Fitness Centre Access

Booking Instructions for Students

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

FortiWLC : VCWLC1 192.168.2	ACC WebMail × 🛨	*
↔ ♂ @	(i) webmail.assiniboine.net	1
	Webmail site	
Use these links to login to your Col	llege e-mail account	
STUDENTS STAFF		
You can access your spam quarantine	efolder with this link: <u>Spam Quarantine Folder</u>	
You can change your password with th	this link: Change my Password	
To sign up for the self-service passwor	vd reset system use this link: Self-service Password Reset Registration	
Login Problems?		
Forgot Password		
For all other login problems please conta IT Serivce Desk - <u>itservicedesk@assiniboine.net</u> - 204-725-8700 ext: 6765 or 800-1 (Hours of operation: 8 am - 5 pm, Monday to 1	act the -862-6307 ext: 6765 Triday]	

2. Click on the calendar icon.



3. Create a **new event**

E Fo	ntiWl	LC:V	CWLO	1 192	.168.	≌ ×	Calendar - Inform	ation Techno × +					
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€	N	ew e	vent	ing.		>	聞 Today 个	↓ September 2020 ∨		Ĩ			
~	Sep	temb	per 2	020	\uparrow	\downarrow	Sunday	Monday	Tuesday		Wednesday		Thusday
5	м	т	W	т	F	s	Aug 30	31	Sep 1	* 83"	2	8	3
30	31	0	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	1	2	3							
4	5	6	7	8	9	10	6	7	8		9		10
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							13	14	15		16		17

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

-				
	Calendar 🗸		\leftrightarrow \rightarrow Tue, September 1, 2020	
•	John Smith - Student	Enter a title with your name and then hit scheduling assistant	1 PM	
8	Invite attendees	Optional	3.054	
0	9/1/2020	🗎 8:00 PM \vee to 8:30 PM \vee 🧕 All day 💽		
			3 PM	
3	Repeat: Never 💛		4 PM	
9	Search for a room or location	Add online meeting $ \sim $		
			5 PM	
9	Remind me: 15 minutes before ~		200	

5. Click on Add a room from the scheduling assistant, which will open the room finder

9/1/2020 🛅 8:00	PM	v to 8	30 PM	~ •	All day	•									
	Tuesd	ay, Sept	ember 1	, 2020		Wedne	sday, S	eptembe	er 2, 202	0					
Hide times outside of m	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM	3.AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 A
✓ Required attendees															
Information Technology Test 3															
Add required attendee															
V Optional attendees		Ϋ́Ι													
Add optional attendee															
V Rooms															
(A) Add a man															

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

Scheduling Assistant														
🗸 Done 📋 Discard														
9/2/2020 🗂 3:3	0 PM	to to	4:00 P	M V	Q	All day 🌘				Room Finder	×			
	Wee	dnesda	y, Septe	mber 2,	2020						188			
Hide times outside of m	Ň	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	Building Clear filters	Y			
✓ Required attendees										Select a building	\leq			
Information Technology Test 3										Capacity Floor				
Add required attendee										Any Any O				
✓ Optional attendees		Ĭ												
Add optional attendee										Features				
✓ Rooms										Select features	×			
Add a room														
										Suggested conference rooms				
						Cl	Choose a room slot from the right hand side of the room finder			Fitness Center Bookings - Slot 1				
						si				Fitness Center Bookings - Slot 2				
										Available R1				
										Fitness Center Bookings - Slot 3 O Available A1				

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

9/2/2020 🖾 3:30 PM	Room Finder									
Hide times outside of m	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	Building Clear fit	rs.
✓ Required attendees		1							Select a building	
Information Technology Test 3									Capacity Floor	
Add required attendee									Any Any	
✓ Optional attendees	Ĭ								[way w]	
Add optional attendee									Features	
∨ Rooms									Select features	
🕕 Fitness Center Bookings 🗙 <	\triangleleft								Supported and support support	
Add a room									suggested conterence rooms	
									Fitness Center Bookings - Slot 1 G Available R3	
With the room added hit done									Fitness Center Bookings - Slot 2 O Available: R 1	
									Fitness Center Bookings - Slot 3	

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

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	Send Discard Discard Scheduling Assistan	t 📓 Busy 🗸 🖉 Categorize 🗸 🗄 Response options 🗸	1000		
18	Calendar 😒		$\leftrightarrow \rightarrow$	Wed, September 2, 2020	\mathbf{v}
•	John Smith - Student		1.PM		
8	Invite attendees.	Optional	1041		
0	9/2/2020	3:30 PM 💛 to 4:00 PM 🗸 🔯 All day 💽	104		
С	Repeat: Never 😒	With the room added		3:30 PM + 4:00 PM You are availabl	:
0	Fitness Center Bookings - Slot 1 ×	here you can hit send Add online meeting 😒	4 994		
Ø	Remind me: 15 minutes before ~		5 PM		
1790			6214		

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

