**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.

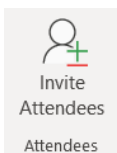Instructions for reserving a Webinar license:

1. Open MS Outlook

2. Click on your Calendar icon or switch to Calendar view
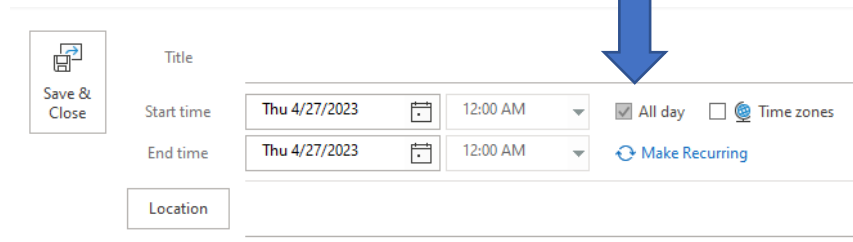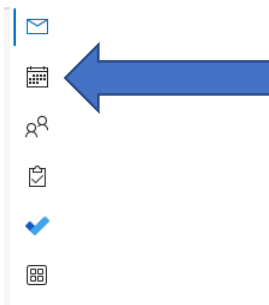

3. Click New Appointment
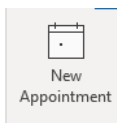
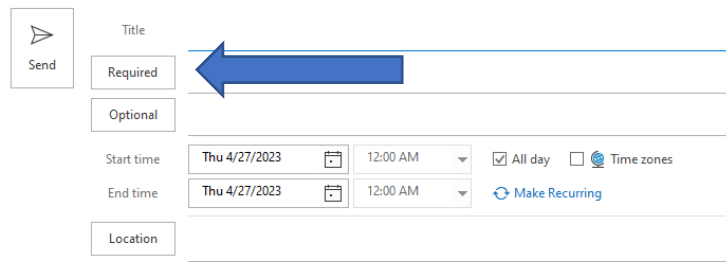4. Click on Invite Attendees

5. Enter the Dates of your EVENT

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

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)

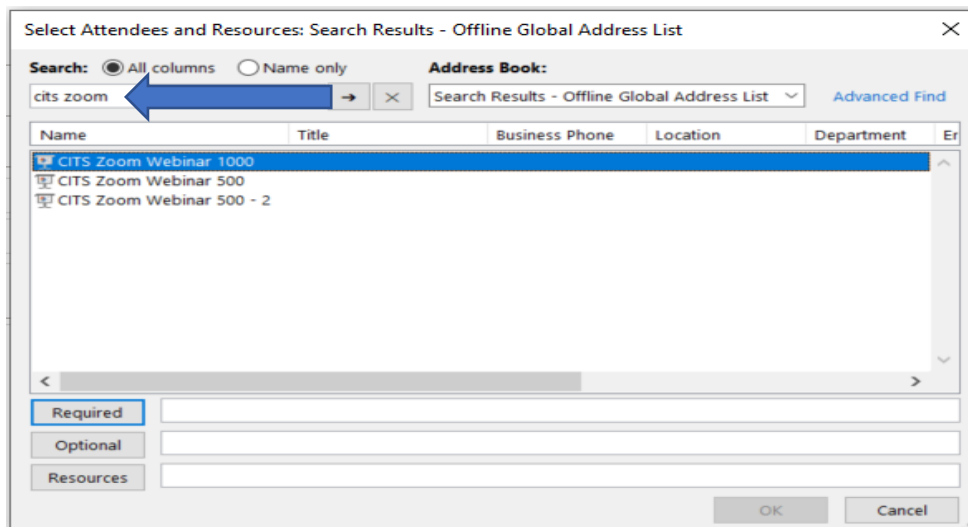6. Now, it's time to add the Webinar license needed. **In the Required Section, Click on Required...**

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.

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

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

10. **Send** your request.

11. Your request will be submitted for Approval.