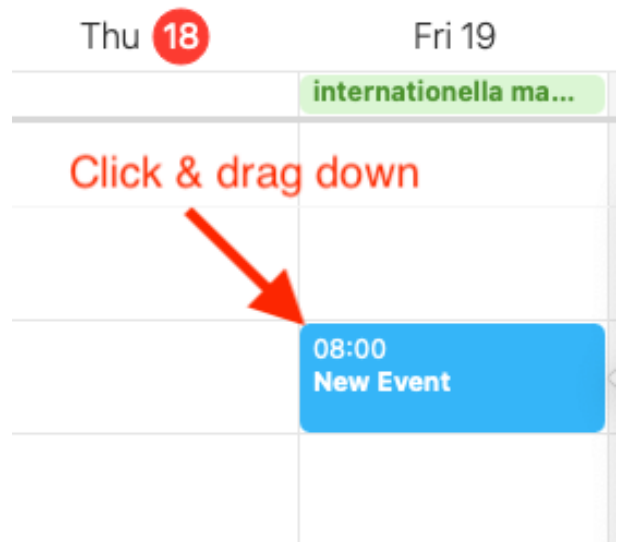
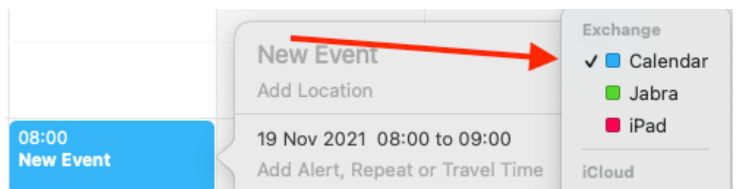


BOOKING THROUGH APPLE CALENDAR

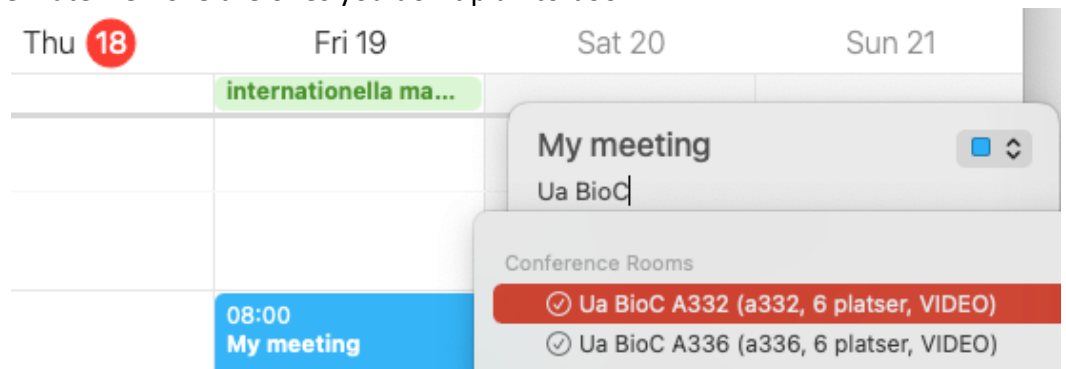
- Create a new event by clicking and dragging on a timeslot in the calendar and give it a name.



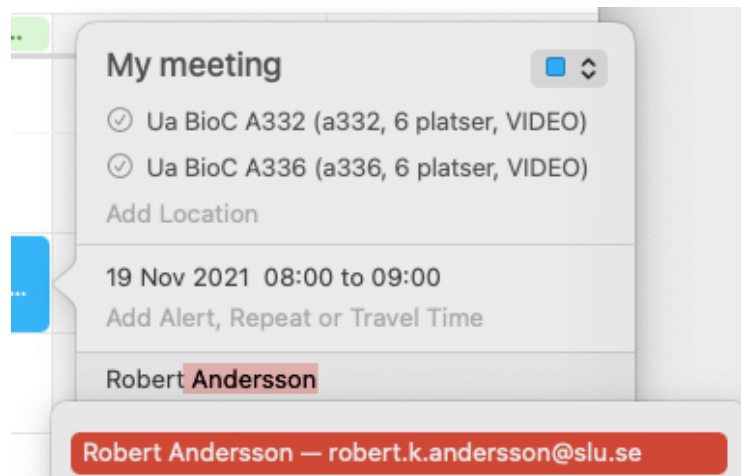
- Make sure the event is created in your SLU exchange calendar by clicking the colored square in the top right corner. If you don't have your SLU account added to Calendar follow [THIS](#) guide.



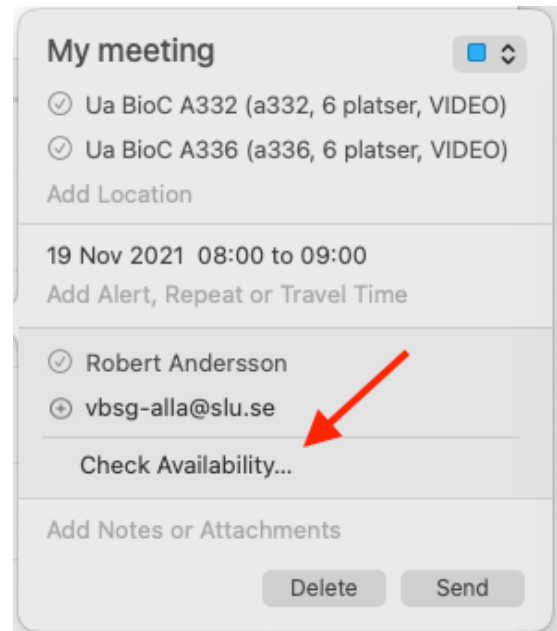
- Add the room(s) you want to book in "Add Location" by typing "Ua BioC" and then select the room you want. You can add several choices now so that you can check availability of the rooms and then later remove the ones you don't plan to book.



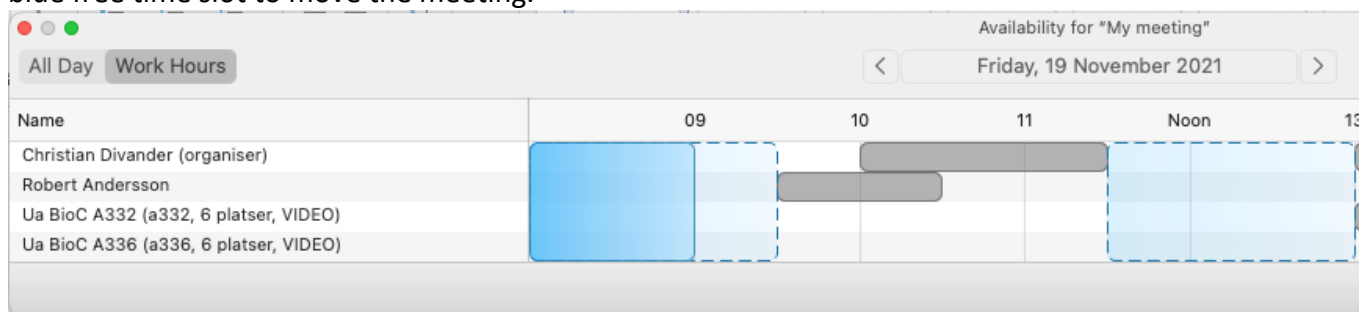
- Add people you want to invite to the meeting by searching for full name in "Add Invitees". It's also possible to enter an e-mail address (for e-mail lists or people outside of SLU for example). Even if you want to book a room for yourself you need to enter one person here temporarily to be able to do the next step. (Strange limitation of Calendar)



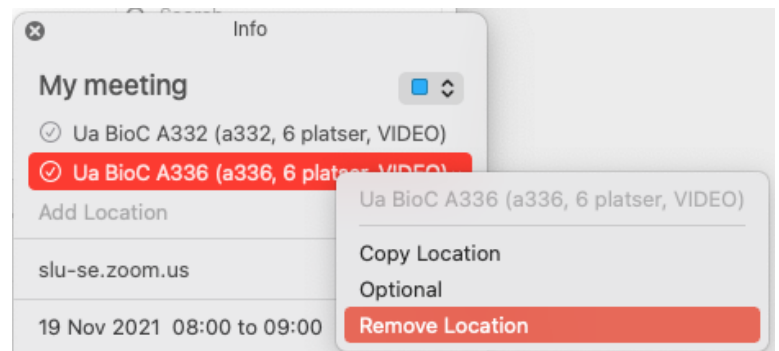
- Click the now visible “Check Availability” button to see when rooms and people are free.



- Confirm that the room you want is free at the current set time for the meeting or click a blue free time slot to move the meeting.



- Remove any rooms you don't want to book by right-clicking on the name and choosing “Remove location”.



- Write a message to the invitees in “Add Notes”. If you have booked a VIDEO room and want to have people join by Zoom simply paste the invite created in the Zoom client or [Zoom web](#). The whole invite isn’t necessary, but the Join by SIP part is needed for the videoconferencing equipment to give you a green Join button on the touch panel (no need to enter the long Zoom ID).

- When you are done send the invitation. In a minute you will get a reply that the room(s) have confirmed the booking*.

*Unless you managed to choose a time when the room was busy, then you will receive a reply saying it was declined. You can then edit the meeting with a new time or another room(use the Check Availability button to pick a free time!) and send the invitation again.

DONE!

