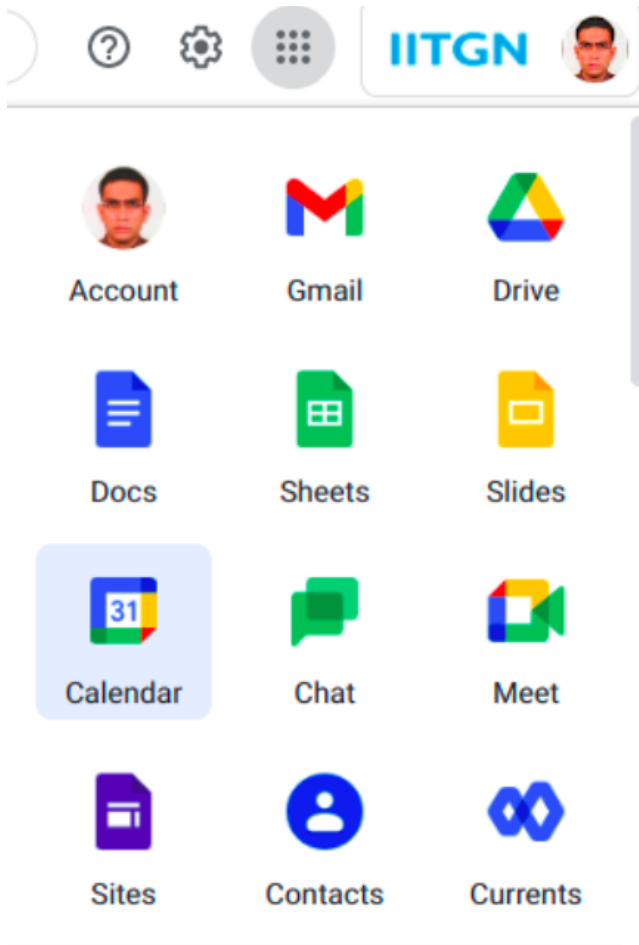
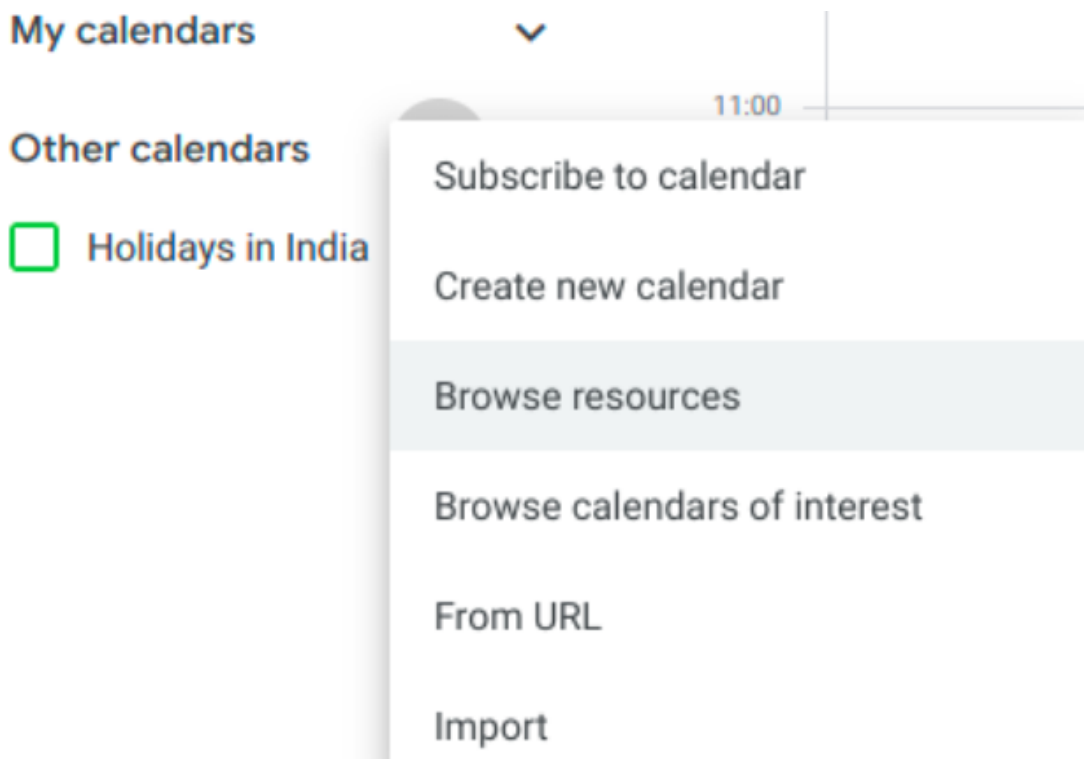


Step-1: Open your IITGN Email Account and click on the **9 Dots** at the topmost right side and select **Calendar** from the Menu



Step-2: Click on the **+** sign of Other calendars from the left side panel. The click on **Browse resources**



**Step-3:** Once you select 'Browse Resources', you must see all the resources(or calendars) below as shown. As you keep on adding, the **rooms will be added in the left pane**. On every clicking on the checkboxes, there will be a short pop-up message that Room Adding was a success.

← Settings

### General

**Add calendar** ^

- Subscribe to calendar
- Create new calendar
- Browse resources**
- Browse calendars of interest
- From URL

### Import & export

### Settings for my calendars

- Email Admin III Gn
- Birthdays
- (Auditorium)-Academic Bloc...
- (Auditorium)-Academic Bloc...
- (Classroom)-Academic Bloc...
- (Classroom)-Academic Bloc...
- (Classroom)-Academic Bloc...
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- (Classroom)-Academic Bloc...

### Resources

#### Academic Block 1 ^

- Academic Block 1-GF-DARPAN
- (Auditorium)-Academic Block 1-GF-Jibaben Patel (Kanisa) Memorial (280)
- (Learning Theatre)-Academic Block 1-FF-201 (150)
- (Learning Theatre)-Academic Block 1-GF-101 (150) [Hybrid Classroom]
- (Learning Theatre)-Academic Block 1-GF-102 (150) [Hybrid Classroom]
- (Open Space)-Academic Block 1-GF-SRUJAN

#### Academic Block 2 v

#### Academic Block 3 v

#### Academic Block 4 v

#### Academic Block 5 v

#### Academic Block 6 v

#### Academic Block 7 v

#### Academic Block 8 v

#### Academic Block 9 v

#### Sports Complex v

#### Temporary Sports Complex v



**Step-6:** Click on any room or on the date-time slot to 'create an event' like a "test meeting" by inviting your friends/colleagues and a Room (resource).

☰ ✕

### Add title

**Event** Focus time Out of office Task Appointment schedule

🕒 Saturday, July 30 12:00pm – 1:00pm  
Time zone · Does not repeat

[Find a time](#)

👤 Add guests

📺 **Add video conferencing** ▾

📍 Add rooms or location

☰ Add description or attachments

📅 Sudeep Narayan Banerjee ●  
Busy · Default visibility · Notify 10 minutes before

More options **Save**

test-1  
11am, (Meeting Room)-Academic Bldg

(No title)  
12 – 1pm

**Step-7:** Invite guest(s) from the **Guests** Tab

### test meeting


**Event** Focus time Out of office Task Appointment schedule



🕒 Saturday, July 30 12:00pm – 1:00pm  
Time zone · Does not repeat


**Find a time**

---


👤 Add guests

 Sudeep Narayan Banerjee  
Organizer

 Manoj Gupta \* 

\* Calendar cannot be shown 

Suggested times

Guest permissions  
Invite others · See guest list 

Step-8: Click on **Add Rooms** tab just adjacent to Guests tab to book a resource (or room)



Manoj Gupta \*



\* Calendar cannot be shown ?

### Suggested times

### Guest permissions

Invite others · See guest list



Add video conferencing ▾



Add rooms



Add location



Add description or attachments



Sudeep Narayan Banerjee ●

Busy · Default visibility · Notify 10 minutes before

Availability might be shown in other Google apps ?

More options

Save

Step-9: 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.

← All rooms & resources

🔍 109

Available rooms only ▾

Academic Block 7 ^



109 ACADEMIC BLOCK 7 · GF

👤 70 Computer Lab

Academic Block 3 ^



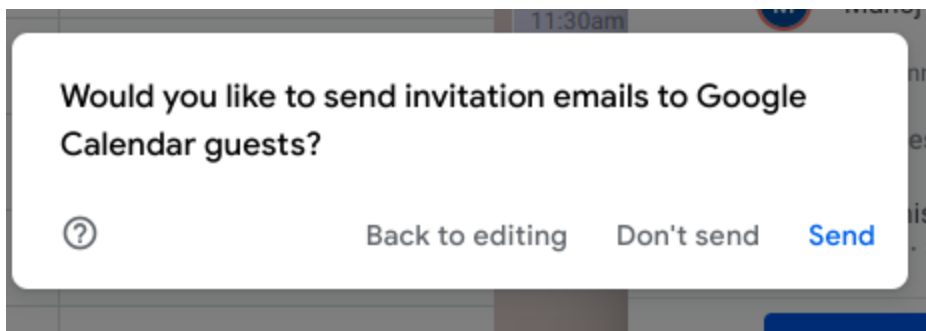
109 ACADEMIC BLOCK 3 · GF

👤 15 Meeting Room

Step-10: Please confirm that the room(resource) and guest name is appearing in this format, as shown.

The screenshot displays a meeting invitation configuration screen. At the top, there is a header 'Add guests' with a person icon. Below this, two guests are listed: 'Sudeep Narayan Banerjee' with the role 'Organizer' and a profile picture, and 'Manoj Gupta \*' with a red 'M' icon and a star. A note below the second guest states '\* Calendar cannot be shown' with a question mark icon. Further down, there are sections for 'Suggested times', 'Guest permissions' (with subtext 'Invite others · See guest list' and a dropdown arrow), and a blue button 'Add video conferencing' with a camera icon. Below these are three more options: '(Meeting Room)-Academic Block 3-GF-109 (15)' with a room icon, 'Add or change rooms', and 'Add location' with a location pin icon. Each of these three options has a mute icon and a close 'X' icon on the right side.

Step-11: After clicking the Save Button, please opt for Send/Don't Send in the pop-box for sending invitation.



**Step-12:** Check whether you receive any automated email or not, as usual. Also click on the selected Room (say AB3/109 in our example) and uncheck yourself(from the left panel); to confirm that your booking is successful and the Room itself has the booking (and not just your calendar).

The screenshot displays a Microsoft Outlook calendar interface. The main calendar grid shows a meeting titled "test meeting" on Saturday, July 30, from 12:00 to 1:00pm. The meeting details panel is open, showing the location as "(Meeting Room)-Academic Block 3-GF-109 (15)", 2 guests (Sudeep Narayan Banerjee and Manoj Gupta), and 1 yes, 1 awaiting response. The calendar grid also shows other meetings on Tuesday, July 26, and Friday, July 29.

**Calendar Grid:**

Day	Meeting	Time	Location
TUE 26	MM Weekly Meeting	10:30am - 11:30am	(Meeting Room)-Academic Block 3-GF-109 (15)
TUE 26	Regarding Mess Tender (With Jalaw	2pm - 3pm	(Meeting Room)-Academic Block 3-GF-109 (15)
TUE 26	Convocation Food_Negotiation Meeting	4:15 - 6:15pm	(Meeting Room)-Academic Block 3-GF-109 (15)
FRI 29	test-1	11am - 12pm	(Meeting Room)-Academic Block 3-GF-109 (15)
FRI 29	test meeting	12pm - 1pm	(Meeting Room)-Academic Block 3-GF-109 (15)
SAT 30	test meeting	12:00 - 1:00pm	(Meeting Room)-Academic Block 3-GF-109 (15)

**Meeting Details Panel:**

- test meeting**
- Saturday, July 30 · 12:00 – 1:00pm
- (Meeting Room)-Academic Block 3-GF-109 (15)
- 2 guests
- 1 yes, 1 awaiting
- Sudeep Narayan Banerjee (Organizer)
- Manoj Gupta
- Sudeep Narayan Banerjee

**Left Panel:**

- Create**
- Meet with...**
- Time Insights** (JUL 24 - 30, 2022)
- My calendars**
- Sudeep Narayan Banerjee
- Birthdays
- ES 611 Programming Adv...
- Reminders
- Tasks
- test
- Other calendars**
- (Meeting Room)-Academi...
- (Auditorium)-Academic Bl...
- (Auditorium)-Academic Bl...
- (Classroom)-Academic Bl...
- (Classroom)-Academic Bl...