

# UCSF Center for Health and Community ~ Conference Room On-line Scheduling Process

- Go to **Calendar View**
- Point cursor for **Date and Time**
- Double-click to **Create an Appointment** at this time

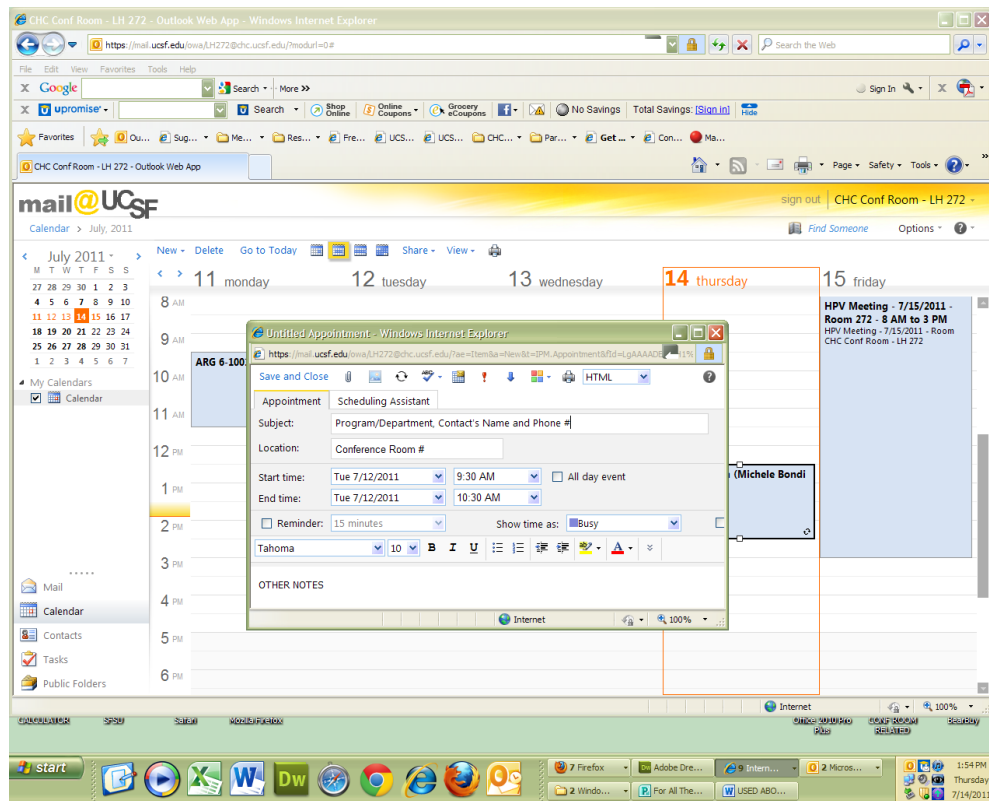
mail@UCSF

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**DOMAIN REQUIRED FOR LOGON**  
i.e. SOM\user name or CAMPUS\user name



The login form is titled "UCSF" and includes a "Security" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below this is a checkbox for "Use the light version of Outlook Web App". The form contains two input fields: "Domain\user name:" and "Password:". A "Sign in" button is located at the bottom right.



The screenshot shows the Outlook Web App interface in a browser window. The calendar is displayed for July 2011, with the current view set to Thursday, July 14th. A meeting titled "HPV Meeting - 7/15/2011 - Room 272 - 8 AM to 3 PM" is visible on Friday, July 15th. An "Untitled Appointment" dialog box is open, showing fields for "Appointment" (Scheduling Assistant), "Subject" (Program/Department, Contact's Name and Phone #), "Location" (Conference Room #), "Start time" (Tue 7/12/2011 9:30 AM), and "End time" (Tue 7/12/2011 10:30 AM). The dialog also includes a "Reminder" section and a "Show time as" dropdown set to "Busy". The browser's address bar shows the URL: https://mail.ucsf.edu/owa/LH272@dch.ucsf.edu/?as=Item&=New&Item=SPM\_Appointment&Id=1gAAAAC&...

- **Save and Close**
- Sign out from **Outlook Web App**
- **Close Browser**