



VRIJE
UNIVERSITEIT
BRUSSEL

RESERVE A CLASSROOM FOR INFORMAL STUDY ACTIVITIES

ACADEMIC YEAR 2023-2024

QUICK START GUIDE



GO TO THE LINK BELOW AND CLICK ON STUDENTS

CLASS SCHEDULES AND EXAM SCHEDULES



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

Microsoft

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

Vrije Universiteit Brussel / **Students**

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

TE Reserve

< 11 - 17 Sep >





QUICKSTART : Select the day, navigate to the preferred time block, set the duration (maximum 3 hours). Fill in the form and agree to compensate for any damage or theft 2. I agree to the obligation to cancel the reservation myself, if the room 3. I agree with a ban on subletting 4. I agree to the cancellation of my reservation by Central Timetabling department.

wk52	Monday 11/9	Tuesday 12/9	Wednesday 13/9	Thursday 14/9
	8 9 10 11 12 13 14 15 16 17 18 19 20 21 8	9 10 11 12 13 14 15 16 17 18 19 20 21 8	8 9 10 11 12 13 14 15 16 17 18 19 20 21 8	8 9 10 11 12 13 14 15 16 17 18 19 20 21 8
D.2.06				
D.2.09				

NAVIGATE TO A TIME SLOT WHICH IS AVAILABLE

AVAILABLE TIME SLOTS ARE WHITE, UNAVAILABLE TIME SLOTS ARE GRAY

wk52	8	9	10	11	12	1
D.2.06 		09:00 - 10:00				
D.2.09 						

SELECT THE TIME SLOT AND ADJUST IT IF NECESSARY

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

wk52	8	9	10	11	12
D.2.06 <small>i</small>		09:00 - 10:00			
D.2.09 <small>i</small>					

Tue 12 September 2023

Begin
09:00 ▾

End
10:00 ▾

Room
D.2.06

10:00
11:00
12:00

FILL OUT THE FORM AND CLICK "CONFIRM MY RESERVATION"

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

Tue 12 September 2023

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/Y

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
12
Sep 2023
wk52

09:00 - 12:00 CET

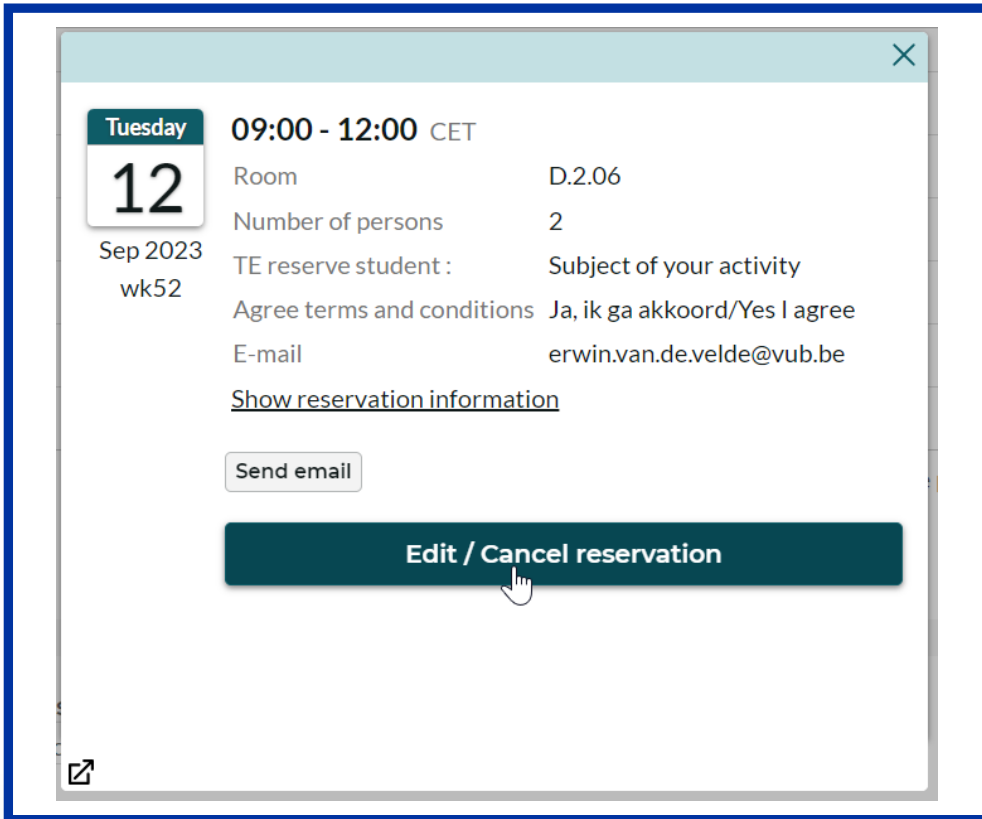
Room	D.2.06
Number of persons	2
TE reserve student :	Subject of your activity
Agree terms and conditions	Ja, ik ga akkoord/Yes I agree
E-mail	firstname.lastname@vub.be

[Show reservation information](#)

Send email

Make more reservations

FOLLOW THE SAME STEPS FOR YOUR CANCELLATION

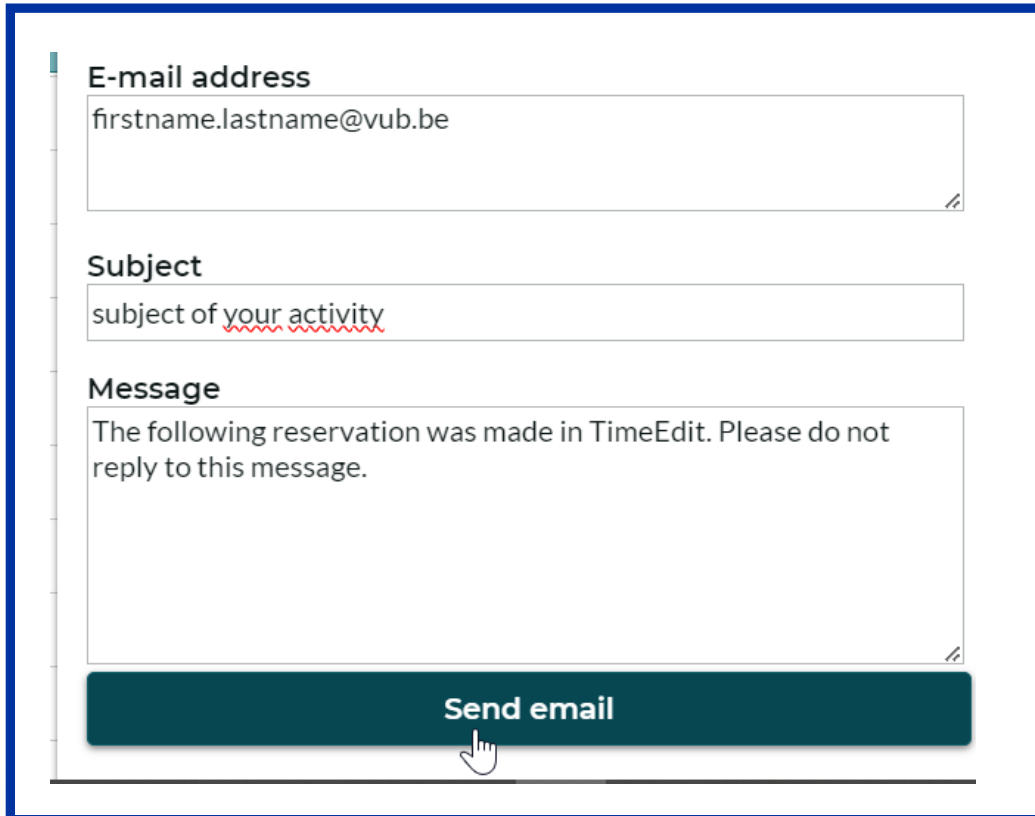


The screenshot displays a reservation management window with the following details:

- Day:** Tuesday
- Date:** 12 Sep 2023, wk52
- Time:** 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:** erwin.van.de.velde@vub.be

Below the details, there is a link for [Show reservation information](#), a [Send email](#) button, and a prominent dark green button labeled **Edit / Cancel reservation** with a mouse cursor pointing to it.

ENTER YOUR EMAIL ADDRESS AND CLICK "SEND EMAIL"



The image shows a screenshot of an email form interface. It is enclosed in a blue border. The form consists of three input fields and a button. The first field is labeled "E-mail address" and contains the text "firstname.lastname@vub.be". The second field is labeled "Subject" and contains the text "subject of your activity", with the words "your activity" underlined in red. The third field is labeled "Message" and contains the text "The following reservation was made in TimeEdit. Please do not reply to this message." Below the message field is a dark green button with the text "Send email" in white. A white hand cursor is positioned over the button, indicating it is clickable.

YOU WILL SEE THE CONFIRMATION OF SENDING YOUR EMAIL

Thank you for your reservation!

Tuesday
12
Sep 2023
wk52

09:00 - 12:00 CET

Room	D.2.09
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](#)

Confirmations sent to `firstname.lastname@vub.be`

Make more reservations

GO TO YOUR OUTLOOK EMAIL

The following reservation was

noreply@reservations....
TimeEdit - Nieuwe reservering
De volgende reservering is

VUB ICT Service Desk
Comments have been added t...
Dear OWSA - SPlus team

Microsoft namens uw ...
U hebt taken die te laat zijn:
Hallo ERWIN. U heeft 4 taken

▼ **Gisteren**

noreply@reservations....
TimeEdit - Nieuwe reservering
De volgende reservering is

TimeEdit_2023-09-08_17_42.ics
808 bytes

[Bericht vertalen naar het: Nederlands](#) | [Nooit vertalen vanuit het: Engels](#) | [Vertaalvoorkeuren](#)

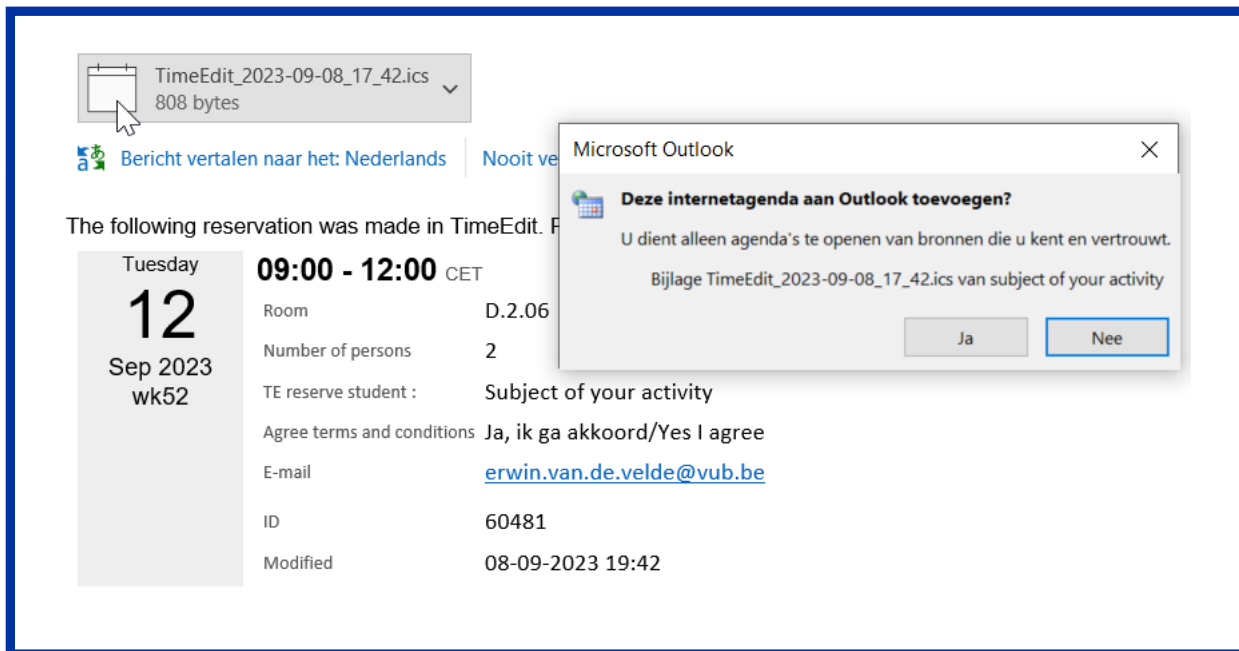
The following reservation was made in TimeEdit. Please do not reply to this message.

Tuesday
12
Sep 2023
wk52

09:00 - 12:00 CET

Room	D.2.06
Number of persons	2
TE reserve student :	Subject of your activity
Agree terms and conditions	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

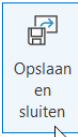


The screenshot shows an Outlook interface with a reservation details card and a dialog box. The reservation card displays the following information:

Tuesday	09:00 - 12:00 GET
12	Room D.2.06
Sep 2023	Number of persons 2
wk52	TE reserve student : Subject of your activity
	Agree terms and conditions Ja, ik ga akkoord/Yes I agree
	E-mail erwin.van.de.velde@vub.be
	ID 60481
	Modified 08-09-2023 19:42

The dialog box, titled "Microsoft Outlook", asks: "Deze internetagenda aan Outlook toevoegen?" (Add this internet calendar to Outlook?). It includes the text: "U dient alleen agenda's te openen van bronnen die u kent en vertrouwt." (You should only open agendas from sources you know and trust.) and "Bijlage TimeEdit_2023-09-08_17_42.ics van subject of your activity" (Attachment TimeEdit_2023-09-08_17_42.ics from subject of your activity). There are two buttons: "Ja" (Yes) and "Nee" (No).

CLICK ON SAVE AND CLOSE



Opslaan en sluiten

Titel Subject of your activity

Begintijd di 12/09/2023 9:00 Hele dag Tijdzones

Eindtijd di 12/09/2023 12:00 [Terugkerend maken](#)

Locatie D.2.06

Ja, ik ga akkoord/Yes I agree
erwin.van.de.velde@vub.be
ID 60481

Vandaag < > 12 - 17 september 2023

	dinsdag	woensdag
	12	13
	on campus	Thuiswerk
0:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00	Subject of your activity D.2.06	
9:00		
10:00		

✕

Thank you for your reservation!

Tuesday

12

Sep 2023
wk52

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	erwin.van.de.velde@vub.be

[Show reservation information](#)

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

Make more reservations

Succes!