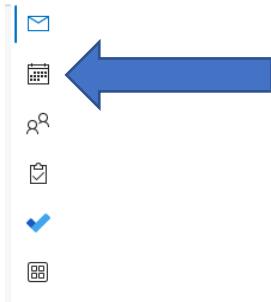


**CITS “Loaner” Webinar Licenses** are available.

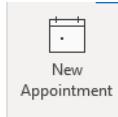
Please use your Outlook Calendaring feature to reserve a 100, 500 or 1,000 Webinar license. Please request your Webinar reservation at least 2 weeks prior to your Event. Availability is based on the needs of CITS and Central Administration first followed by requests from other schools and departments. 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:

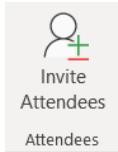
1. Open MS Outlook
2. Click on your Calendar icon or switch to Calendar view



3. Click New Appointment

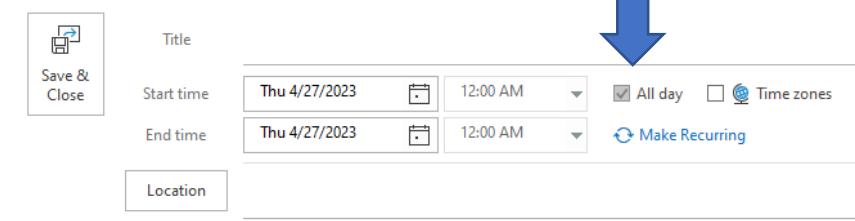


4. Click on Invite Attendees



5. Enter the Dates of your EVENT

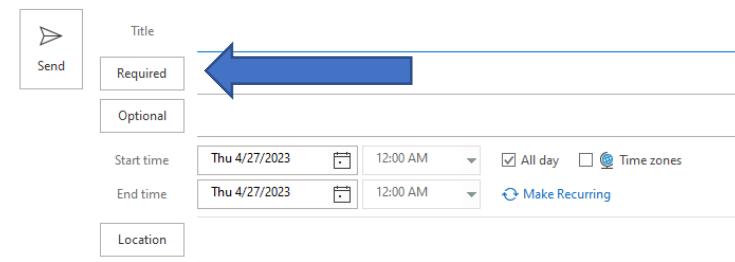
a. **Required:** Check the ALL DAY event box



Save & Close Title  
Start time Thu 4/27/2023 12:00 AM All day  Time zones  
End time Thu 4/27/2023 12:00 AM Make Recurring  
Location

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)

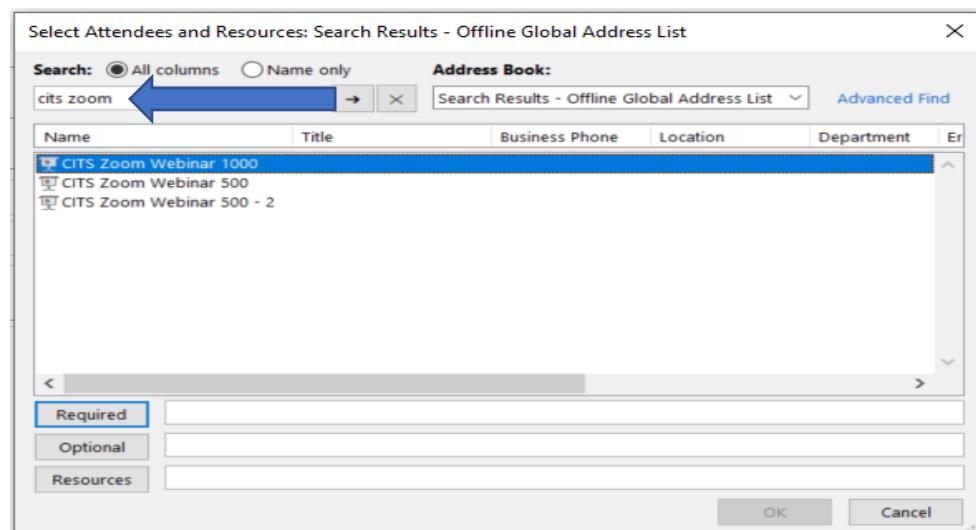
6. Now, it's time to add the Webinar license needed. **In the Required Section, Click on Required...**



Send Title  
Required  
Optional  
Start time Thu 4/27/2023 12:00 AM All day  Time zones  
End time Thu 4/27/2023 12:00 AM Make Recurring  
Location

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

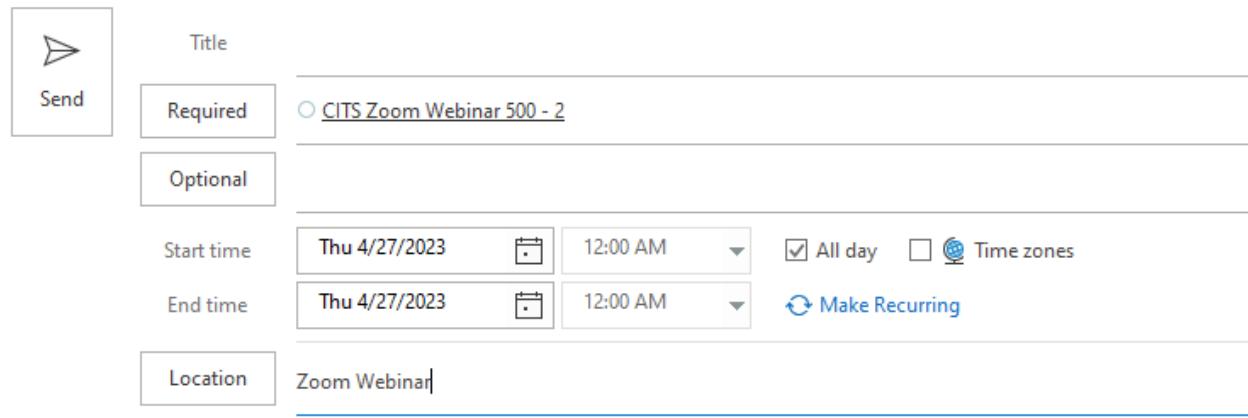
a. (Are you expecting less than 500 or 1,000 attendees? Select the appropriate license)  
b. Begin typing: **cits zoom** in the Search window to see the 3 Webinar options.



Select Attendees and Resources: Search Results - Offline Global Address List  
Search:  All columns  Name only Address Book:  Search Results - Offline Global Address List Advanced Find  
Name Title Business Phone Location Department  
CITS Zoom Webinar 1000  
CITS Zoom Webinar 500  
CITS Zoom Webinar 500 - 2  
Required  
Optional  
Resources  
OK Cancel

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

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



The screenshot shows a calendar application interface for creating a new event. On the left, there is a 'Send' button with an envelope icon. The event details are as follows:

- Title:** CITS Zoom Webinar 500 - 2
- Start time:** Thu 4/27/2023, 12:00 AM
- End time:** Thu 4/27/2023, 12:00 AM
- Location:** Zoom Webinar
- Checkboxes:** 'All day' is checked, 'Time zones' is unchecked.
- Buttons:** 'Make Recurring' and 'Send'.

10. **Send** your request.

11. Your request will be submitted for Approval.