RESERVE A CLASSROOM FOR INFORMAL STUDY ACTIVITIES

ACADEMIC YEAR 2023-2024

QUICK START GUIDE
Vrije Universiteit Brussel

Choose entrance

Public Timetable Pages  Timetables per Educational Programme and per Course

Students  Timetables for VUB-students
LOG IN WITH YOUR VUB ACCOUNT (VUB E-MAIL ADDRESS)

FIRST NAME.LAST NAME@VUB.BE

Aanmelden

E-mailadres, telefoonnummer of Skype-naam

Hebt u geen toegang tot het account?

Volgende

Welcome to the Office 365 environment of the Vrije Universiteit Brussel. You can log on with your VUB email address. If you have an issue, please contact the ICT-Helpdesk by sending an email to helpdesk@vub.be.
GO TO TE RESERVE

TE Vrije Universiteit Brussel

Productie

- My schedule (under construction)
  generate your personal timetable automatically after registration of your courses

- Timetable for Students
  Create your own timetable

- TE Reserve
  Book a classroom for informal study activities (only during 2x13 teaching weeks)
READ THE BOOKING CONDITIONS

CONDITIONS:

1. After confirming my booking, I agree to compensate for any damage or theft.
2. I agree to the obligation to cancel the reservation myself, if the planned activity does not take place, so someone else can reserve the room.
3. I agree with a ban on subletting.
4. I agree to the cancellation of my reservation by Central Timetabling dpt. due to circumstances beyond our control. I will be notified by e-mail.
SELECT THE DESIRED DAY
RESERVATION RESTRICTION: UP TO 7 DAYS AND THE EARLIEST TOMORROW

QUICKSTART: Select the day, navigate to the preferred time block, set the duration (maximum 3 hours). Fill in the agreement to compensate for any damage or theft. I agree to the obligation to cancel the reservation myself, if the room is not in use. I agree with a ban on subletting. I agree to the cancellation of my reservation by Central Timetabling.

<table>
<thead>
<tr>
<th>wks2</th>
<th>Monday 11/9</th>
<th>Tuesday 12/9</th>
<th>Wednesday 13/9</th>
<th>Thursday 14/9</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.2.06</td>
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<tr>
<td>D.2.09</td>
<td></td>
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</tbody>
</table>
NAVIGATE TO A TIME SLOT WHICH IS AVAILABLE

AVAILABLE TIME SLOTS ARE WHITE, UNAVAILABLE TIME SLOTS ARE GRAY

<table>
<thead>
<tr>
<th>wk52</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>1</th>
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<tr>
<td>D.2.06</td>
<td>🔄</td>
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<td>🔄</td>
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</tbody>
</table>

09:00 - 10:00
SELECT THE TIME SLOT AND ADJUST IT IF NECESSARY

TIME RESTRICTION: MAX. TIME SLOT 3 HR, 3 HR PER DAY, 9 HR PER WEEK
FILL OUT THE FORM AND CLICK "CONFIRM MY RESERVATION"

TIME RESTRICTION: MAX. TIME SLOT 3 HR, 3 HR PER DAY, 9 HR PER WEEK

---

**Begin**: 09:00

**End**: 12:00

**Room**: D.2.06

**Number of persons**: 2

**TE reserve student**: Subject of your activity

**Agree terms and conditions**: Ja, ik ga akkoord

**E-mail**: firstname.lastname@vub.be

**confirm my reservation**
SEND YOURSELF A CONFIRMATION EMAIL IF DESIRED, OR EXIT THE APPLICATION, OR MAKE ANOTHER RESERVATION

YOU CAN THEN ADD THIS RESERVATION TO YOUR ELECTRONIC CALENDAR

Thank you for your reservation!

Tuesday
09:00 - 12:00 CET

Room: D.2.06
Number of persons: 2
TE reserve student: Subject of your activity
Agree terms and conditions: Ja, ik ga akkoord/Yes I agree
E-mail: firstname.lastname@vub.be

Show reservation information

Send email

Make more reservations
FOLLOW THE SAME STEPS FOR YOUR CANCELLATION
ENTER YOUR EMAIL ADDRESS AND CLICK "SEND EMAIL"

E-mail address
firstname.lastname@vub.be

Subject
subject of your activity

Message
The following reservation was made in TimeEdit. Please do not reply to this message.

Send email
YOU WILL SEE THE CONFIRMATION OF SENDING YOUR EMAIL
The following reservation was made in TimeEdit. Please do not reply to this message.

**Tuesday 12 Sep 2023 wk52**

**09:00 - 12:00** CET

**Room**

D.2.06

**Number of persons**

2

**Subject of your activity**

Ja, ik ga akkoord/Yes I agree

**E-mail**

erwin.van.de.velde@vub.be

**ID**

60481

**Modified**

08-09-2023 19:42
IMPORT YOUR RESERVATION INTO YOUR OUTLOOK CALENDAR
BY DOUBLE-CLICKING ON THE ICON

The following reservation was made in TimeEdit:

**Tuesday**
12 Sep 2023

**Room:** D.2.06
**Number of persons:** 2
**Subject of your activity:**
**E-mail:** erwin.vandenvelde@vub.be
**ID:** 60481
**Modified:** 08-09-2023 19:42
CLICK ON SAVE AND CLOSE

Subject of your activity

<table>
<thead>
<tr>
<th>Titel</th>
<th>Begin tijd</th>
<th>Eind tijd</th>
<th>Locatie</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>di 12/09/2023 9:00</td>
<td>di 12/09/2023 12:00</td>
<td>D.2.06</td>
</tr>
</tbody>
</table>

Ja, ik ga akkoord/Yes I agree
erwin.van.de.veldes@vub.be
ID 60481
Thank you for your reservation!

09:00 - 12:00 CET

Room: D.2.06
Number of persons: 2
TE reserve student: Suject of your activity
Agree terms and conditions: Ja, ik ga akkoord/Yes I agree
E-mail: erwin.van.de.velde@vub.be

Confirmations sent to erwin.van.de.velde@vub.be

Make more reservations