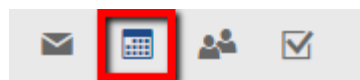


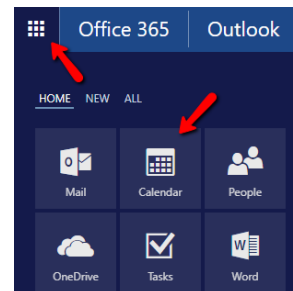


Submitting a Request to Reserve a Team Room in Correll Hall

1. Sign in to UGAMail at <http://ugamail.uga.edu>
2. Click **Log in to UGAMail**, enter UGA email and password, and click **Sign in**.
3. Switch to your calendar view clicking either (1) the calendar icon in bottom left menu or (2) the top left menu and then the calendar button.

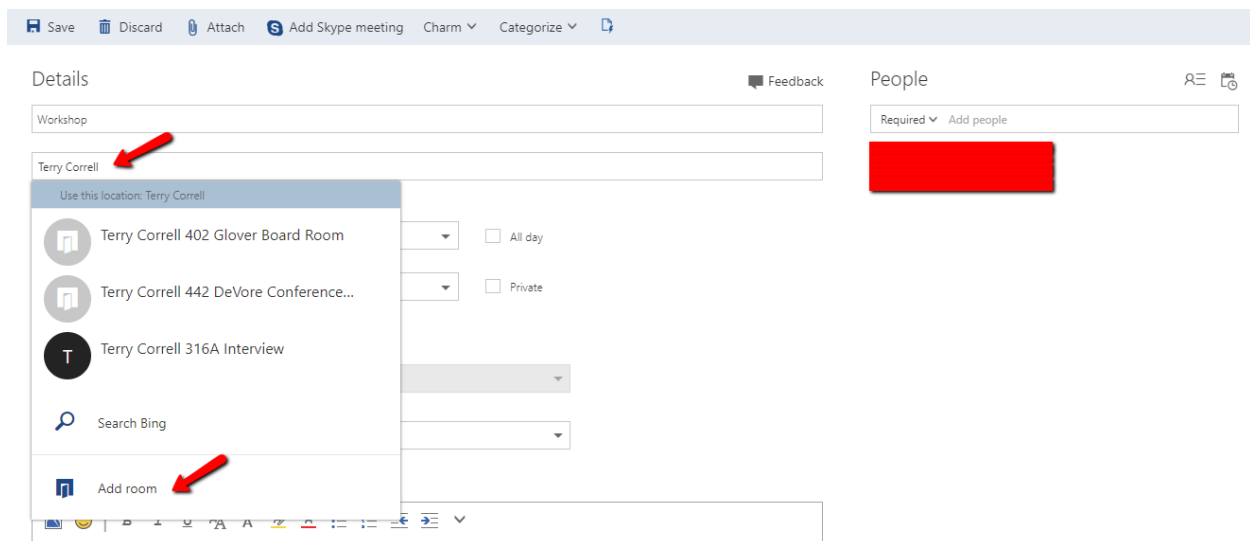


Bottom left menu



Top left menu

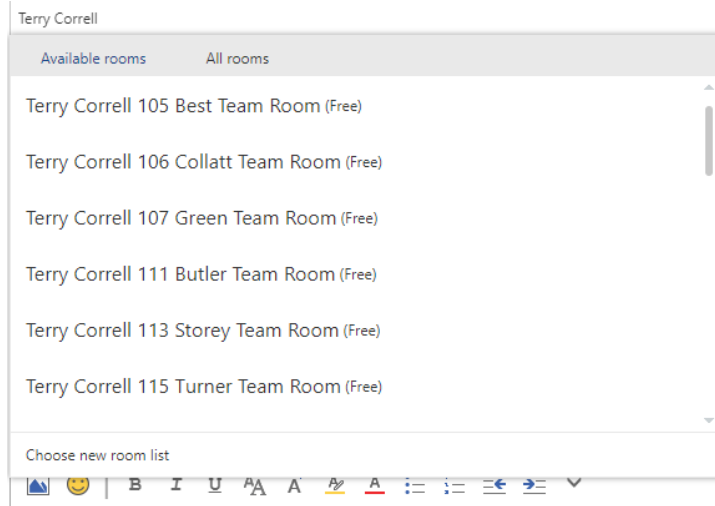
4. Click **New** to schedule an event.
5. Set the date and time.
6. Type "Terry Correll" in the **Add a location or a room** box. Click **Add room**.



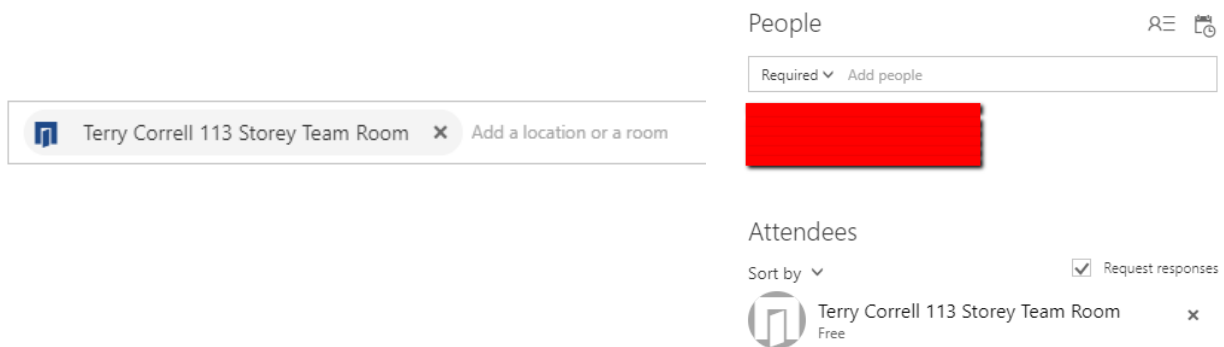
7. The following message will appear while the calendar retrieves the list of Correll rooms.



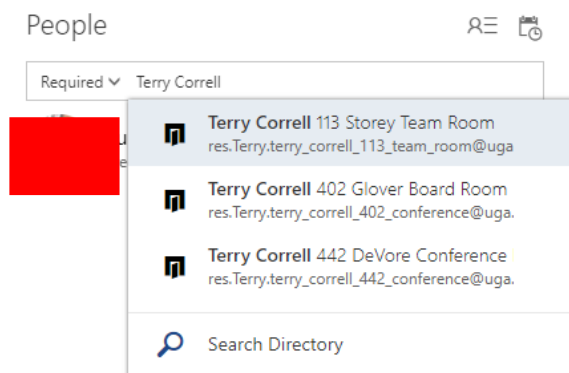
8. Click the team room you wish to reserve. Make sure the room is marked as **Free**.



9. The room will be selected in the **Add a location or a room** box and in the attendees list.



10. Alternatively, type the team room name in the **People** box and click on it.



11. Click **Save** to finalize the team room request.