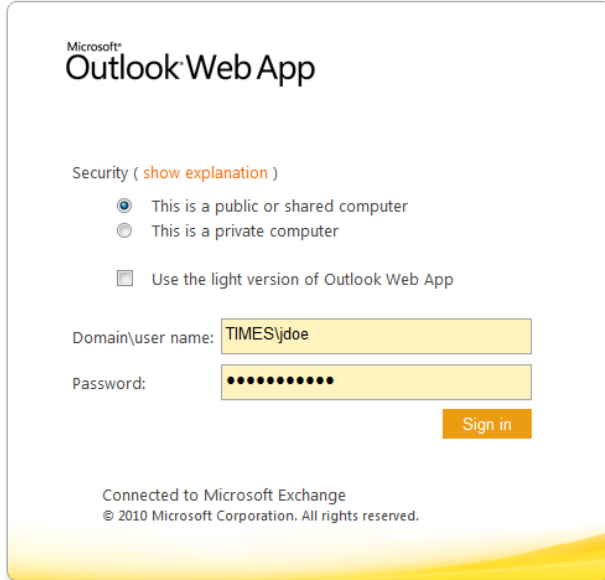


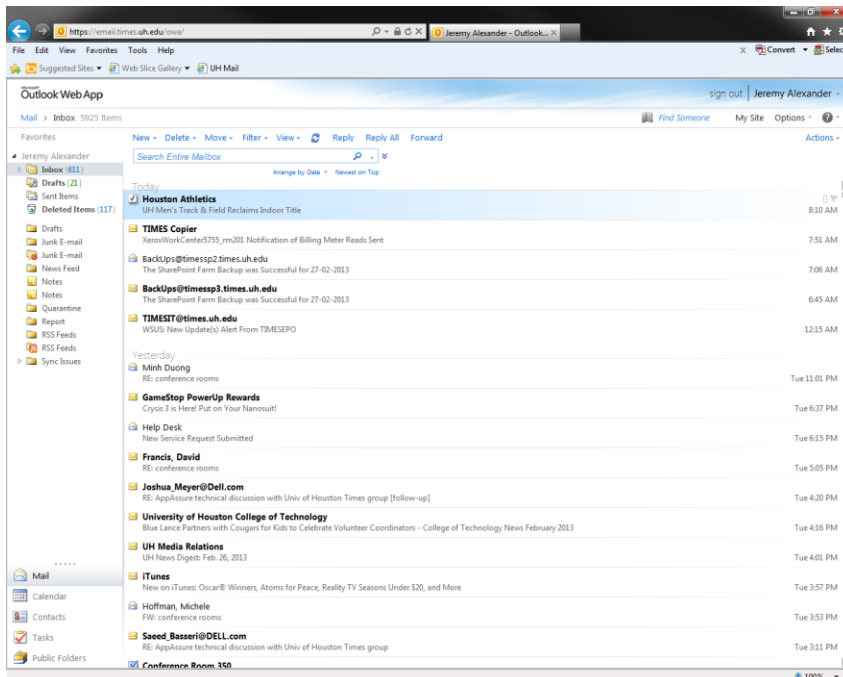
To access TIMES webmail, you will first go to this address via a web browser:

<https://mail.times.uh.edu/>

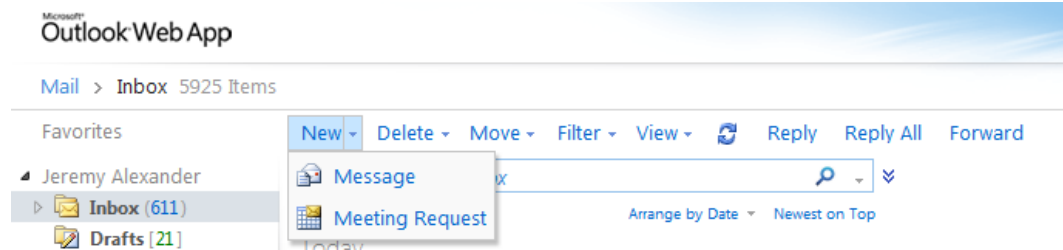
You will then be presented with a log in page that is similar to the below image:



You will enter in your TIMES user account information in this format `TIMES\username` and your TIMES user password as pictured above. If this is the first time you have logged in, you will be asked for some regional questions such as which times zone you prefer. Your mailbox will then load with a similar layout to Outlook.



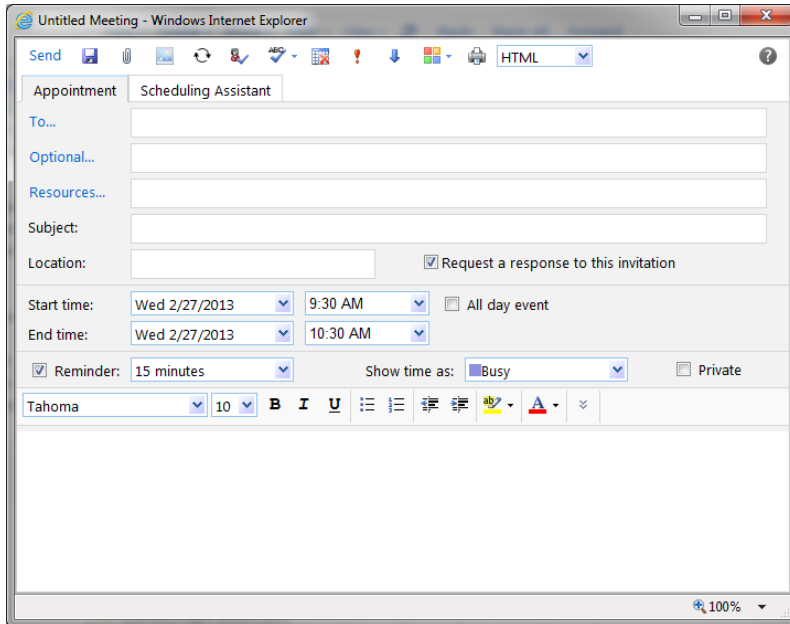
All mail and folders that you have will be on this main page and function similar to Outlook. To create a new message you can just click the “new” button from the toolbar and a new mail item will appear. To create a new meeting you will select the drop down menu from the left side of the new button and select meeting request.



The 3rd floor of the HBSC building has three conference rooms. Those rooms are available via their respective room numbers:

- Conference Room 302
- Conference Room 350
- Conference Room 352

You can add those rooms by selecting “Resources”:



From the “Resources” item, you will then see all resources. Please select the “All rooms” filter on the left and you can select one of the three available rooms.

