How to book a poster printing slot using HeelMail:

- Go to [heelmail.unc.edu](http://heelmail.unc.edu) and log in with your ONYEN.
- Click on Calendar in the bottom left corner and find the date you want to reserve the room.
- Next, find the specific 30-minute time slot on that day and click on it:

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    Thursday, August 24, 2017
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- Right click on the time slot and select “**New**”.
- Next, under the “People” header on the right side, Invite “**OSA Poster Printer**” to the event:
Next, look at the “Suggested times” column on the right side of the screen to see if your time slot is available. If it is not available, select an alternative available slot.
Next, title your event “[Your Name] Poster Printer Reservation” and make the location “Rosenau 264”

Next, click “Send” and please allow at least 24 hours for the reservation to be confirmed by the Office of Student Affairs.

If you have any questions, please email sph-os@unc.edu or call the Office of Student Affairs at 919-966-2499