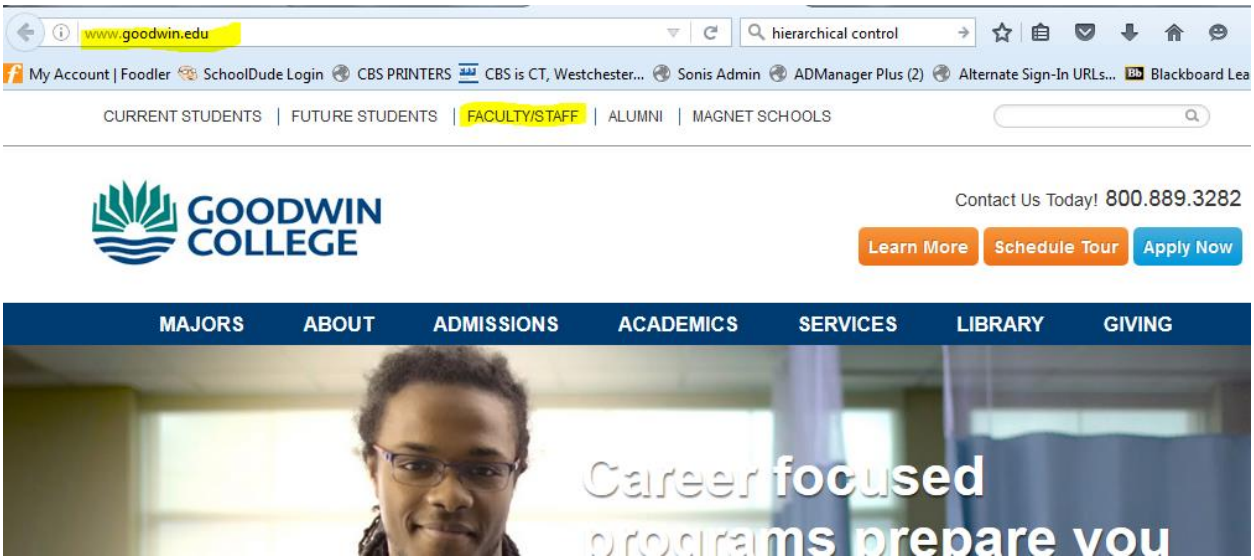
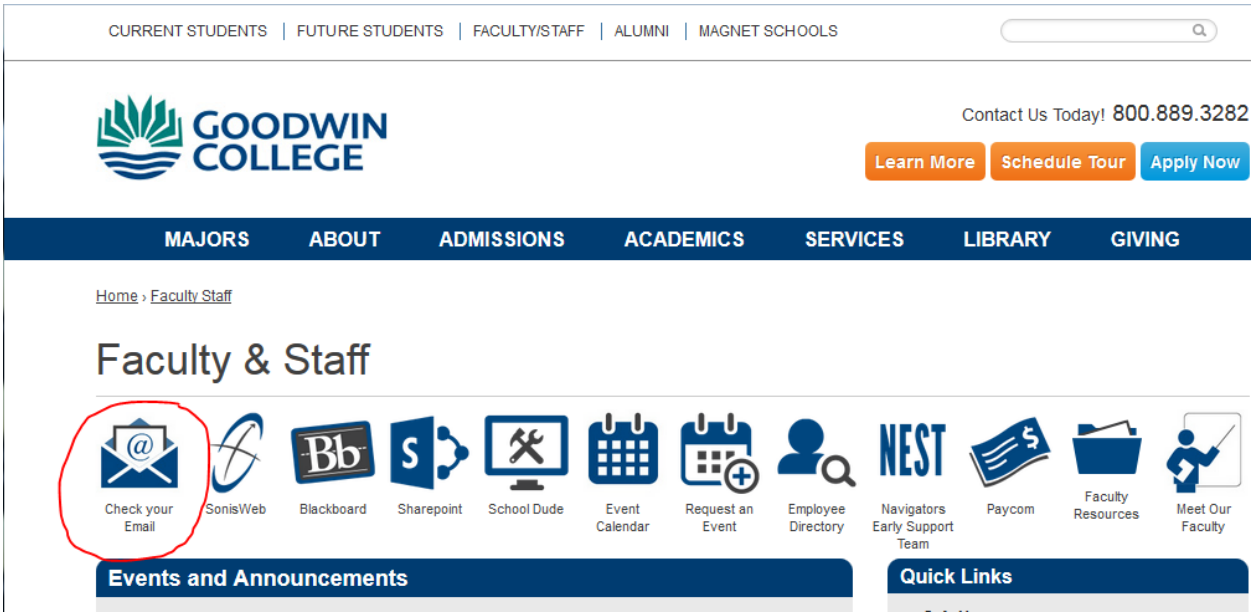
Reserving CIAB or Classroom In A Box from A Home Computer

Reserving of CIAB form any computer outside of the Goodwin College premises will need to be done through our online email portal known as OUTLOOK WEB APP.

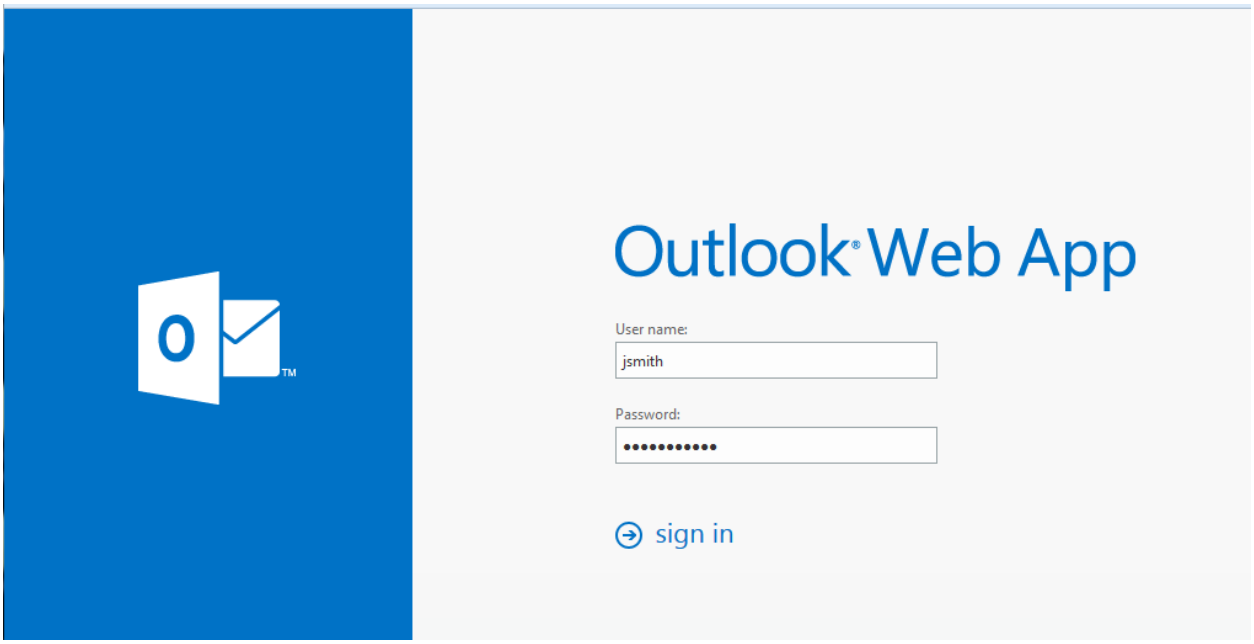
1. Go to www.Goodwin.edu
2. Click on Faculty and Staff link on the top:



3. Select CHECK YOUR EMAIL:



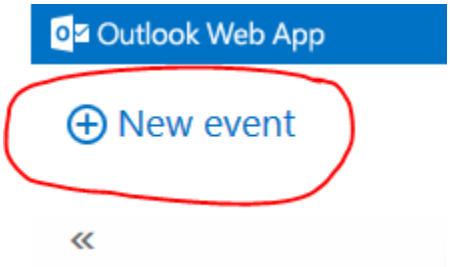
4. Type in your login credentials:



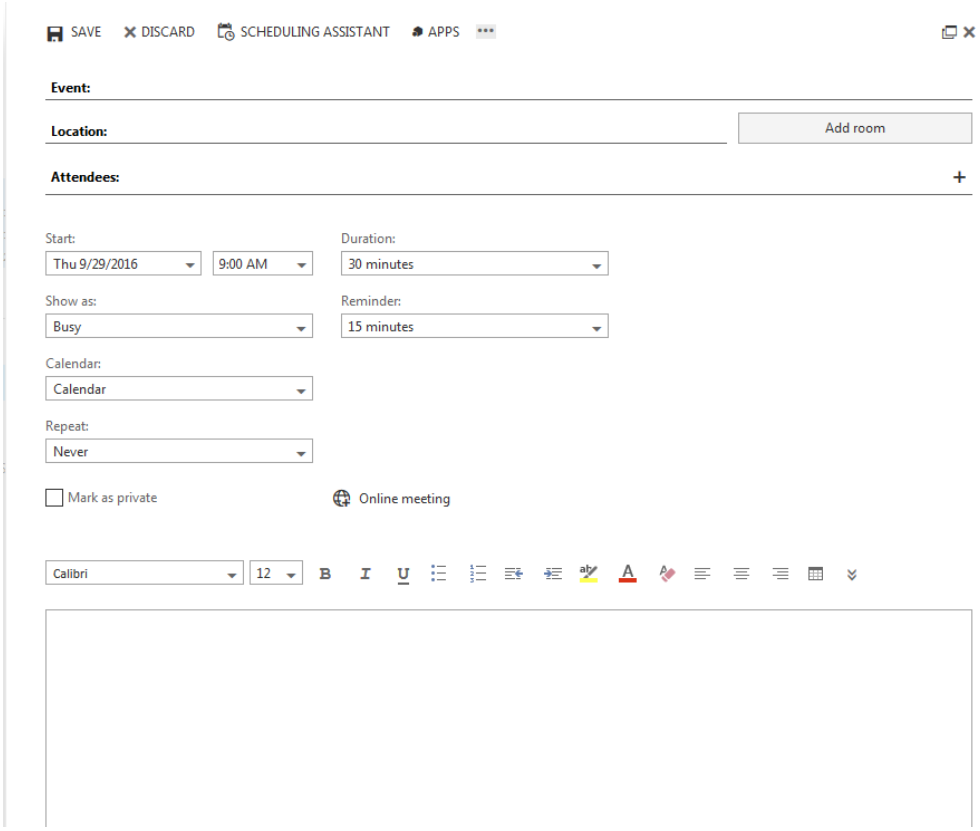
USER NAME: will be the first name initial and full last name. ex. John Smith will be JSMITH (this is not case sensitive so uppercase or lowercase letters do not matter!!)
PASSWORD: this is going to be the network password.

5. Once logged in, locate and click CALENDAR in the TOP RIGHT CORNER:

6. Next, click on NEW EVENT in TOP LEFT CORNER:

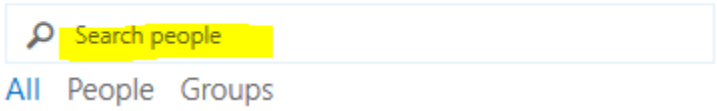


7. You will see a calendar event request that looks like this:

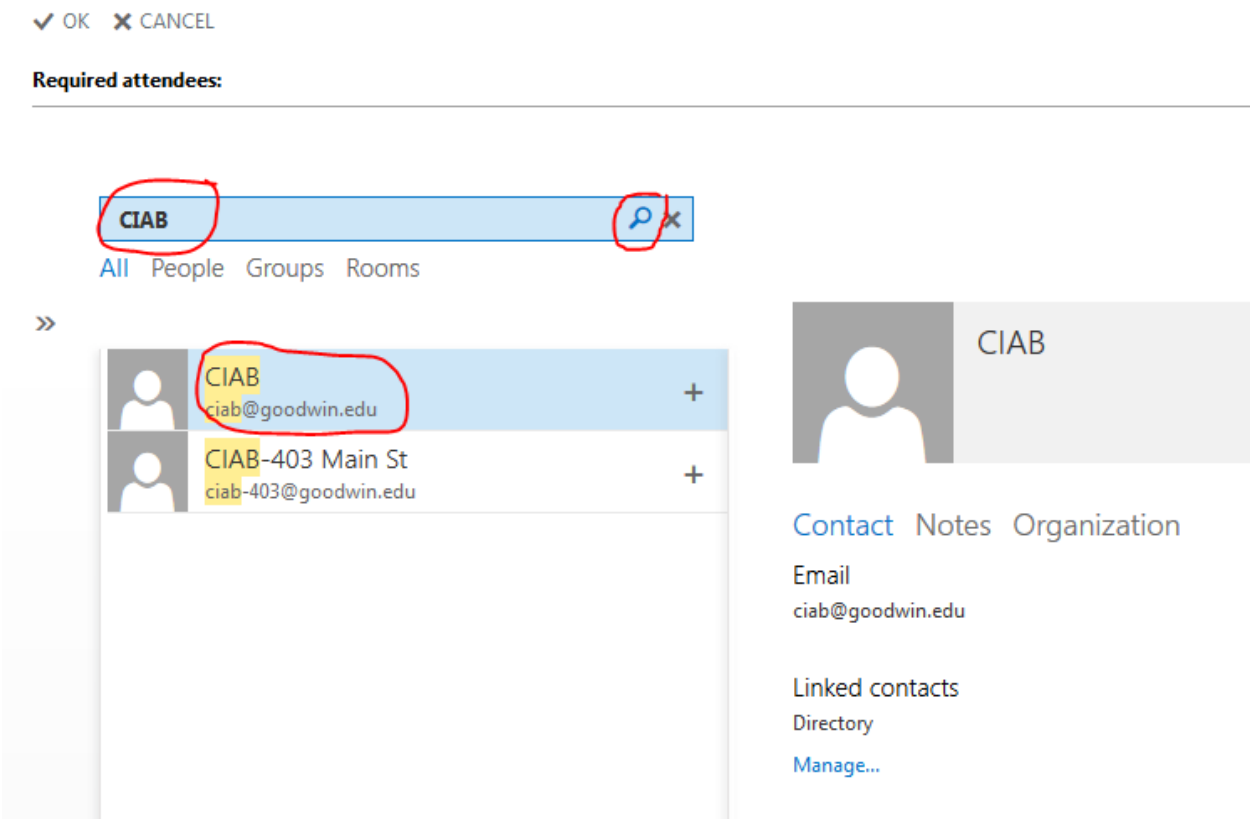


8. Here you will need to start by selecting CIAB as the ATTENDEE by clicking the PLUS SIGN on the right hand side of the line saying “Attendees”:

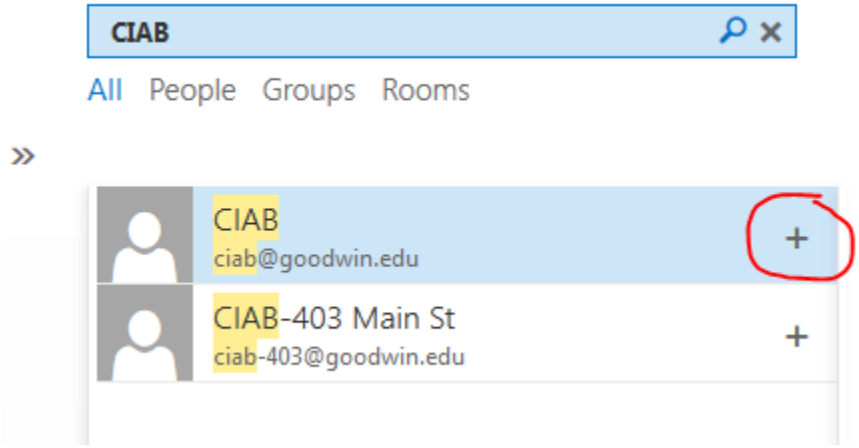
9. On the next screen you will need to type in **CIAB** into the “search people” bar and hit enter:



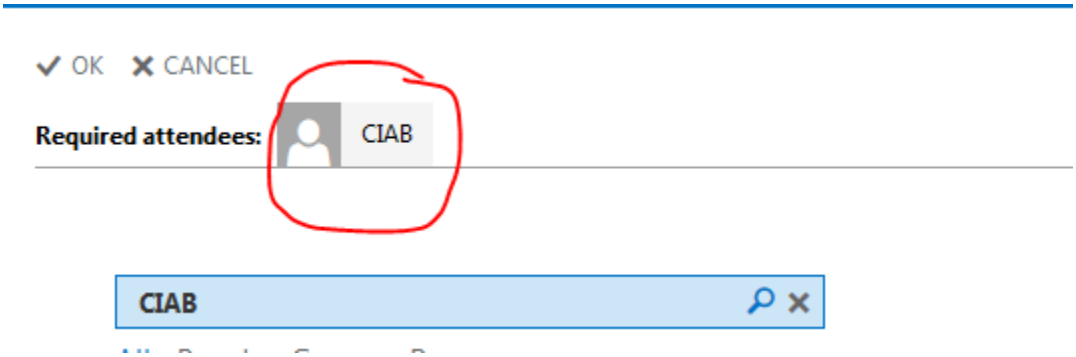
Afterwards you will see this screen:



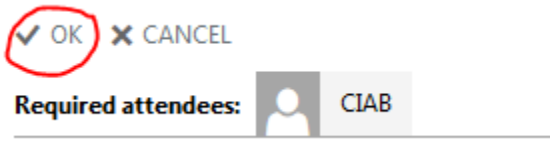
10. On this screen, click on the PLUS sign next to CIAB as in the screen below:



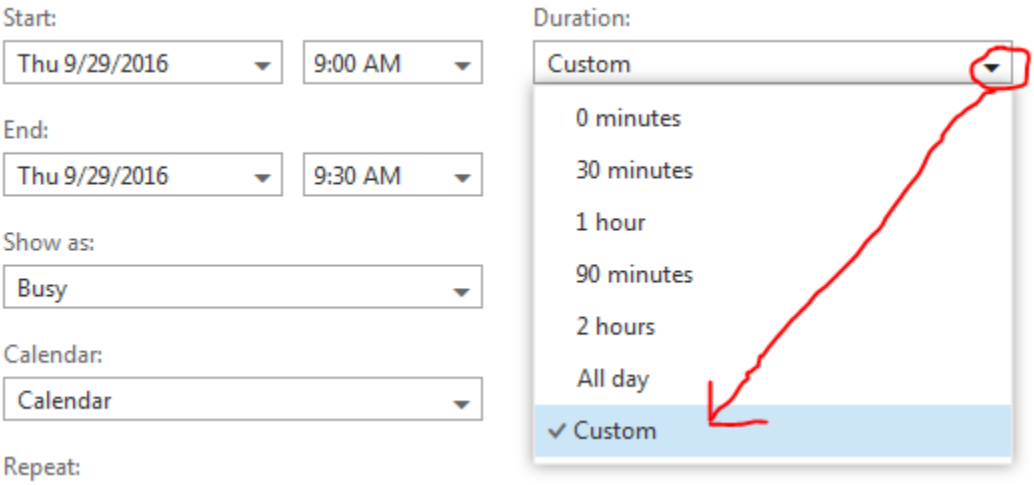
This will put CIAB as your REQUIRED ATTENDEES for this event:



11. Click OK in the TOP LEFT CORNER:



12. Now you will need to fill in the rest of the fields:
    a. EVENT: You will need to type in your name as the requestor
    b. LOCATION: Classroom which CIAB will be used in, ex. Room 228
       CIAB CAN ONLY BE REQUESTED AT THE ONE RIVERSIDE DRIVE BUILDING WHICH IS THE MAIN CAMPUS BUILDING. ANY OF THE 6 FLOORS IS OK.
    c. Attendees: This should already read CIAB
    d. Time Table:
        i. Here you will only need to put in the date and time you need the CIAB for as the START FIELD – this is done through drop down menus for date and time
        ii. In duration dropdown please select CUSTOM:



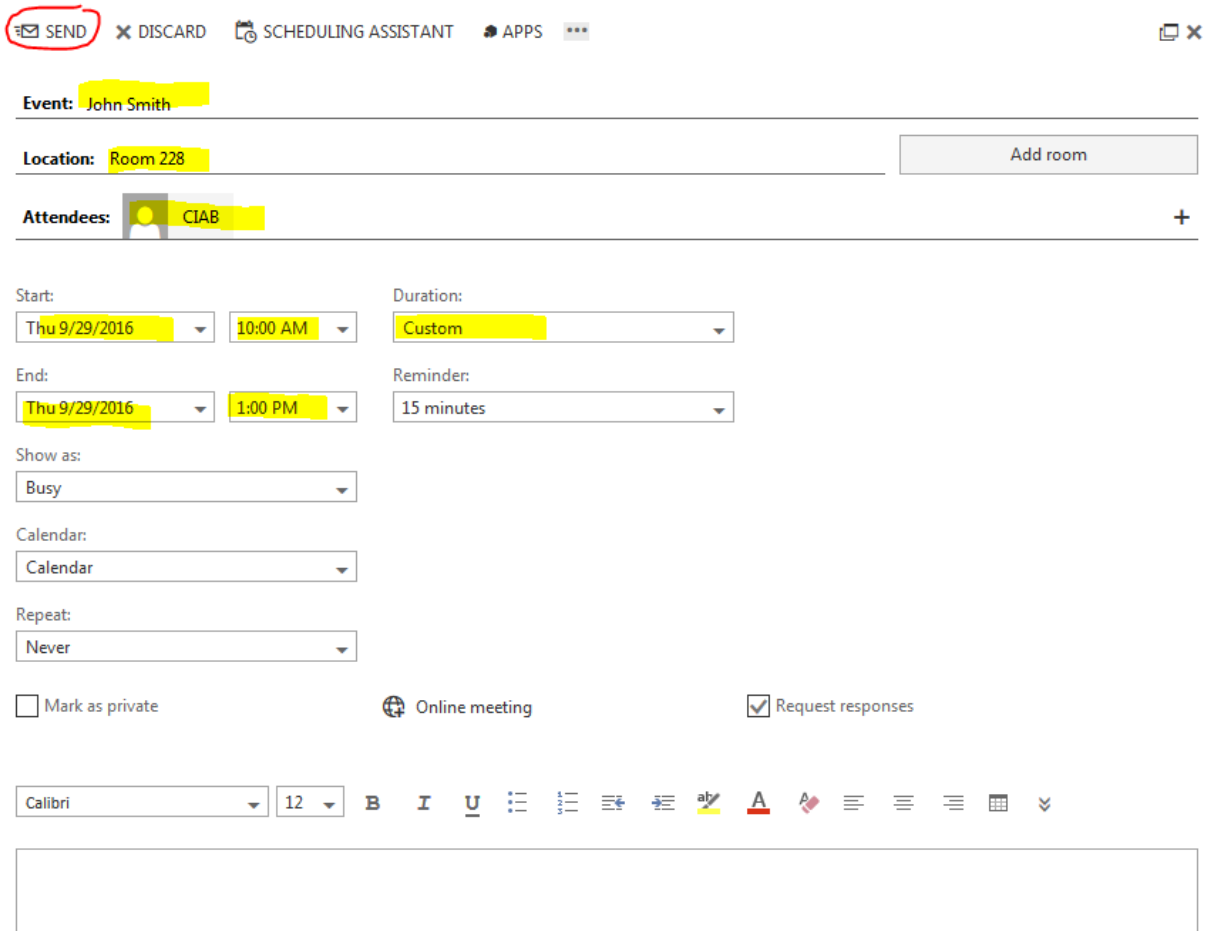
This will allow you to type in any length of a class or duration you need it for. (this usually is the full length of class, about 3 hours)

        iii. Once CUSTOM DURATION is selected, you will now be able to put the END DATE AND TIME (previously not seen unless CUSTOM is selected).

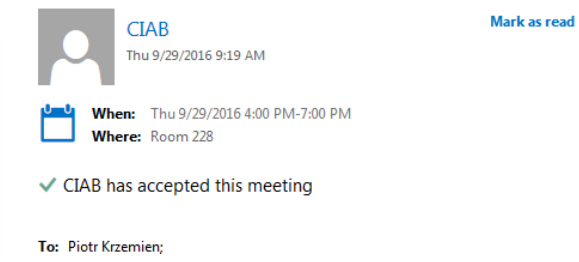
iv. Rest of the fields you can leave as DEFAULTS. EVEN THE BODY OF THE EVENT REQUEST – UNLESS YOU HAVE OTHER INFORMATION REGARDING THE REQUEST.

13. After all the fields are filled in, please click on SEND:

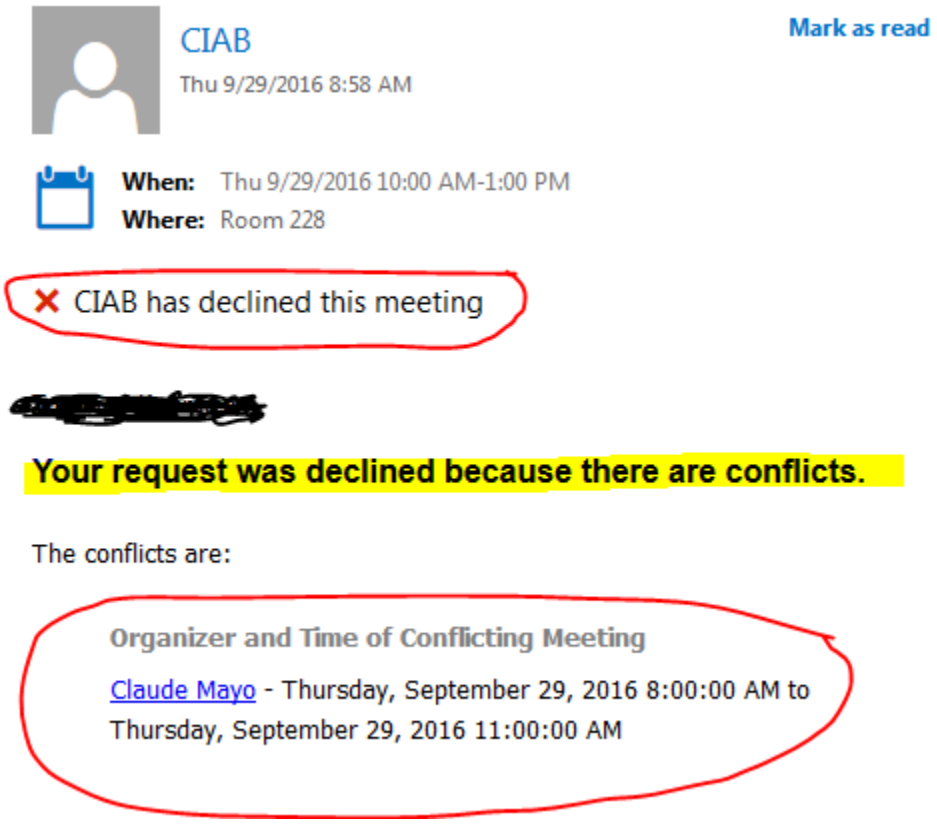
IMPORTANT: CLICKING SEND WILL SEND A NOTIFICACTION TO THE REQUESTING CALENDAR. THIS DOES NOT GUARANTEE APPROVAL. SOMEONE ELSE MIGHT REQUEST THE CIAB BEFORE YOU. IF THIS DOES NOT GET APPROVED, WITHIN A FEW SECONDS YOU SHOULD GET AN EMAIL WITH THE DECLINED REQUEST!!! (SEE BELOW)



If the request is approved, you will shortly receive an email similar to this:



***DECLINED REQUEST EMAIL NOTIFICATION:



CIAB

Thu 9/29/2016 8:58 AM

Mark as read

When: Thu 9/29/2016 10:00 AM-1:00 PM
Where: Room 228

CIAB has declined this meeting

[redacted]

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

Claude Mayo - Thursday, September 29, 2016 8:00:00 AM to Thursday, September 29, 2016 11:00:00 AM

14. If your request gets approved, you are done and you should expect the CIAB to be at your requested location on the requested date.

THANK YOU.