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

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.