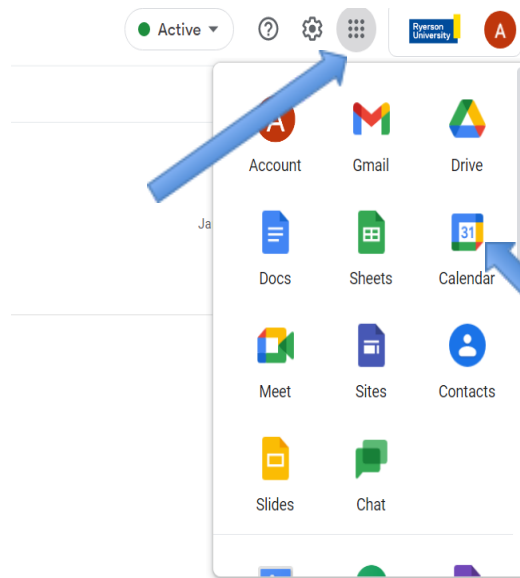


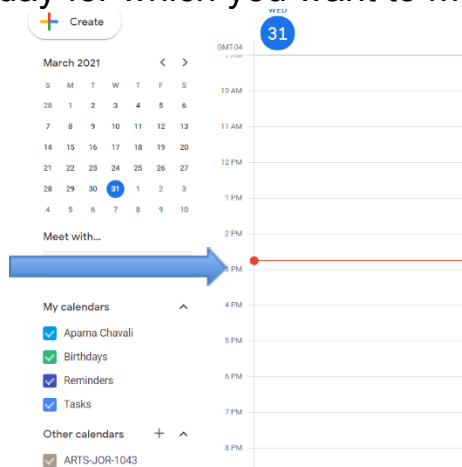
Faculty of Arts –Booking Boardrooms

Please find the instructions for booking of Boardrooms below:

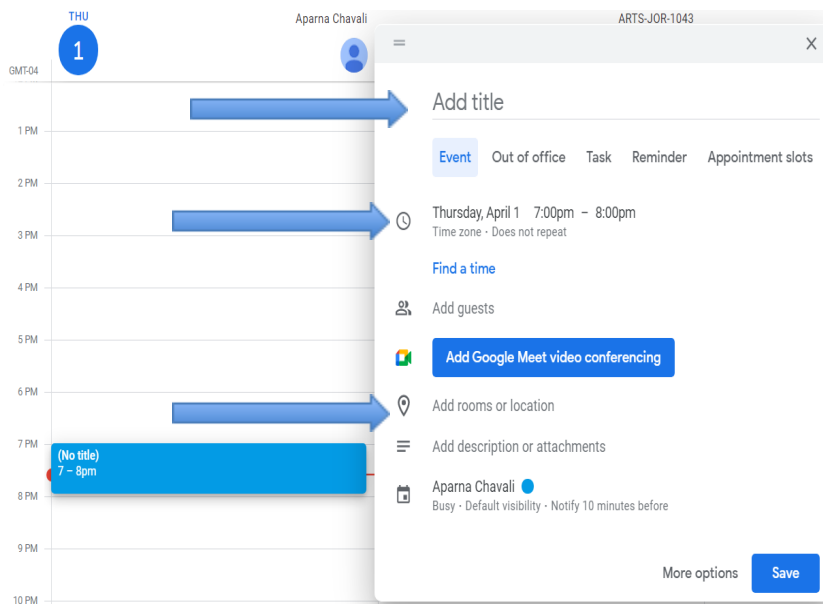
1. Click on the 9 dots on top right in Gmail to get to Calendar.



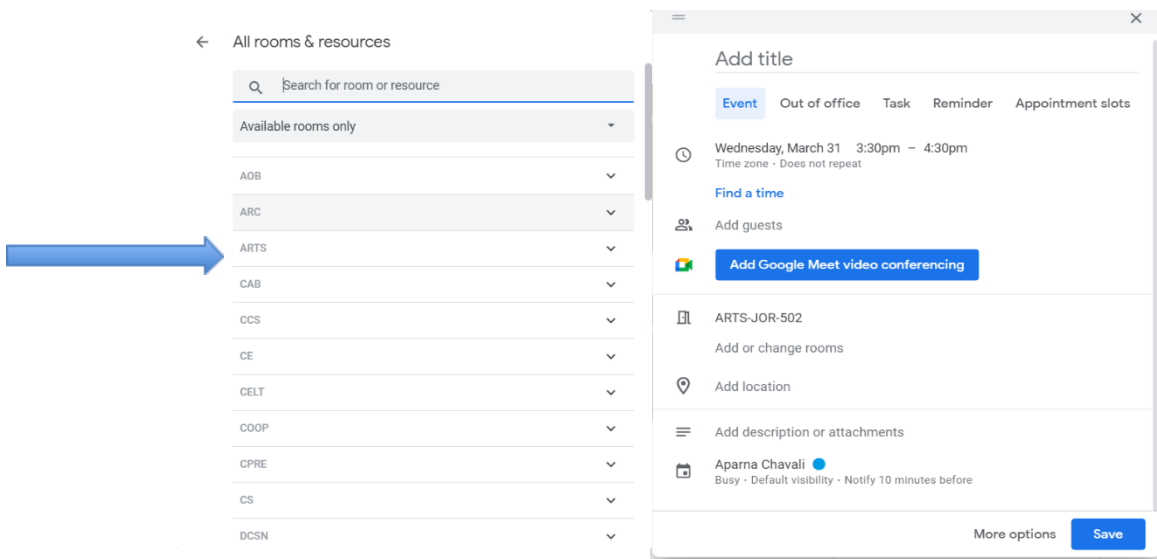
2. Double-click the day for which you want to make a booking.



3. Enter Title and Start time/End time in the window that appears.



4. Select the room you want in Add rooms.



5. Select the people to be invited in Add Guests.

6. Click Save.