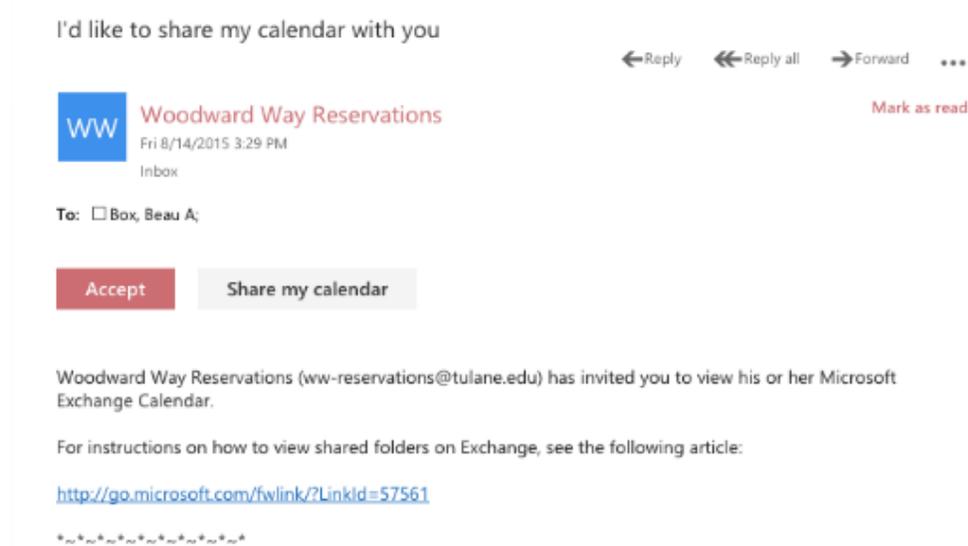


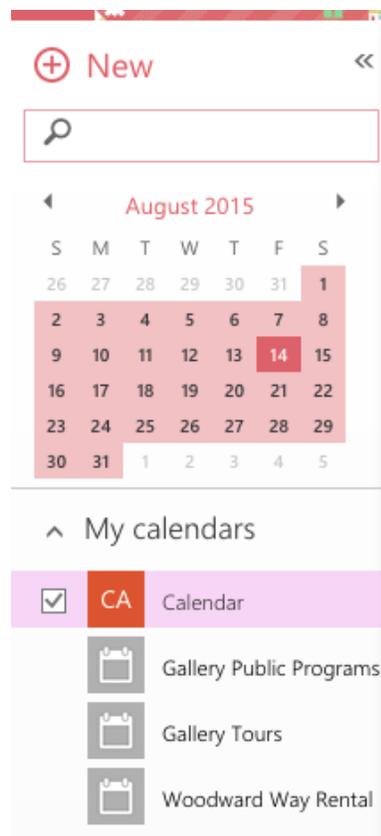


1. You will receive an email that looks like this:



2. Hit Accept

3. You should now see the Woodward Way Rental calendar listed under “My Calendars”:





4. Schedule your event on the Woodward Way Rental calendar (see drop down below) and be sure to list ww-reservations in the Attendees line:

✉ Send ✕ Discard 🗒 Scheduling assistant 🧩 Add-ins ⋮ 🗄 ✕

• Responses won't be tallied for events saved on this calendar. To tally responses, use your primary calendar.

Event TEST

Location Add room

Attendees Woodward Way Reservations ✕ +

Start: Duration:

Show as: Reminder:

Calendar: 🌐 Online meeting

- Calendar
- Gallery Public Programs
- Gallery Tours
- ✓ Woodward Way Rental

5. Once you hit send, we will receive a notice that we, in turn, will accept. Voila, your event is reserved!