**How to Book / Reserve a room in Lotus Notes**

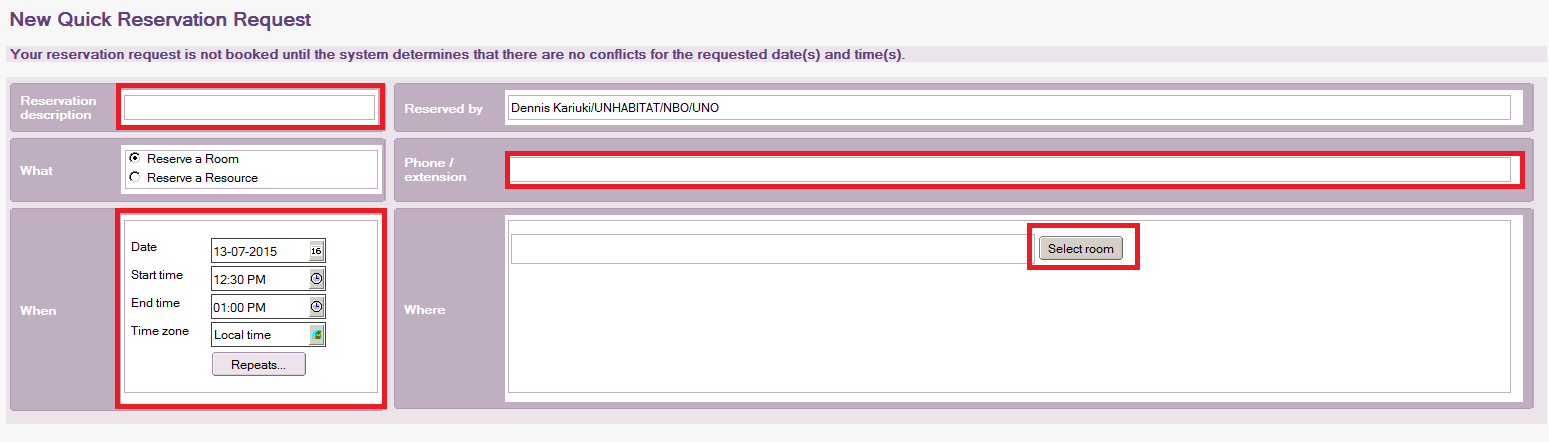
1. Click on the UNON Applications Portal icon to access the available applications:



1. Click on the **UNON Resources** icon under **ICTS Applications** to open the reservations page where you can view existing reservations and/or make new reservations:



1. Click on the **Quick Reservation** Icon at the top of the screen to book a room: 
2. Fill in the **description**, **reservation date**, **phone extension**, and click on the **select room** icon to choose a meeting room:



1. Click **save and close** to send the room reservation request to the approver: 
2. An information dialog will appear showing the approvers of the room. Click on Ok.
3. You will receive a confirmation email when the booking is Accepted or Declined by the approver.

NOTE: **Kindly send all meeting set-up requests 24 hours before the meeting begins to ensure that all necessary equipment is tested and set-up correctly.**