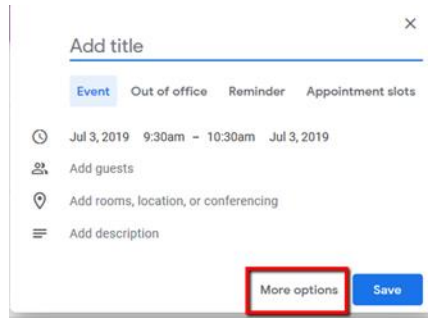


How to Book a Student Group Study Room

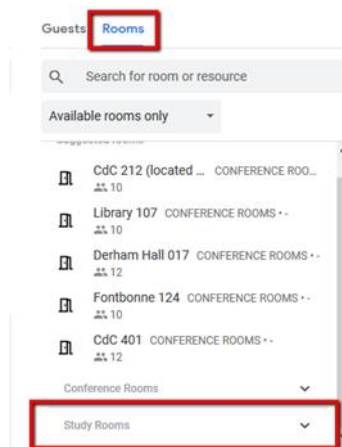
You can book a student group study room through Google Calendar or at the door of the room.

Through Google Calendar

1. Make an event on your Google Calendar and select **More options**:



2. Click on **Rooms** then **Study Rooms**:



3. Select your room and click **Save**.

At the door of the study room

1. Click on **Room Available** on the iPad screen:



Additional Information

- To extend your meeting time and additional 15 minutes, Press **Extend Meeting**
- If your meeting ended early, press **End Early**

Note: There is a slight delay for a reservation to show up on the iPad, but future reservations will appear as they are made.