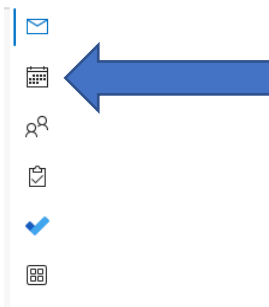


CITS “Loaner” Webinar Licenses are available.

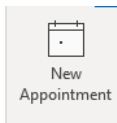
Please use your Outlook Calendaring feature to reserve a 100, 500 or 1,000 Webinar license. Please request your Webinar reservation at least 2 weeks prior to your Event. Availability is based on the needs of CITS and Central Administration first followed by requests from other schools and departments. Loaners should only be requested if you schedule less than 3 Events/Webinars per year. Please purchase a Webinar license for your department/school, if needed. Visit this page for instructions on how to purchase a Zoom Webinar.

Instructions for reserving a Webinar license:

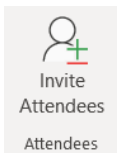
1. Open MS Outlook
2. Click on your Calendar icon or switch to Calendar view



3. Click New Appointment

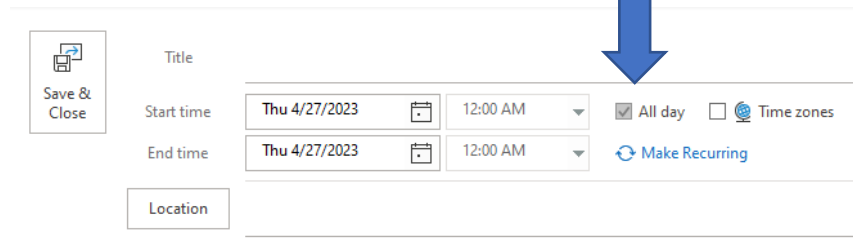


4. Click on Invite Attendees



5. Enter the Dates of your EVENT

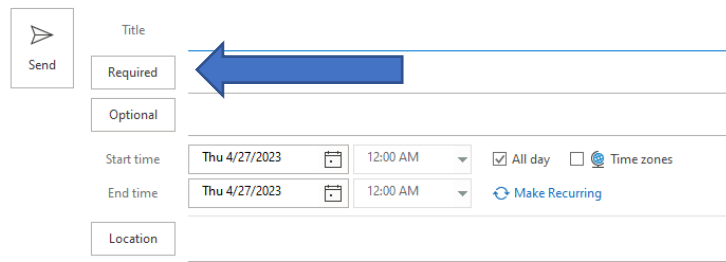
a. **Required:** Check the ALL DAY event box



The screenshot shows an event creation form. On the left is a 'Save & Close' button. The form has fields for 'Title', 'Start time', 'End time', and 'Location'. The 'Start time' and 'End time' fields are set to 'Thu 4/27/2023' at '12:00 AM'. To the right of these fields are checkboxes for 'All day' (checked) and 'Time zones'. Below the time fields is a 'Make Recurring' button. A large blue arrow points down to the 'All day' checkbox.

b. (Example, Event date is Thursday, January 21, 2021. Therefore, I am making the reservation from January 6, 2021 (2 weeks prior)- January 22, 2021 (1 day after the event to give yourself time to download reports)

6. Now, it's time to add the Webinar license needed. **In the Required Section, Click on Required...**

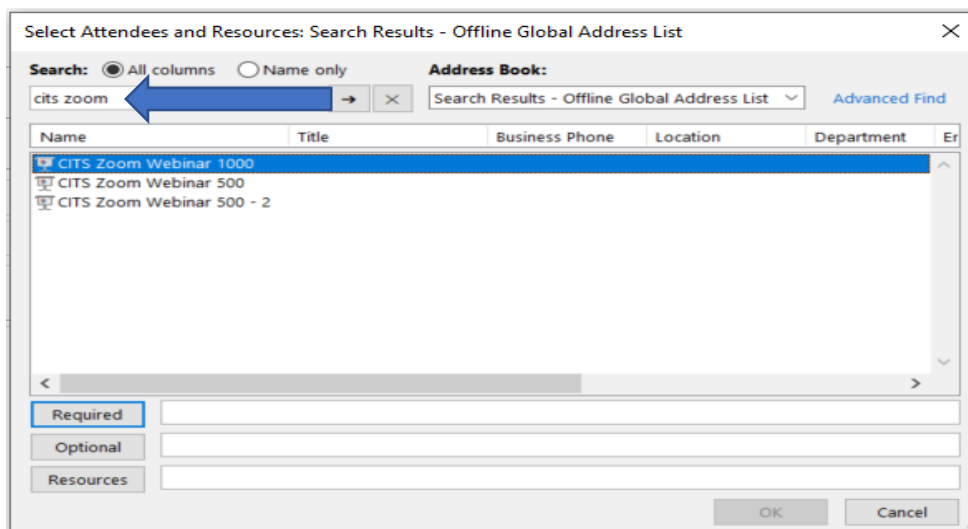


The screenshot shows the same event form as above. On the left side, there is a 'Send' button. In the 'Title' field area, there are two buttons: 'Required' and 'Optional'. A large blue arrow points to the 'Required' button.

7. Select which license you would like to use temporarily:

a. (Are you expecting less than 500 or 1,000 attendees? Select the appropriate license)







b. Begin typing: **cits zoom** in the Search window to see the 3 Webinar options.



The screenshot shows a search results window titled 'Select Attendees and Resources: Search Results - Offline Global Address List'. The search criteria are 'cits zoom'. The results list three items: 'CITS Zoom Webinar 1000', 'CITS Zoom Webinar 500', and 'CITS Zoom Webinar 500 - 2'. The first item is selected. At the bottom, there are buttons for 'Required', 'Optional', and 'Resources', each with an adjacent input field. 'OK' and 'Cancel' buttons are at the bottom right.

8. Select the CITS Zoom Webinar license you would like to reserve.

9. Continue to complete the other fields (Subject, Location)

 Send	Title			
	Required	<input type="radio"/> <u>CITS Zoom Webinar 500 - 2</u>		
	Optional			
	Start time	Thu 4/27/2023 	12:00 AM 	<input checked="" type="checkbox"/> All day <input type="checkbox"/>  Time zones
	End time	Thu 4/27/2023 	12:00 AM 	Make Recurring
Location	Zoom Webinar			

10. **Send** your request.

11. Your request will be submitted for Approval.