

Spaces Module FAQ

1. What times can I request a virtual meeting?

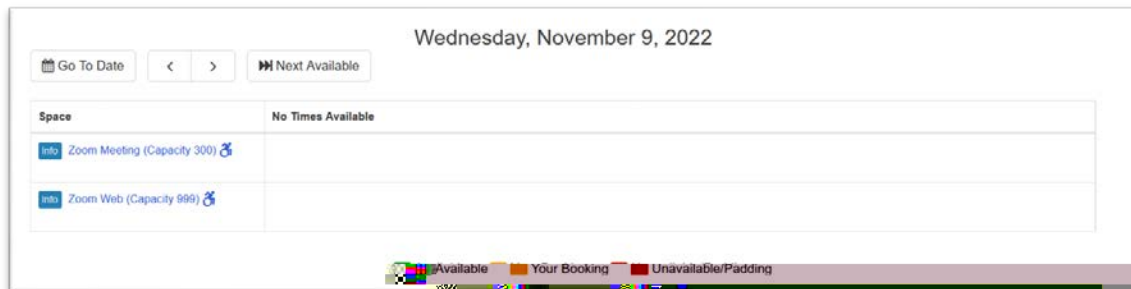
- a. The available meeting time slots remain the same, 1:00 -2:00 -4:00

2. What days can I request a virtual meeting?

- a. The available meeting days remain the same, Monday, Wednesday, and Friday.

3. How will I know if the date that I would like to request a meeting is available?

- a. Click on Go to Date to open the calendar and select the date you desire to have your meeting to see if it is available. *Please refer to the text below the two Zoom meeting rooms to determine the availability status of a room and or time slot.*

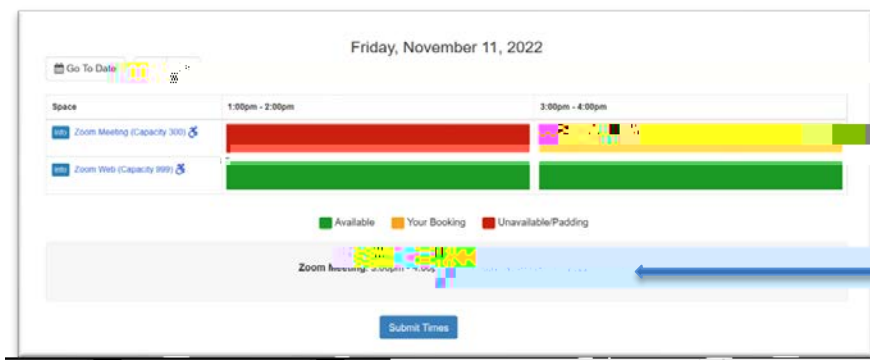


4. What if a meeting slot is blank?

- a. If a meeting slot is blank, that means you are not able to request a meeting for that time slot. *Meetings **must** be requested at least 7 days in advance of your desired meeting date.*

5. What if I make a mistake and request the wrong time slot?

- a. If you have not filled out the virtual meeting request **form**, you can simply click the trash icon below the time slot, and it will make that slot available again.



6. How do I proceed if the date and time of my selection is correct?

- a. Click Submit Times to proceed with your virtual meeting request.

