


How to Access Outlook for Study Room Booking Confirmation

These instructions are for Humber Libraries' study room booking system

1. Once you select a room and time, log in with your Humber credentials to start the booking process.
2. The request form will auto-fill your name and Humber email (@students.humber.ca or @humber.ca).

The screenshot shows the 'Booking Request' page. At the top, there is a breadcrumb trail: 'Humber Libraries / Humber Libraries Booking / North 4th Floor (Library) / Space Checkout'. Below this is the title 'Booking Request'. A table lists the booking details:

Item	Category	From	To	
 4083	North 4th Floor (Library)	8:00am Thursday, February 9, 2023	8:30am Thursday, February 9, 2023	Remove

Below the table, it says 'Fill out this form to start your booking'. The form fields are:

- Full Name: Jane Doe
- Email: jane.doe@students.humber.ca

At the bottom of the form are two buttons: 'Submit my Booking' and 'Logout'. At the very bottom of the page, it says 'Powered by Springshare. All rights reserved.'

Note: University of Guelph-Humber student emails are linked to Gryph Mail. Contact libaccess@humber.ca if you see an email domain error that blocks you from submitting the booking.

3. Write down the date and time and room number of your confirmed booking before logging out of your account.

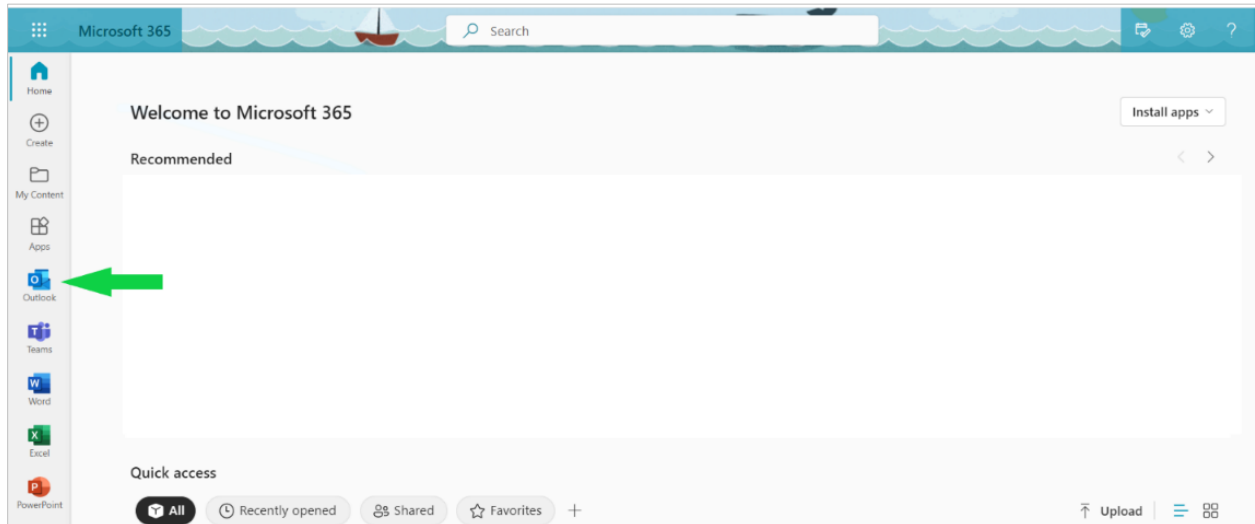
The screenshot shows the 'Confirmed' page. At the top, there is a breadcrumb trail: 'Humber Libraries / Humber Libraries Booking / North 4th Floor (Library) / Space Checkout'. Below this is a green checkmark icon followed by the word 'Confirmed'. The text says 'The following reservations have been made at North 4th Floor (Library):'. Below this is a box containing the reservation details:

North 4th Floor (Library)
4083: 8:00am - 8:30am, Thursday, February 9, 2023

At the bottom of the page are two buttons: 'Make Another Booking' and 'Logout'. At the very bottom of the page, it says 'Powered by Springshare. All rights reserved.'

4. For Humber students, the confirmation is sent to your Humber email. Sign-in to <https://humber.ca/microsoft365> and open **Outlook** to view the confirmation.

In Microsoft 365: the Outlook icon is found on the left side.



5. The confirmation email subject is “Your room booking has been confirmed”. The sender is Humber Libraries Booking from **alerts@mail.libcal.com**.

If you don't see the email in your Inbox then check the Junk Email folder for it.

