Adding Room Schedulers

Instructions:

- 1. Login to <u>http://dledit.ucsf.edu</u> using your windows username and password.
- 2. Click the magnifying glass and search for WGVCV.



3. Select your Floor from the list. Double click and a popup will appear.

groups

/ wgvcv		×	;
DISPLAY NAME	٠	GRO	EMAIL ADDRESS
WGVCV - Room Schedulers - Floor 10		Distr	WGVCVRmSchedFlr10@ucsf.edu
WGVCV - Room Schedulers - Floor 11		Distr	WGVCVRmSchedFlr11@ucsf.edu
WGVCV - Room Schedulers - Floor 12		Distr	WGVCVRmSchedFlr12@ucsf.edu
WGVCV - Room Schedulers - Floor 2		Distr	WGVCVRmSchedFir2@ucsf.edu
WGVCV - Room Schedulers - Floor 3		Distr	WGVCVRmSchedFlr3@ucsf.edu
WGVCV - Room Schedulers - Floor 4		Distr	WGVCVRmSchedFlr4@ucsf.edu
WGVCV - Room Schedulers - Floor 5		Distr	WGVCVRmSchedFlr5@ucsf.edu
WGVCV - Room Schedulers - Floor 6		Distr	WGVCVRmSchedFlr6@ucsf.edu
WGVCV - Room Schedulers - Floor 7		Distr	WGVCVRmSchedFlr7@ucsf.edu
WGVCV - Room Schedulers - Floor 8		Distr	WGVCVRmSchedFlr8@ucsf.edu
WGVCV - Room Schedulers - Floor 9		Distr	WGVCVRmSchedFir9@ucsf.edu

4. Select **membership** in the side menu and it will display those who currently have access to schedule conference rooms on the selected floor.

WGVCV - Room Schedulers - Floor 2		
general ownership • membership approval delivery management message approval email options MailTip group delegation	Members: +	

 Using the + or – buttons above the list, Add or Remove members from the list. Another popup will appear to allow you to search for members. Select the name, click add ->, then OK. Verify the names added to the list then click Save.

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Adding Floor Owners

To add Floor Owners, Current Floor Owners need to submit an IT ServiceNow Ticket with the following information:

Please add the following to the list of owners in *<name of the list>* on <u>http://dledit.ucsf.edu</u>:

- John.Doe@ucsf.edu
- Jane.Smith@ucsf.edu
- ...and so on