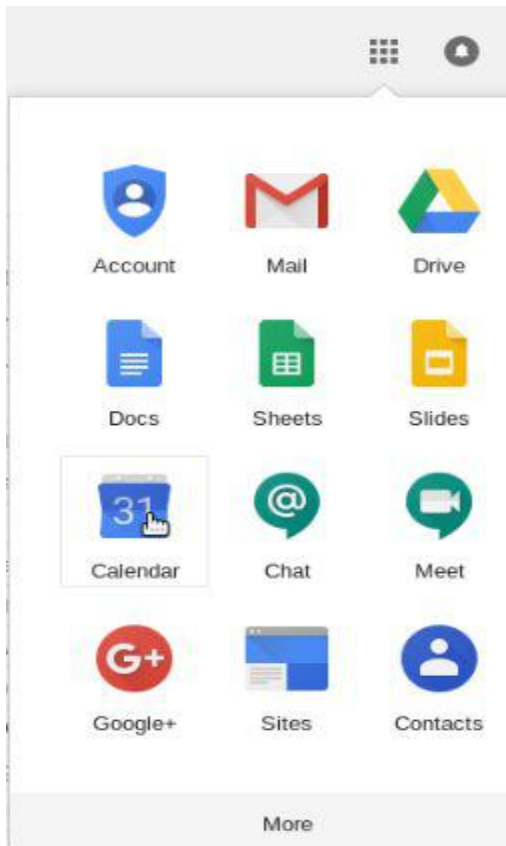
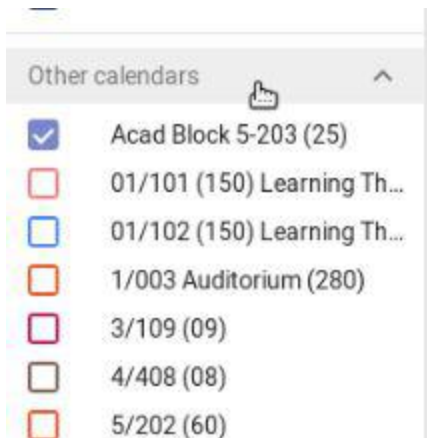


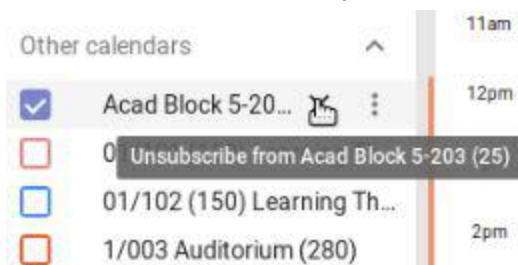
Step-1: Open your IITGN Email Account and click on the **9 Dots** at the topmost right side and select **Calendar** from the Menu



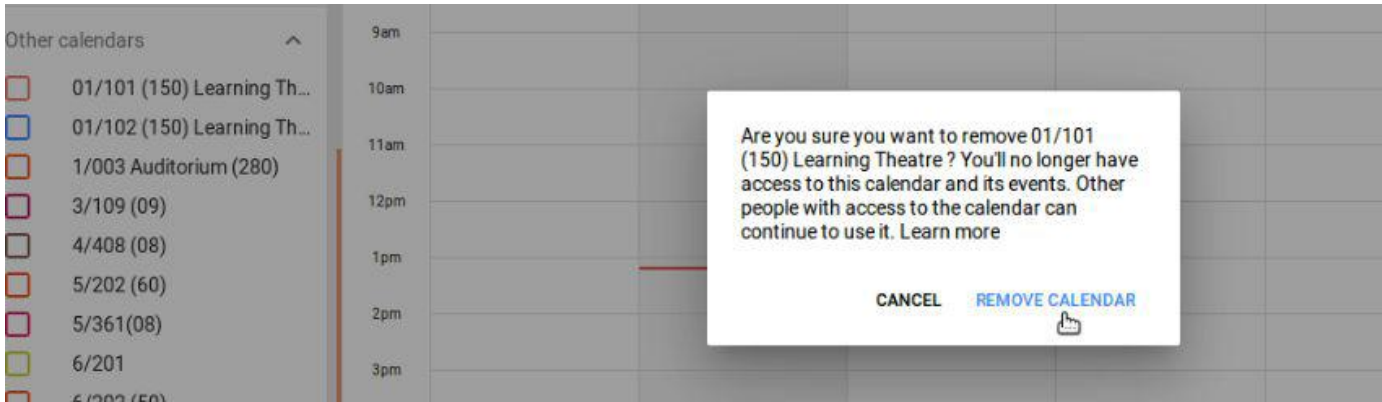
Step-2: Click on **Other calendars** from left side panel.



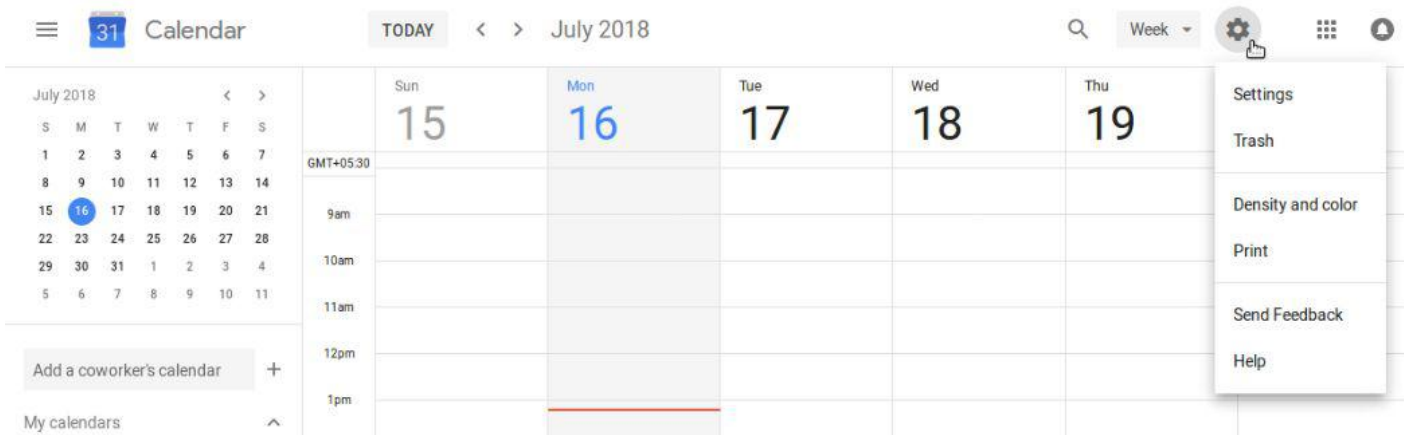
Step-3: Mouse hover the calendar and click on the **'X'** and unsubscribe from that Room. Do this activity for all the calendars that are subscribed for your account.



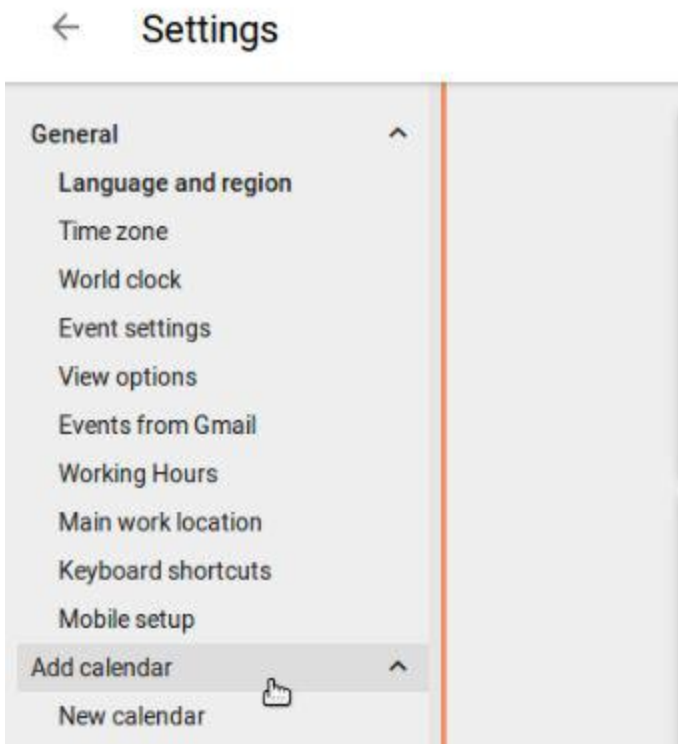
Step-4: Click **Remove Calendar** within the Pop-up box and confirm



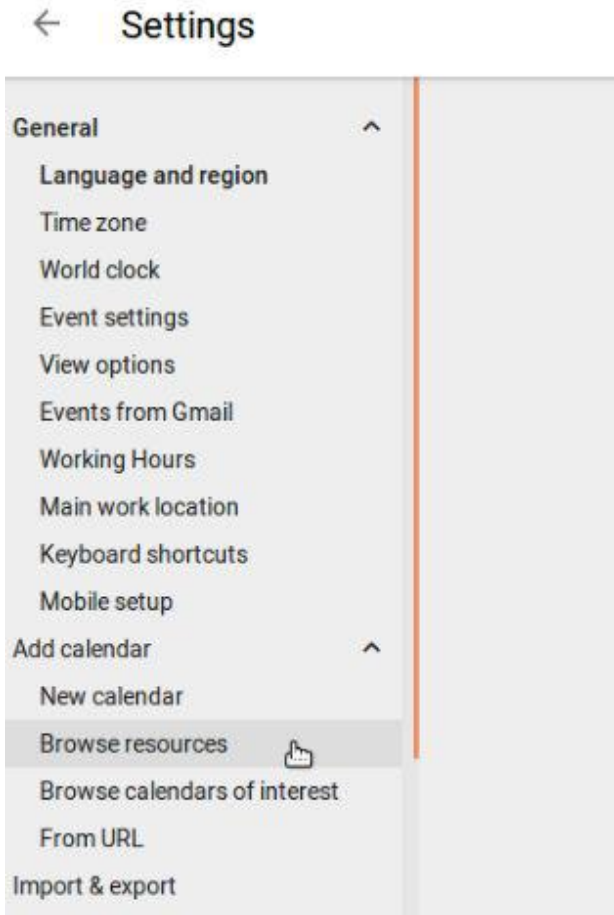
Step-5: After all the rooms are unsubscribed, please click on the **Gear** icon and click **Settings**



Step-6: On Settings page at the left pane of the window, under **General** tab, click on **Add Calendar**

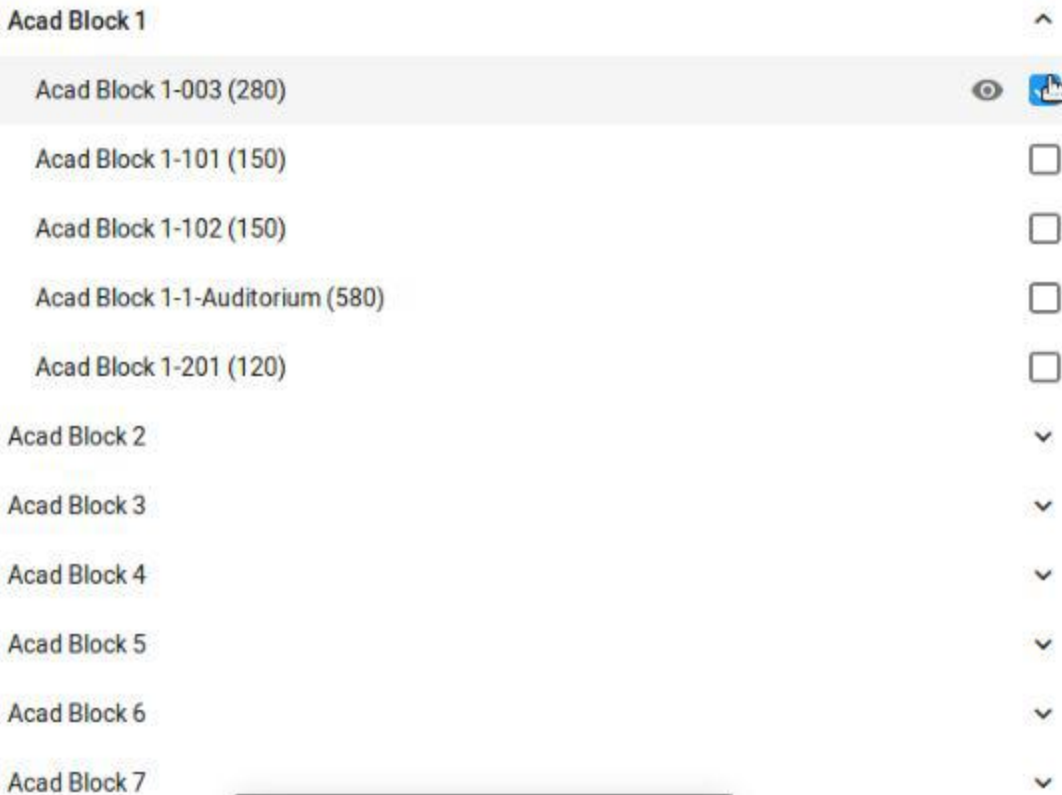


Step-7: Under Add Calendar, click option **Browse Resources**



Step-8: Once you select 'Browse Resources', you must see all the resources(or calendars) below as shown:

Resources



Step-9: Select all the rooms under the blocks as per your wish. As you keep on adding, the **rooms will be added in the left pane.**

Acad Block 7-108 (70)	<input checked="" type="checkbox"/>
Acad Block 7-109 (70)	<input checked="" type="checkbox"/>
Acad Block 7-110 (40)	<input checked="" type="checkbox"/>
Acad Block 7-201 (40)	<input checked="" type="checkbox"/>
Acad Block 7-202 (50)	<input checked="" type="checkbox"/>
Acad Block 7-203 (50)	<input checked="" type="checkbox"/>
Acad Block 7-204 (40)	<input checked="" type="checkbox"/>
Acad Block 7-205 (40)	<input checked="" type="checkbox"/>
Acad Block 7-206 (40)	<input checked="" type="checkbox"/>
Acad Block 7-207 (40)	<input checked="" type="checkbox"/>
Acad Block 7-208 (100)	<input checked="" type="checkbox"/>
Acad Block 7-209 (100)	<input checked="" type="checkbox"/>
Acad Block 7-210 (40)	<input type="checkbox"/>

Calendar added

Step-10: Click ←(back) just adjacent to Settings

← Settings

General

Add calendar ^

- New calendar
- Browse resources
- Browse calendars of interest
- From URL
- Import & export

Step-11: The calendar will be filled with 'bookings of rooms' for various events.

Calendar interface showing a week from Sunday 15 to Friday 20. The calendar includes a sidebar with 'My calendars' and 'Other calendars' lists. Events are shown as colored blocks:

- CH101 (9:30am, Auditorium) on Mon 16
- MA101 (9:30am, Auditorium) on Tue 17
- Weekly Internal Report (10 - 11am) on Fri 20
- HS101/HS105 (11:30am, Auditorium) on Mon 16
- Prof. D V Pai Farewell (4 - 6pm, Acad Block 1-101 (150)) on Mon 16
- Football Match (7:30pm - 12:30am, Auditorium)-Acad Block 1-1-01/003 (280), Acad Block 1-003 (280) on Sun 15

Step-12: Click '+' sign to add a room and 'create event' a "test meeting" by inviting your friends/colleagues and a room.

Calendar interface showing a week from Wednesday 18 to Saturday 21. The calendar includes a sidebar with 'My calendars' and 'Other calendars' lists. Events are shown as colored blocks:

- Maintenance work on Sat 21
- Weekly Internal Report (10 - 11am) on Fri 20

A "Create event" button and a red "+" sign are visible at the bottom right.

Step-13: Invite guest(s) from the **Guests** Tab

The screenshot shows the 'Test Booking' event page. The event title is 'Test Booking' and it is scheduled for Jul 16, 2018, from 2:00pm to 3:00pm. The 'GUESTS' tab is selected, showing a list of guests: 'Computer Centre IITGN' (cc@iitgn.ac.in) and 'Chandra Cheij' (ccheij@nvidia.com). The 'ROOMS' tab is also visible but not selected.

Step-14: Click on **Rooms** tab just adjacent to Guests tab to book a resource (or room)

The screenshot shows the 'Test Booking' event page with the 'ROOMS' tab selected. The event details are the same as in Step 13. The 'ROOMS' tab is active, showing a search bar for 'Room name, location or resource' and a filter for 'Available rooms only'. A list of suggested rooms is displayed:

- 202 ACAD BLOCK 7 (50 seats)
- 109 ACAD BLOCK 3 (9 seats)
- 106 ACAD BLOCK 7 (40 seats)
- 201 ACAD BLOCK 7 (40 seats)
- 203 ACAD BLOCK 7 (50 seats)

Step-15: Type in the room number, say 109 (for AB3/109 or AB7/109 etc) and select from the drop-down; in this case AB3/109 is selected. Once opted, the Event location under Event details is also Auto-populated.

× Test Booking SAVE

Jul 16, 2018 2:00pm to 3:00pm Jul 16, 2018 TIME ZONE

All day Does not repeat ▾

EVENT DETAILS FIND A TIME **GUESTS** ROOMS

📍 Add location

🗣️ Hangouts Meet × MANAGE DETAILS

🔔 Notification ▾ 10 (🔁) minutes ▾ ×

ADD NOTIFICATION

📅 Sudeep Narayan Banerjee ▾ ● ▾

📅 Busy ▾ Default visibility ▾ ?

📄 Add description

👤 109

👥 Fits 9 people

📅 ACAD BLOCK 3

Acad Block 3-109 (9)

🔍 109

Available rooms only ▾

Acad Block 3 ^

📅 109 ACAD BLOCK 3 👤 9 📄

Acad Block 7 ^

📅 109 ACAD BLOCK 7 👤 70 📄

👤 snbanerjee@iitgn.ac.in Organizer

📍 Computer Centre IITGN

Step-16: Opt for Send/Don't Send in the pop-box for sending invitation.

Would you like to send invitations to guests?

CANCEL CHANGES DON'T SEND SEND

👍

Step-17: Check whether you receive any automated email or not, as usual. Also click on the selected Room (say AB3/109 in our example) and check whether you are able to view all the different events that are booked for that room.

Add a coworker's calendar +

My calendars ^

Sudeep Narayan Banerjee

Birthdays

ES 611 Programming Adv...

Reminders

Other calendars ^

Acad Block 3-109 (9)

1pm

2pm Testing room 2pm, Acad Testing room 2pm, Acad

3pm

4pm

5pm

6pm

7pm

8pm