their **webmail** (<https://webmail.assiniboine.net>), select students, log into their email.



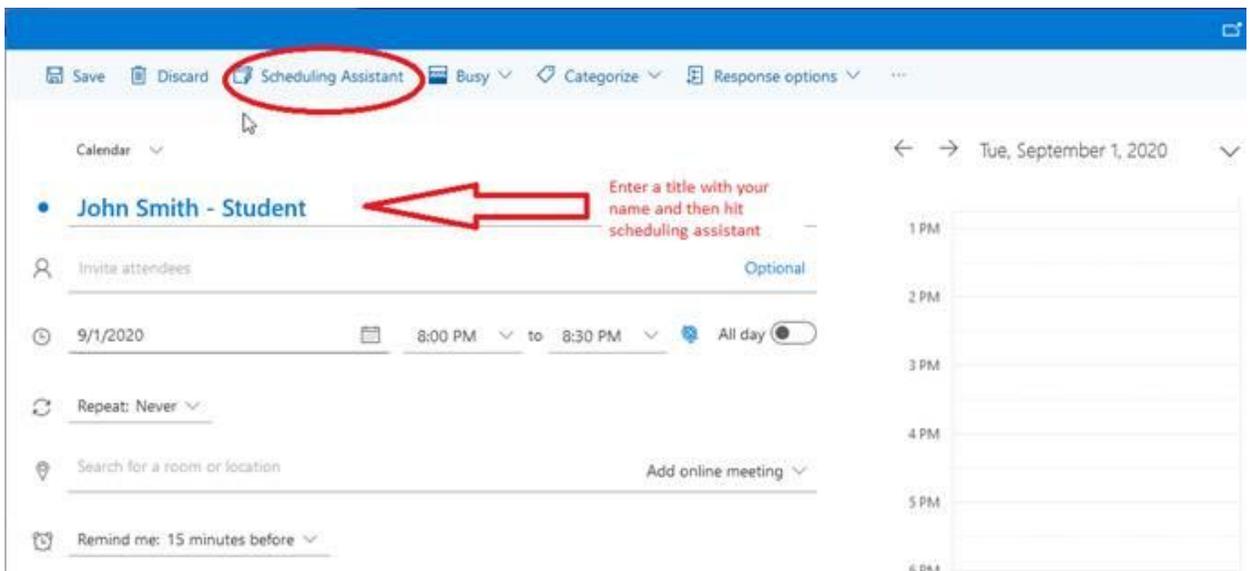
2. Click on the **calendar** icon.



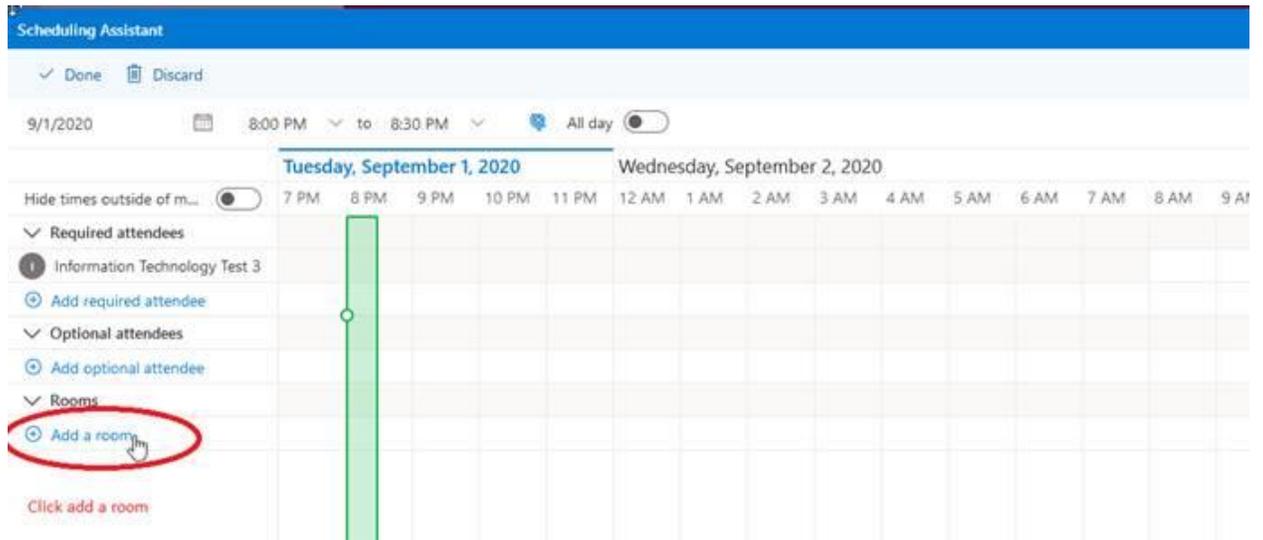
3. Create a new event



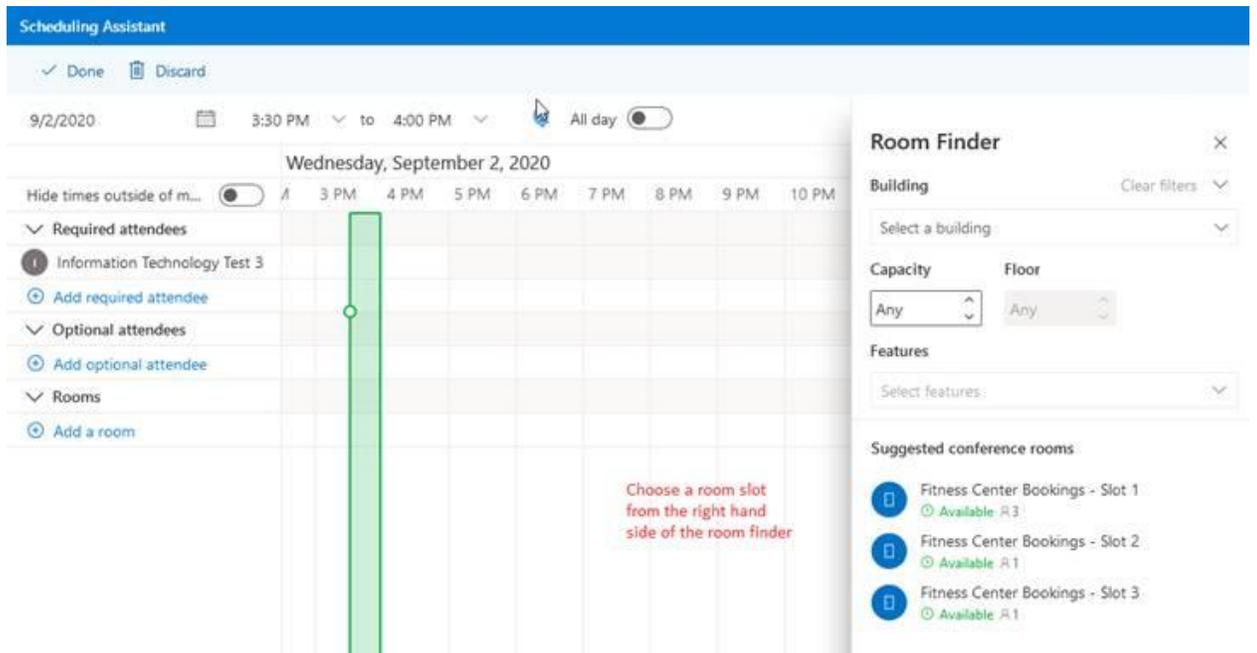
4. Enter the title of their event in the following format: FullName_FitnessBooking, and then click the scheduling assistant.



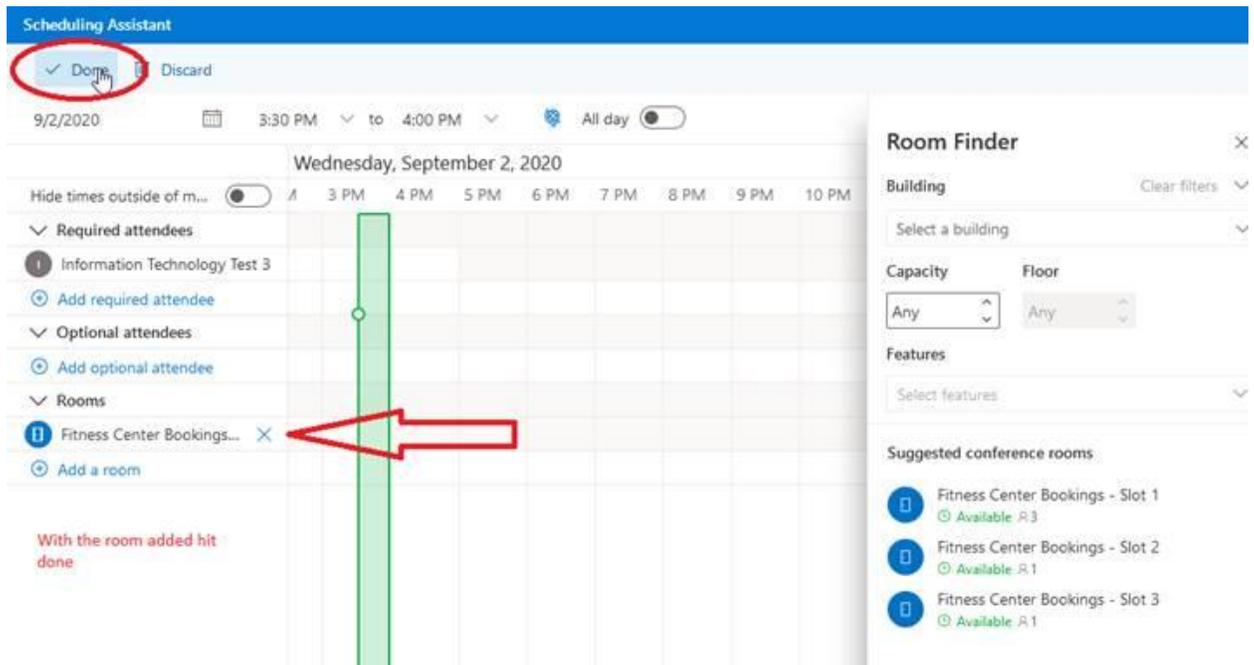
- Click on **Add a room** from the scheduling assistant, which will open the room finder



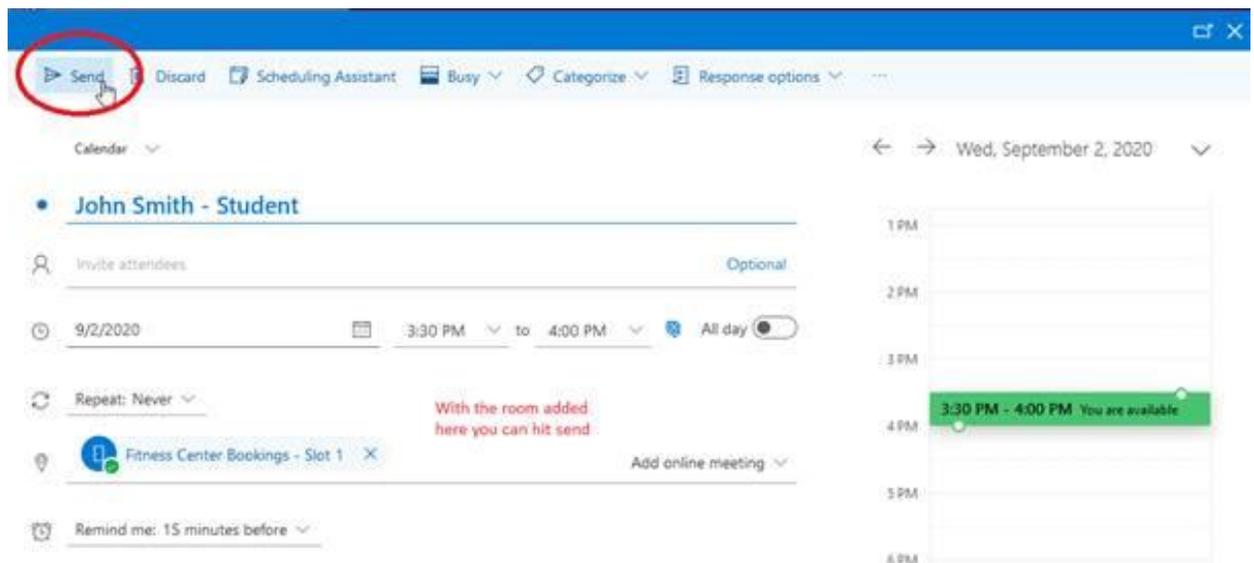
- Select the **fitness center bookings**.
- Select the **time slot** that is open for the time you want to book.



7. Click **done** once the room is added.



8. Click **Send** after confirming the room was added.



9. **Await** the confirmation or rejection of your booking via an email to your inbox.

The screenshot shows an email interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of emails, with the top one selected. The main content area displays the details of the selected email, including the subject, sender, date, and time. A red warning message is visible in the top right corner of the main content area.

Accepted: John Smith - Student

Fitness Center Bookings - Slot 1
Accepted: John Smith - St... 7:21 PM
Your request was accepted.

ACCSA
Notice of ACCSA By-Electi... 2:41 PM
Hello ACC Students. Run for Student Coun...
ACCSA Nomina... +1

Fitness Center Bookings - Slot 2
Accepted: test slot 2 1:39 PM
Your request was accepted.

Fitness Center Bookings - Slot 3
Accepted: Student Test - sl... 1:25 PM
Your request was accepted.

Fitness Center Bookings - Slot 1
Tue 9/1/2020 7:21 PM
To: Information Technology Test 3

Accepted: John Smith - Student
Wed 9/2/2020 3:30 PM - 4:00 PM
Fitness Center Bookings - Slot 1

Fitness Center Bookings - Slot 1 has accepted this event

Your request was accepted.

Sent by Microsoft Exchange Server 2016

[Reply](#) | [Forward](#)

In your inbox you will see if your request was accepted or denied based on room capacity.