



How to book a library room using your University O365 Outlook Calendar

Group and individual bookable study rooms in UK libraries

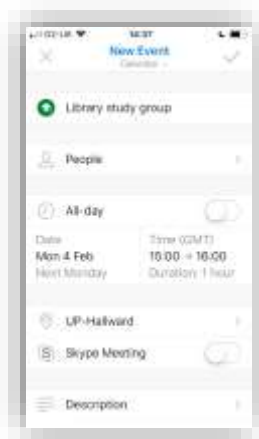
February 2019

Before you get started

- Make sure that you have access to your **University** Outlook account, you will be using the calendar function
- You can use any device to make the booking, the screen view will look slightly different depending on which version of O365 and the type of device you are using
- Have an idea of where and when you would like to make your booking, and who you would like to attend your study session - remember you can only hold one live 3 hour booking at a time

Let's get started

1. Open your University Office 365 calendar
2. Click on the **New** or **+** sign. The view on an iPhone is shown below.



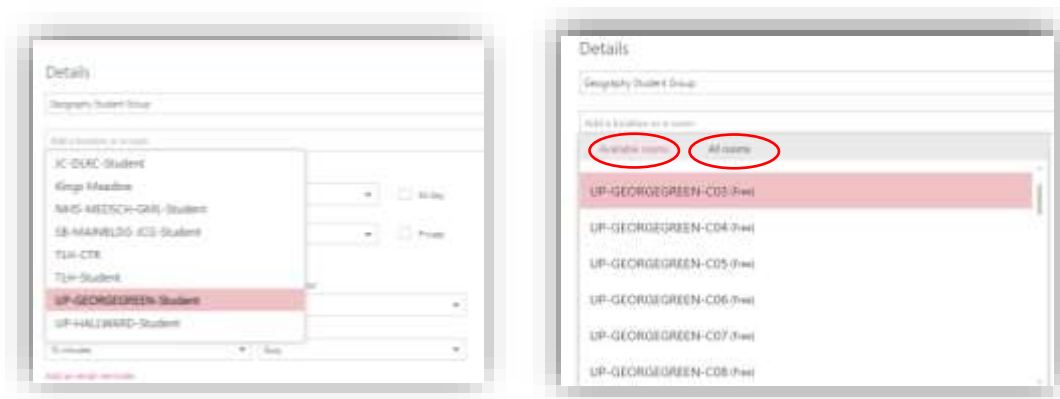
3. In **Title** add a description for your booking eg. Library Study Group
4. Invite other **People** for group room bookings or leave blank for individual rooms

- Choose your preferred date and time, remembering that a 3 hour slot is your maximum allowance
- In the **Add Room** or **Location** field start to type in the room description of where you would like to book. Rooms are listed in the format **Campus-Building-Room**, a full list of library rooms with their descriptions is [here](#).

On a phone you will see a list starts to form as you type, you can then choose which room is **free** or suits you best.

On a PC or laptop you will see a screen as shown below with a list of available rooms or all rooms. To the right of your screen you will also see a schedule will start to appear and suggestions for booking.

If your preferred location is booked then just choose another room, or change your date/time.



- When you have completed your choice of room and invited the people you want to attend, click 'send' on the desktop version or the tick on a phone.

Booking confirmation

- You should have successfully made your booking and an email will confirm whether it has been accepted or declined.
- You will now be able to see your booking in your Outlook Calendar. Use this as proof of your booking if anyone else is using the room when you arrive.

A list of all the Library rooms that can be booked via the Outlook Calendar

George Green Library University Park		
UP-GEORGEGREEN-Student		
Room Number	Outlook description	Type of room and number of seats
C03	UP-GEORGEGREEN-C03	Group room for 8
C04	UP-GEORGEGREEN-C04	Group room 8
C05	UP-GEORGEGREEN-C05	Group room 4
C06	UP-GEORGEGREEN-C06	Group room 8
C07	UP-GEORGEGREEN-C07	Group room 8
C08	UP-GEORGEGREEN-C08	Group room 8
C09	UP-GEORGEGREEN-C09	Group room 4
C10	UP-GEORGEGREEN-C10	Group room 10
C11	UP-GEORGEGREEN-C11	Group room 11
E03	UP-GEORGEGREEN-E03	Individual room 1
E04	UP-GEORGEGREEN-E04	Individual room 1
E05	UP-GEORGEGREEN-E05	Individual room 1
E06	UP-GEORGEGREEN-E06	Individual room 1
E07	UP-GEORGEGREEN-E07	Individual room 1
E08	UP-GEORGEGREEN-E08	Individual room 1
E10	UP-GEORGEGREEN-E10	Individual room 1
E11	UP-GEORGEGREEN-E11	Individual room 1
E12	UP-GEORGEGREEN-E12	Individual room 1
E13	UP-GEORGEGREEN-E13	Individual room 1
E14	UP-GEORGEGREEN-E14	Individual room 1
E15	UP-GEORGEGREEN-E15	Individual room 1
E17	UP-GEORGEGREEN-E17	Individual room 1
E18	UP-GEORGEGREEN-E18	Individual room 1
E19	UP-GEORGEGREEN-E19	Individual room 1
E20	UP-GEORGEGREEN-E20	Individual room 1
E21	UP-GEORGEGREEN-E21	Individual room 1
E23	UP-GEORGEGREEN-E23	Individual room 1

Hallward Library University Park

UP-HALLWARD-Student (can be booked by all students or members of staff)

UP-HALLWARD-PG *(Individual rooms can be booked by Postgraduate students only)

Room Number	Outlook description	Type of room and number of seats
102	UP-HALLWARD-LG102	Group room 8
103	UP-HALLWARD-LG103	Group room 8
104	UP-HALLWARD-LG104	Group room 8
123	UP-HALLWARD-LG123	Group room 4
124	UP-HALLWARD-LG124	Group room 4
125	UP-HALLWARD-LG125	Group room 4
127	UP-HALLWARD-LG127	Group room 4
128	UP-HALLWARD-LG128	Group room 4
131	UP-HALLWARD-LG131	Group room 4
135	UP-HALLWARD-LG135	Group room 4
B324	UP-HALLWARD- B324	Group room 8
B312	UP-HALLWARD- B312	*Post graduate individual room 1
B313	UP-HALLWARD-B313	*Post graduate individual room 1
B314	UP-HALLWARD-B314	*Post graduate individual room 1
B315	UP-HALLWARD-B315	*Post graduate individual room 1
B316	UP-HALLWARD-B316	*Post graduate individual room 1
B317	UP-HALLWARD-B317	*Post graduate individual room 1
B318	UP-HALLWARD-B318	*Post graduate individual room 1
B319	UP-HALLWARD-B319	*Post graduate individual room 1
B320	UP-HALLWARD-B320	*Post graduate individual room 1
B321	UP-HALLWARD-B321	*Post graduate individual room 1
C412	UP-HALLWARD-C412	*Post graduate individual room 1
C413	UP-HALLWARD-C413	*Post graduate individual room 1
C414	UP-HALLWARD-C414	*Post graduate individual room 1
C415	UP-HALLWARD-C415	*Post graduate individual room 1
C416	UP-HALLWARD-C416	*Post graduate individual room 1
C417	UP-HALLWARD-C417	*Post graduate individual room 1
C418	UP-HALLWARD-C418	*Post graduate individual room 1
C419	UP-HALLWARD-C419	*Post graduate individual room 1
C422	UP-HALLWARD-C422	*Post graduate individual room 1
C423	UP-HALLWARD-C423	*Post graduate individual room 1

Greenfield Medical Library Queen's Medical Centre		
NMS-MEDSCH-GML-Student		
Room Number	Outlook room description	Type of room and number of seats
A02a	NMS-MEDSCH-GML-A02a	Clinical studies group room for 2 people
A02b	NMS-MEDSCH-GML-A02b	Group room 6
A02c	NMS-MEDSCH-GML-A02c	Group room 6
A02d	NMS-MEDSCH-GML-A02d	Group room 6
A02e	NMS-MEDSCH-GML-A02e	Group room 8
A27	NMS-MEDSCH-GML-A27	Group room 8
A22a	NMS-MEDSCH-GML-A22a	Individual or 2 people
A22b	NMS-MEDSCH-GML-A22b	Individual or 2 people
A22c	NMS-MEDSCH-GML-A22c	Individual or 2 people
A22d	NMS-MEDSCH-GML-A22d	Individual or 2 people
A22e	NMS-MEDSCH-GML-A22e	Individual or 2 people
A22f	NMS-MEDSCH-GML-A22f	Individual or 2 people
A22g	NMS-MEDSCH-GML-A22g	Individual or 2 people
A22h	NMS-MEDSCH-GML-A22h	Individual or 2 people
A22i	NMS-MEDSCH-GML-A22i	Individual or 2 people
A22j	NMS-MEDSCH-GML-A22j	Individual or 2 people
A22k	NMS-MEDSCH-GML-A22k	Individual or 2 people
Djanogly LRC Jubilee Campus		
JC-DRLC-Student		
Room Number	Outlook room description	Type of room and number of seats
Group Study room 1	JC-DRLC-GSR1	Group room for 10
Group Study room 2	JC-DRLC-GSR2	Group room 10
Group Study room 3	JC-DRLC-GSR3	Group room 14
James Cameron-Gifford Library Sutton Bonington Campus		
SB-MAINBLDG-Student		
Room Number	Outlook room description	Type of room and number of seats
A40	SB-MAINBLDG-JCG-A40	Group room 10
A41	SB-MAINBLDG-JCG-A41	Group room 10
A540	SB-MAINBLDG-JCG-A540	Group room 3
B527a	SB-MAINBLDG-JCG-B527a	Group room 15
B06	SB-MAINBLDG-JCG-B06	Group room 7