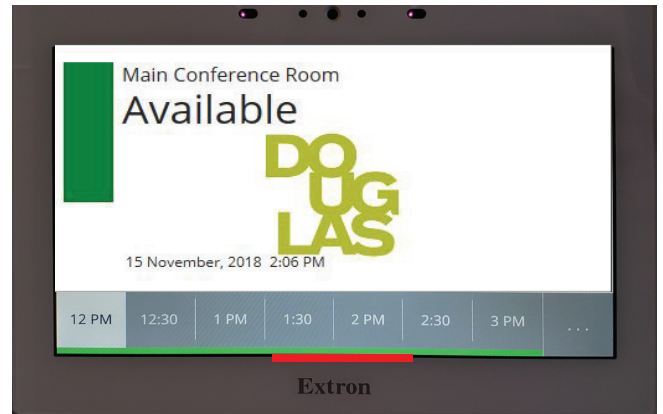


How to book a Group Study room

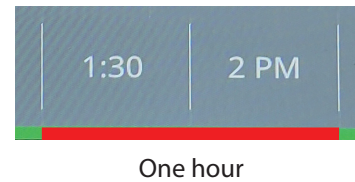
Group Study rooms are available for booking through the Office 365 / Outlook email calendar only.

The Extron Touch Panel indicates room bookings: a red line under a time slot indicates it is booked; a green line indicates the room is available.



Booking guidelines

- Meetings are one hour maximum.
- Users cannot extend a meeting.
- A meeting room cannot be double booked.
- Rooms are bookable 30 days in advance, maximum.



Booking procedures

1. Open the College web page at douglascollege.ca
Select **Login/Office 365 & Email**
2. **Sign in** to Office 365
3. Select **Outlook**
4. Go to **New** and select the **drop down arrow**.
5. Select **Calendar Event**
The **Details** event form opens
6. Click and type in your **Title**
7. a. Click into the room text box:
"Add a location or a room"
b. Select **Add Room**
c. Select **Choose new room list**
8. Select **Anvil Study Rooms**
Note: 11 rooms are bookable
Make sure room says "(Free)"
9. Select your desired room number
10. Select **Date and Time**
11. Select **Send** (top left)
Your request will be automatically accepted and an email reminder sent to you.
12. Your name and title will appear on the Extron Touch Panel outside the room

