

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.

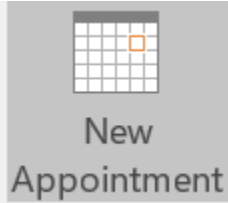
Loaners should only be requested if you schedule less than 3 Events/Webinars per year. Please purchase a Webinar license for your department/school, if needed. Visit this page for instructions on [how to purchase a Zoom Webinar](#).

Instructions for reserving a Webinar license:

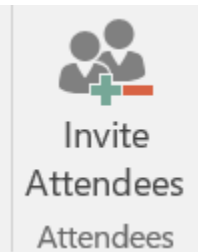
1. Open MS Outlook
2. Click on your **Calendar icon** or switch to Calendar view




3. Click **New Appointment**

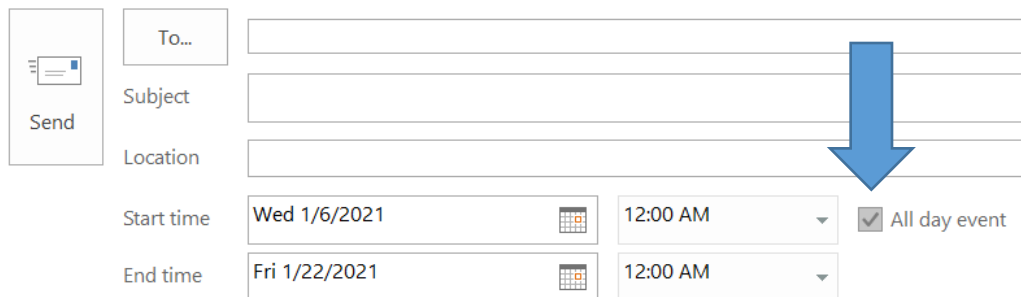


4. Click on Invite Attendees



5. Enter the Dates of your EVENT
 - a. **Required:** Check the ALL DAY event box

 You haven't sent this meeting invitation yet.

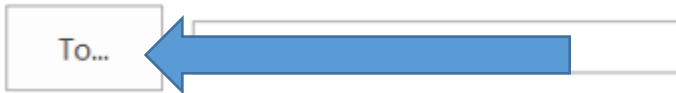
A screenshot of the Outlook meeting invitation form. The form includes fields for 'To...', 'Subject', and 'Location'. Below these are 'Start time' and 'End time' fields, each with a date and time selector. A blue arrow points down to the 'All day event' checkbox, which is checked. The 'Send' button is visible on the left side of the form.

To...			
Subject			
Location			
Start time	Wed 1/6/2021	12:00 AM	<input checked="" type="checkbox"/> All day event
End time	Fri 1/22/2021	12:00 AM	

- 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

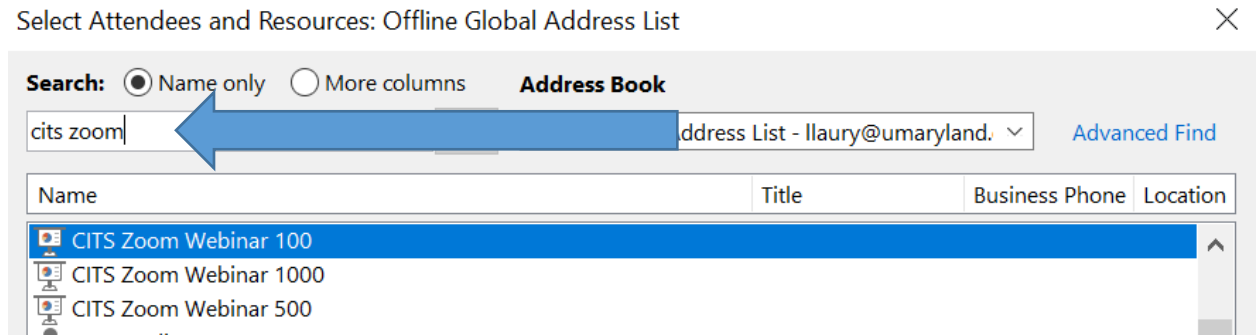
download reports)

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



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

- a. (Are you expecting less than 100, 500 or 1,000 attendees? Select the appropriate license)
- b. Begin **typing: cits zoom** in the Search window to see the 3 Webinar options.



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

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

	To...	<u>CITS Zoom Webinar 1000</u>		
	Subject	List name of the event		
	Location	Zoom Webinar		
	Start time	Wed 1/6/2021	12:00 AM	<input checked="" type="checkbox"/> All day event
	End time	Fri 1/22/2021	12:00 AM	
	<hr/>			

10. **Send** your request.

11. Your request will be submitted for Approval.