

Yesler Terrace Parking Reservations

For occasional visitors to Yesler, we have set up a parking reservation system in Outlook for two parking spaces. Here are some key points:

1. **Prior to using the parking reservation system, you must submit a Yesler Terrace Visitor Parking Registration form.** Once your request is processed, your access card will be updated to add the Yesler parking garage.
2. The maximum reservation time is 3 hours.
3. No recurring reservation series are allowed.
4. Park in any available space on the lower parking level (P2 employee parking).
5. Print and display the reservation acceptance on the dashboard of your car.

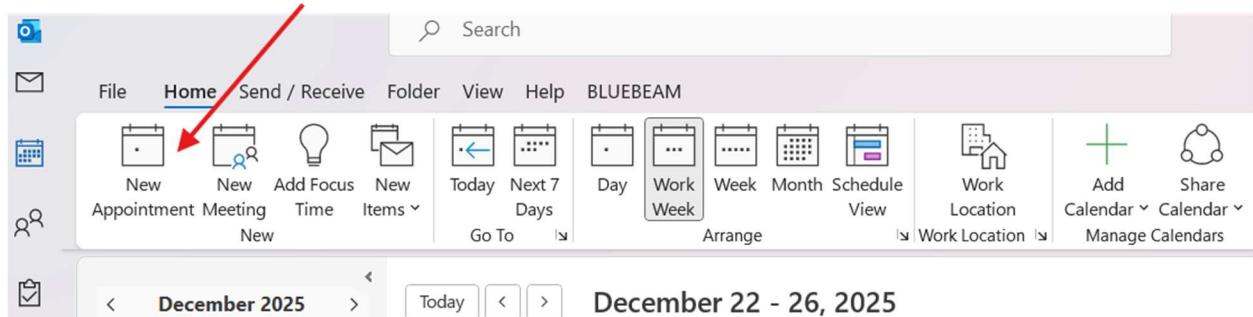
Instructions

1. Open the Outlook calendar and select “**New Appointment**”.
2. Fill in the details of the **Date, Start and End Time, and descriptive Title** for the reservation e.g. “Jane Smith - Visitor Reservation”.
3. Select the “**Location**” button to select a visitor space. Type in “**Yesler**” and press enter on the keyboard to search for visitor parking spaces. The two options are:
 - Yesler – Visitor Parking 1
 - Yesler – Visitor Parking 2
4. Double click on the visitor space you want to reserve and select the “**OK**” button.
5. The meeting invite will now show the selected visitor space in the “Required” and “Location” lines.
6. Select the “**Scheduling Assistant**” menu to check if the visitor space is available for the requested time. A blue bar indicates times that the visitor space is booked. If the visitor space is available, select “**Send**” to make the reservation.
7. **You will receive an email accepting the reservation if there are no conflicts.**
8. **If there is a conflict and the reservation is declined, you will need to cancel the appointment and create a new one with a visitor space that is available.** You will still see the appointment on your calendar (it still shows up because you can attend, even if the visitor space can't).
9. **Print the reservation acceptance from Outlook and display the reservation acceptance on the dashboard of your car.**

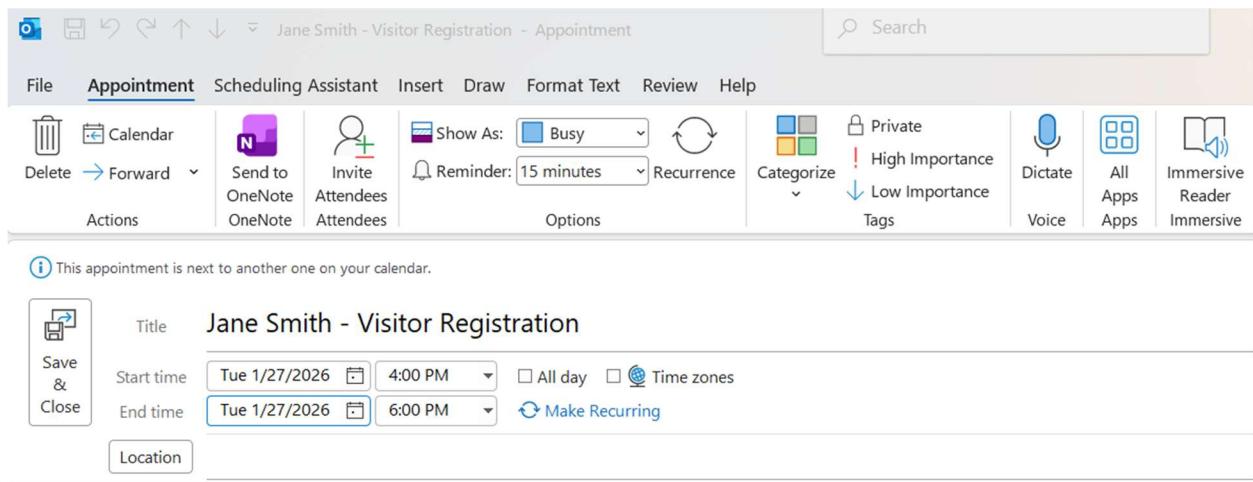
Yesler Terrace Parking Reservations

Instructions With Graphics

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2. Fill in the details of the **Date, Start and End Time, and descriptive Title** for the reservation e.g. “Jane Smith - Visitor Reservation”.



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3. Select the “**Location**” button to select a visitor space. Type in “**Yesler**” and press enter on the keyboard to search for visitor parking spaces. The two options are:
 - a. Yesler – Visitor Parking 1
 - b. Yesler – Visitor Parking 2

Jane Smith - Visitor Registration - Appointment

File **Appointment** Scheduling Assistant Insert Draw Format Text Review Help

Actions

Send to OneNote OneNote Invite Attendees Attendees Show As: Busy Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance Tags Dictate Voice All Apps Apps Immersive Reader Immersive

① This appointment is next to another one on your calendar.

Save & Close Title: Jane Smith - Visitor Registration

Start time: Tue 1/27/2026 4:00 PM All day Time zones

End time: Tue 1/27/2026 6:00 PM [Make Recurring](#)

Location

Jane Smith - Visitor Registration - Appointment

File **Appointment** Scheduling Assistant Insert Draw Format Text Review Help

Actions

Send to OneNote OneNote Invite Attendees Attendees Show As: Busy Reminder: 15 minutes Recurrence Categorize Private High Importance Low Importance Tags Dictate Voice All Apps Apps Immersive Reader Immersive New Scheduling Poll Find Time Add Web Meeting Cisco

① This appointment is next to another one on your calendar.

Select Rooms: Search Results - All Rooms

Search: All columns Name only Address Book: Yesler

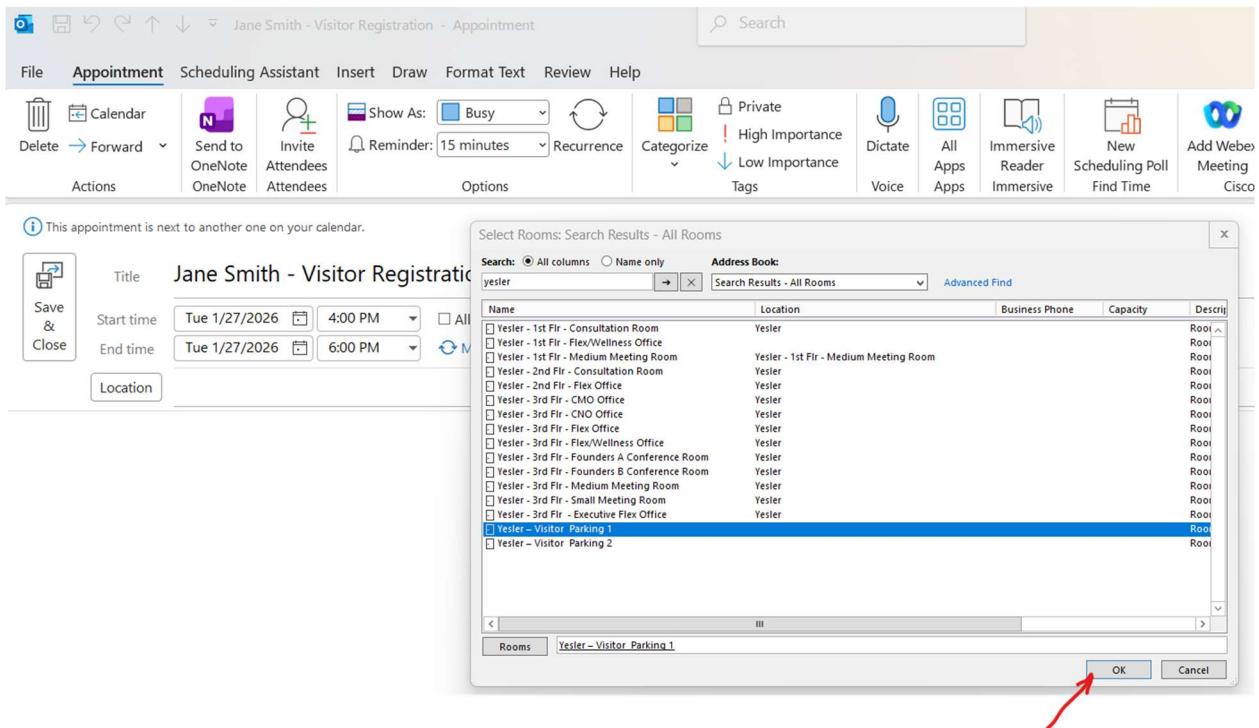
Name Location Business Phone Capacity Description

Name	Location	Business Phone	Capacity	Description
Yesler - 1st Flr - Consultation Room	Yesler			
Yesler - 1st Flr - Flex/Wellness Office	Yesler			
Yesler - 1st Flr - Medium Meeting Room	Yesler			
Yesler - 2nd Flr - Consultation Room	Yesler			
Yesler - 2nd Flr - Flex Office	Yesler			
Yesler - 3rd Flr - CMO Office	Yesler			
Yesler - 3rd Flr - CNO Office	Yesler			
Yesler - 3rd Flr - Flex Office	Yesler			
Yesler - 3rd Flr - Flex/Wellness Office	Yesler			
Yesler - 3rd Flr - Founders A Conference Room	Yesler			
Yesler - 3rd Flr - Founders B Conference Room	Yesler			
Yesler - 3rd Flr - Medium Meeting Room	Yesler			
Yesler - 3rd Flr - Small Meeting Room	Yesler			
Yesler - 3rd Flr - Executive Flex Office	Yesler			
Yesler - Visitor Parking 1	Yesler			
Yesler - Visitor Parking 2	Yesler			

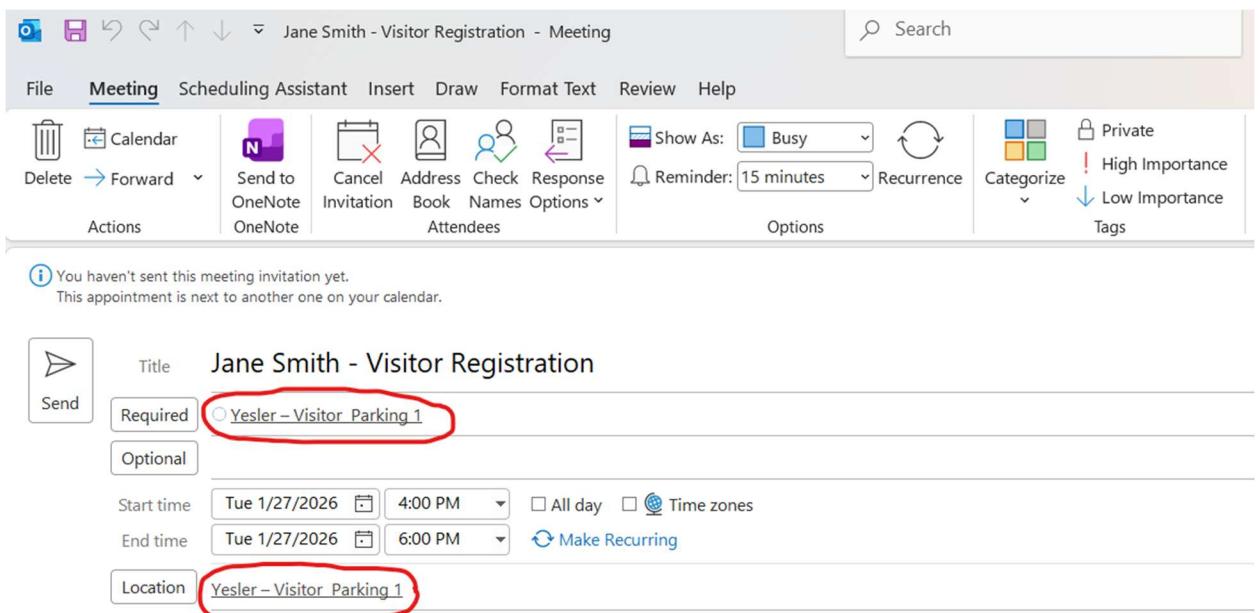
Rooms OK Cancel

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4. Double click on the visitor space you want to reserve and select the “OK” button.

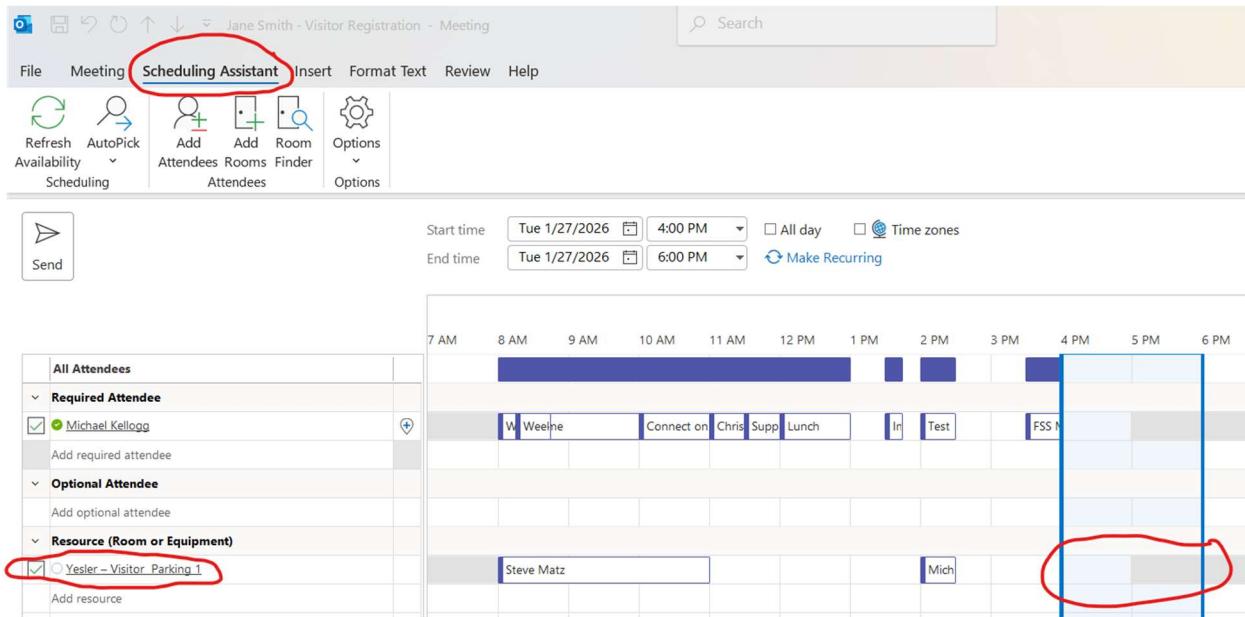


5. The meeting invite will now show the selected visitor space in the “Required” and “Location” lines.



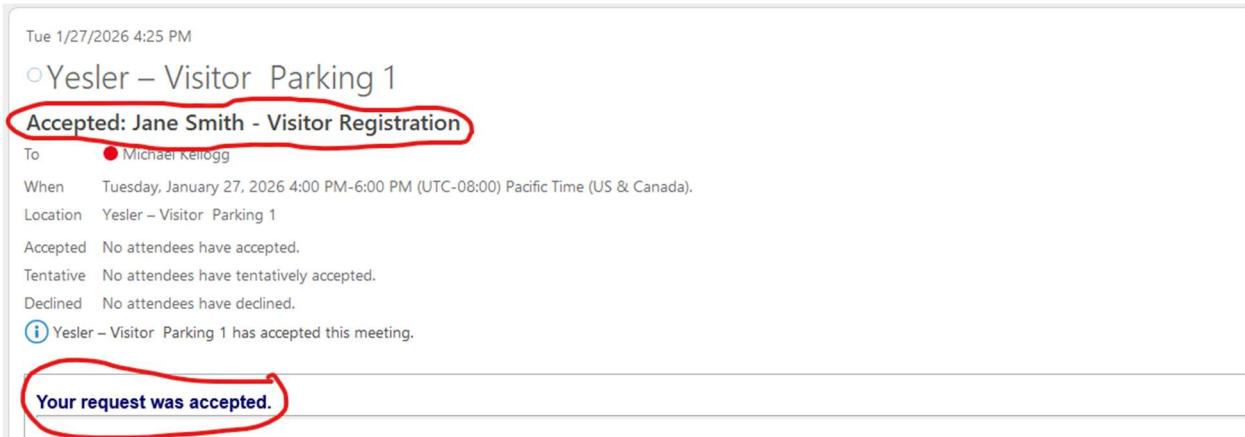
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6. Select the “**Scheduling Assistant**” menu to check if the visitor space is available for the requested time. A blue bar indicates times that the visitor space is booked. If the visitor space is available, select “**Send**” to make the reservation. In this example, the visitor space is available from 4:00 to 6:00 PM.



The screenshot shows the Microsoft Outlook Scheduling Assistant interface. The menu bar is visible with 'Scheduling Assistant' highlighted. The toolbar includes buttons for Refresh, AutoPick, Availability, Add Attendees, Add Rooms, Room Finder, and Options. The main area shows a calendar for Tuesday, January 27, 2026, from 7 AM to 6 PM. A blue bar from 4:00 PM to 6:00 PM indicates a booking. Below the calendar, a list of attendees is shown, including Michael Kellogg (Required Attendee) and Yesler – Visitor Parking 1 (Resource). The 'Send' button is visible on the left.

7. You will receive an email accepting the reservation if there are no conflicts.



The screenshot shows an email acceptance message. The subject is "Yesler – Visitor Parking 1". The body of the email includes the following text:
Accepted: Jane Smith - Visitor Registration
To Michael Kellogg
When Tuesday, January 27, 2026 4:00 PM-6:00 PM (UTC-08:00) Pacific Time (US & Canada).
Location Yesler – Visitor Parking 1
Accepted No attendees have accepted.
Tentative No attendees have tentatively accepted.
Declined No attendees have declined.
Yesler – Visitor Parking 1 has accepted this meeting.

Your request was accepted.

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8. **If there is a conflict and the reservation is declined, you will need to cancel the appointment and create a new one with a visitor space that is available.** You will still see the appointment on your calendar (it still shows up because you can attend, even if the visitor space can't).

Tue 1/27/2026 4:29 PM

○ Yesler – Visitor Parking 1

Declined: Jame Smith - Visitor Reservation

To Michael Kellogg

When Tuesday, January 27, 2026 5:00 PM-7:00 PM (UTC-08:00) Pacific Time (US & Canada).

Location Yesler – Visitor Parking 1

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

 Yesler – Visitor Parking 1 has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[Michael Kellogg](#) - Tuesday, January 27, 2026 4:00:00 PM to Tuesday, January 27, 2026 6:00:00 PM

All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)

9. **Print the reservation acceptance from Outlook and display the reservation acceptance on the dashboard of your car.**