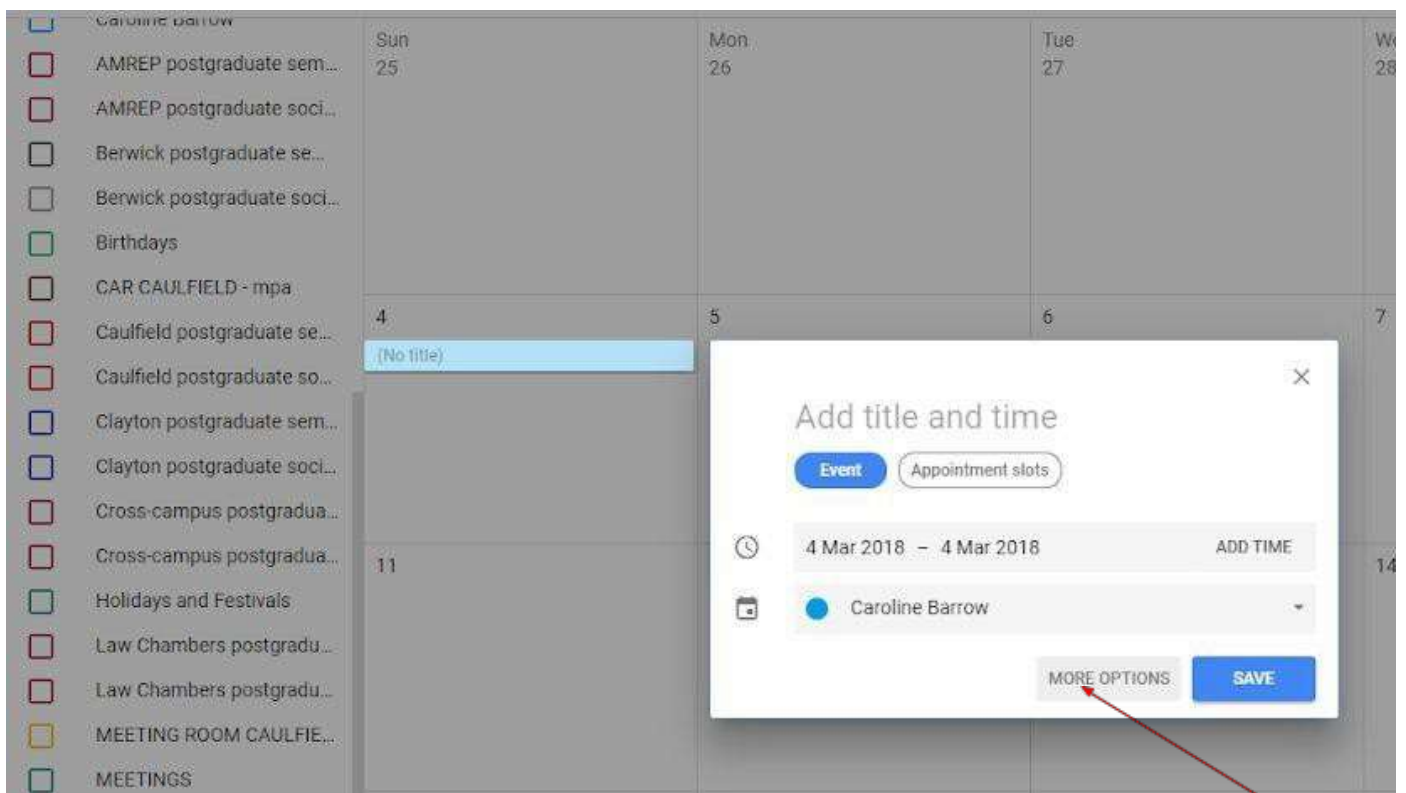


HOW TO BOOK MEETING ROOMS

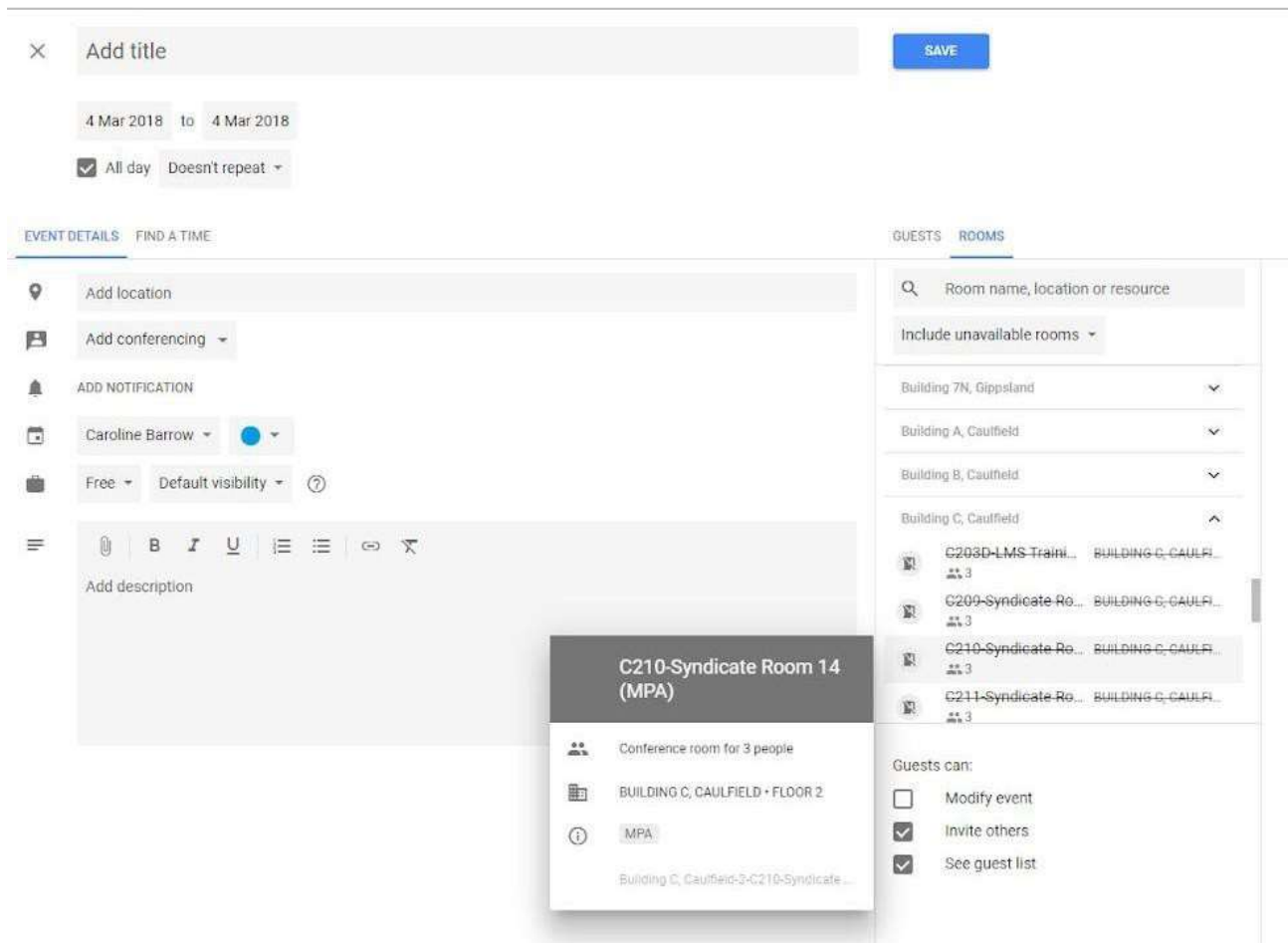
1. **Go to your calendar** (you can access it via the tiles in 'my monash' or via your Monash Gmail through the 'apps' icon (little squares in the top right-hand corner).
2. **Select the date and time** you'd like to book by clicking on your calendar – and click 'more options' in the pop-up window, which will allow you to edit the 'event'.



3. **Select 'rooms'** in the event edit screen (image overleaf)

- A list will appear below with building names
- To book a meeting room in building 'H', expand the building H list in the drop down menu.
- To book a room in building C, expand the building C list in the drop down menu.

- Select your room and fill in the necessary details. (title, invite guests, save)
- If the buildings or rooms are not listed, then it means they are not available. You can view unavailable rooms by selecting 'include unavailable rooms' although you won't be able to book them – because



The screenshot shows a meeting booking interface. At the top, there is a form to add a title, dates (4 Mar 2018 to 4 Mar 2018), and a 'SAVE' button. Below this, there are tabs for 'EVENT DETAILS' and 'FIND A TIME'. The 'EVENT DETAILS' tab is active, showing fields for location, conferencing, notification, and visibility. A rich text editor is also present for adding a description. On the right side, there are tabs for 'GUESTS' and 'ROOMS'. The 'ROOMS' tab is active, showing a search bar and a dropdown menu for 'Include unavailable rooms'. Below this, a list of rooms is displayed, including Building 7N, Gippstand, Building A, Caulfield, Building B, Caulfield, and Building C, Caulfield. Under Building C, Caulfield, several rooms are listed, including C203D-LMS Traini..., C209-Syndicate Ro..., C210-Syndicate Ro..., and C211-Syndicate Ro... Each room entry has a small icon and a '3' indicating capacity. A modal window is open over the C210-Syndicate Room 14 (MPA) entry, showing details such as 'Conference room for 3 people', 'BUILDING C, CAULFIELD • FLOOR 2', and 'MPA'. Below the modal, there are checkboxes for 'Guests can:' with options for 'Modify event', 'Invite others', and 'See guest list'.

In this example, you can see that all the building C rooms have a line through them and are therefore unavailable.

WHAT ELSE CAN YOU DO WITH THE CALENDARS?

1. **Import specific room calendars** into your own google calendar

Go to your own calendar

On left the hand navigation pane, click the '+' icon, next to the search field

Click 'browse resources' in the pop-up list

Select the building you want in the central list

Click the check-box next to the meeting room you want to import to your calendar.

Congratulations you now have subscribed to the calendar and can see it from your own calendar. If you subscribe to all the rooms, your calendar will look it's had paintballs thrown at it. To avoid this, you can display and hide any calendars using the left-hand navigation panel.