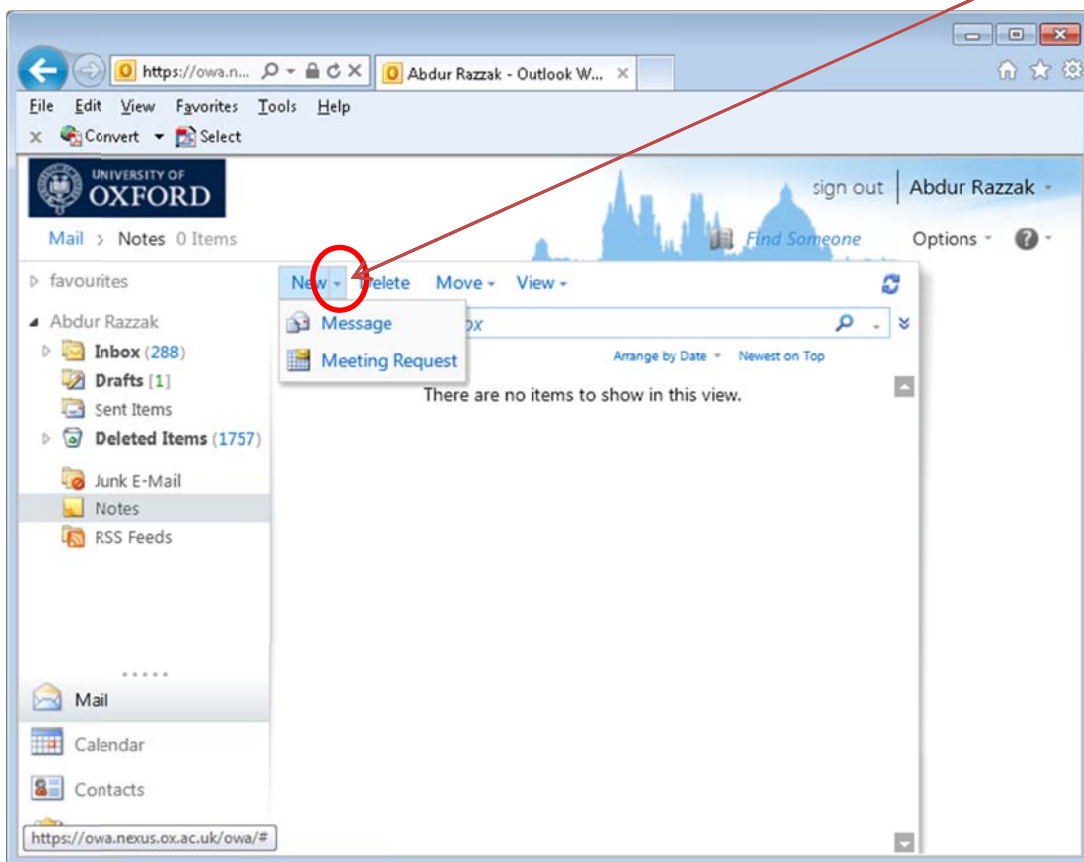


Somerville College Music Room

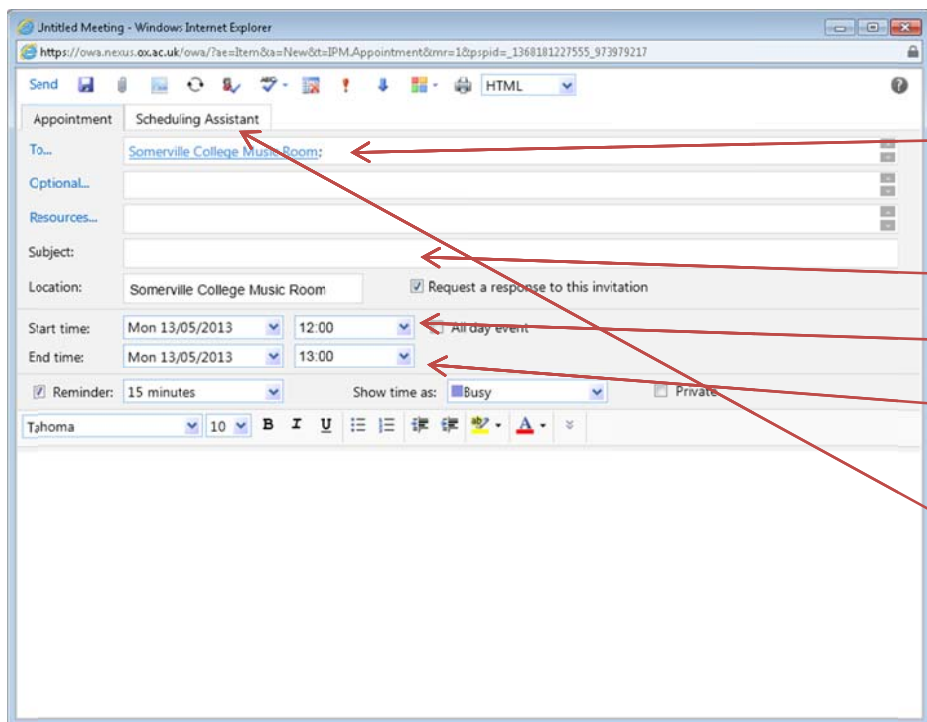
A guide to room booking

The Somerville Music Room can now be booked by sending a meeting request to music.room@some.ox.ac.uk via users College email account.

1. To book the room, login to your **College email account** by visiting <http://nexus.ox.ac.uk>. Login with your SSO username and password (username starts with *some1234*).
2. Once logged in, **click on NEW > Meeting Request** (please remember to click on the arrow for the drop down menu options).



3. In the new Meeting Request form, enter the following details;

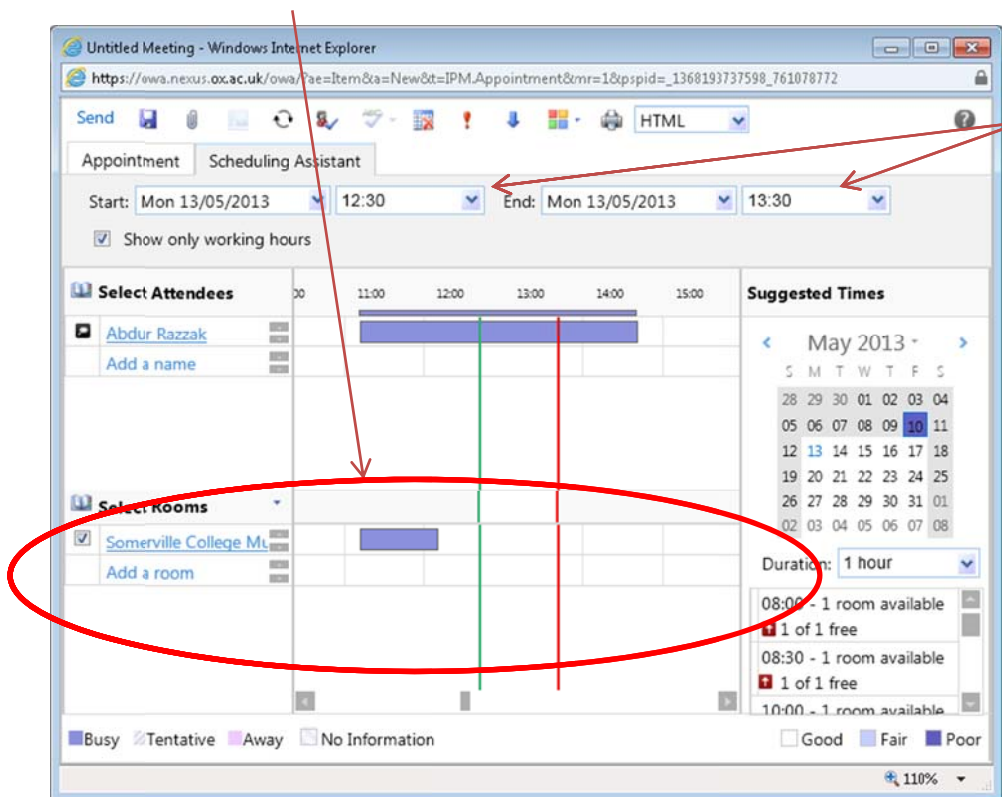


The screenshot shows a web browser window with a meeting request form. The form fields are as follows:

- To:** Somerville College Music Room: (Annotated with 3.1. To = music.room@some.ox.ac.uk)
- Subject:** (Annotated with 3.2. Subject)
- Location:** Somerville College Music Room (Annotated with 3.5. To check the room availability, click on 'Scheduling Assistant')
- Start time:** Mon 13/05/2013 12:00 (Annotated with 3.3. Start time)
- End time:** Mon 13/05/2013 13:00 (Annotated with 3.4. End time)
- Reminder:** 15 minutes
- Show time as:** Busy
- Appointment:** Scheduling Assistant

Annotations 3.1 through 3.5 are shown as text on the right with red arrows pointing to the corresponding form fields.

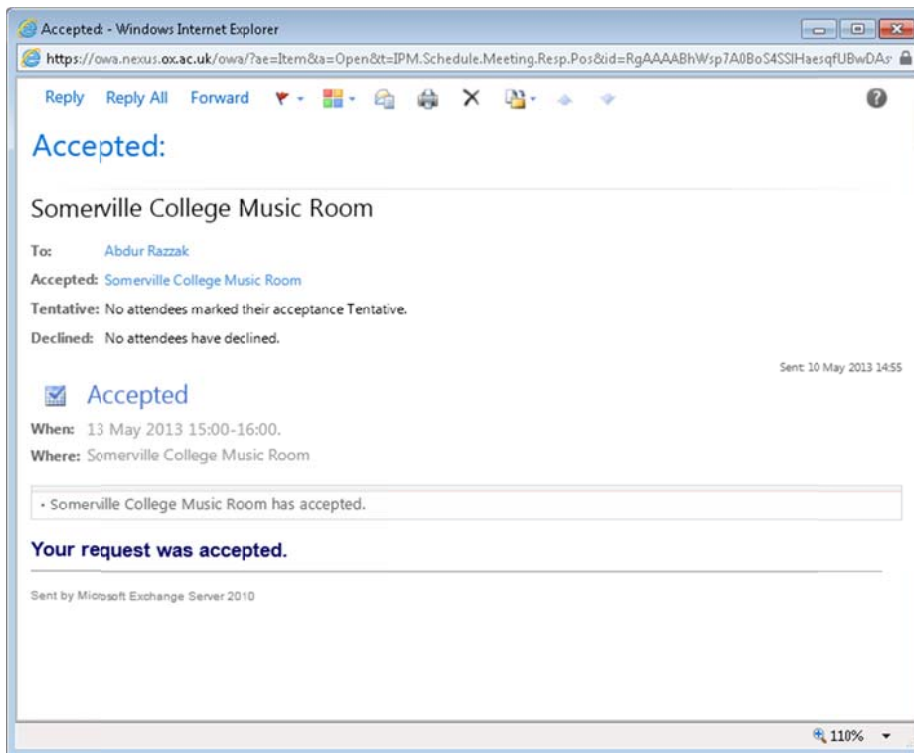
4. The scheduling assistant will show room's availability. It will show busy and free periods.



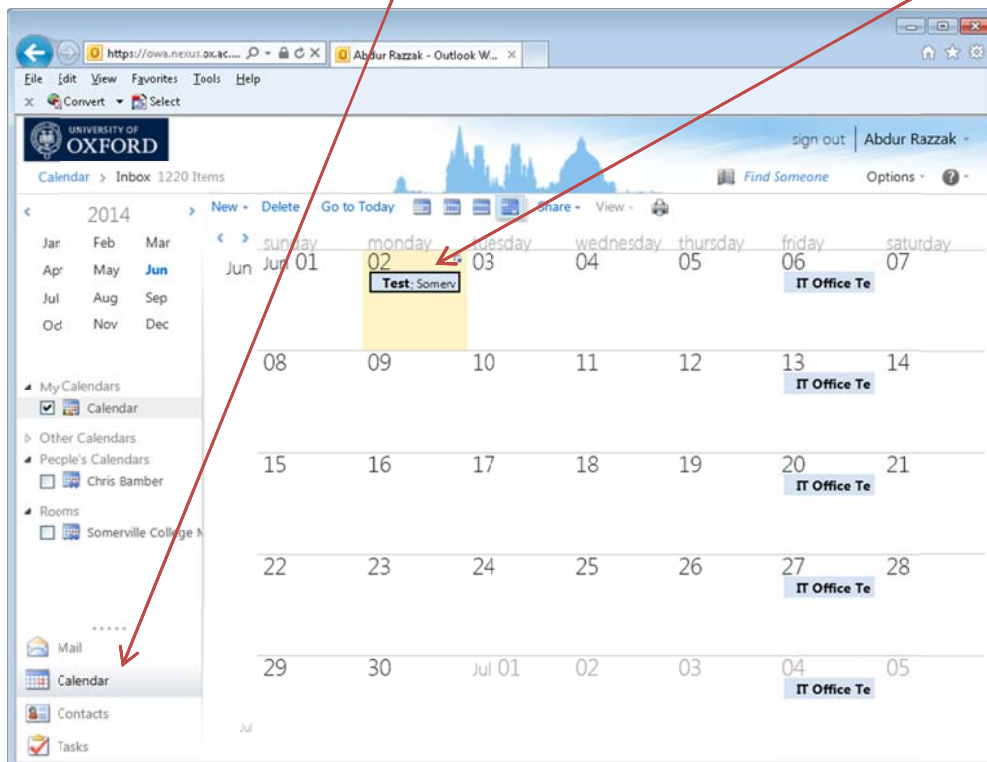
The screenshot shows the 'Scheduling Assistant' interface. It features a calendar grid for May 2013. The 'Select Attendees' section lists 'Abdur Razzak'. The 'Select Rooms' section lists 'Somerville College Music Room'. The calendar grid shows a blue bar indicating a busy period from 12:30 to 13:30 on Mon 13/05/2013. A red oval highlights the 'Select Rooms' section. A red arrow points from the 'Scheduling Assistant' tab to the calendar grid. A red arrow points from the 'Scheduling Assistant' tab to the 'Duration' dropdown menu, which is set to '1 hour'. A red arrow points from the 'Scheduling Assistant' tab to the 'Suggested Times' section, which lists available time slots: 08:00 - 1 room available, 08:30 - 1 room available, and 10:00 - 1 room available. A red arrow points from the 'Scheduling Assistant' tab to the 'Suggested Times' section, with the text: 'If you need to adjust your booking request, you can do this by changing the time slots over here.'

5. Once you are happy with the booking details, press the **send** button to submit your request.

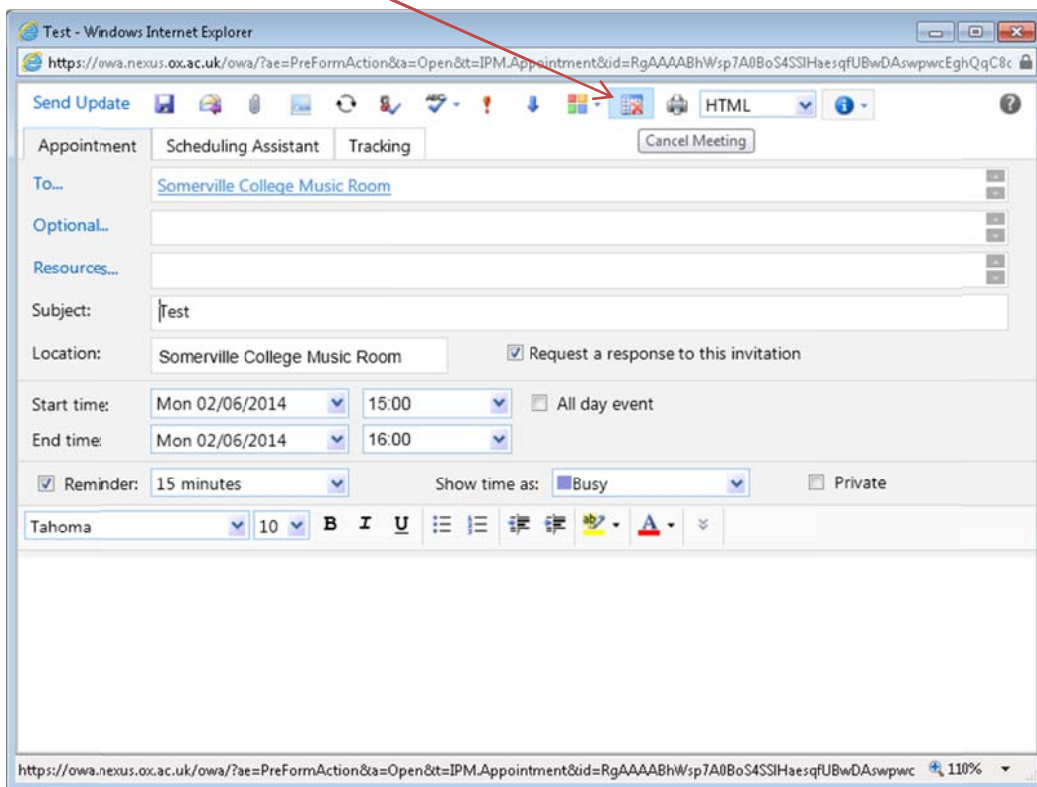
6. After submitting your request, you will receive an email notification instantly either accepting or declining your request.



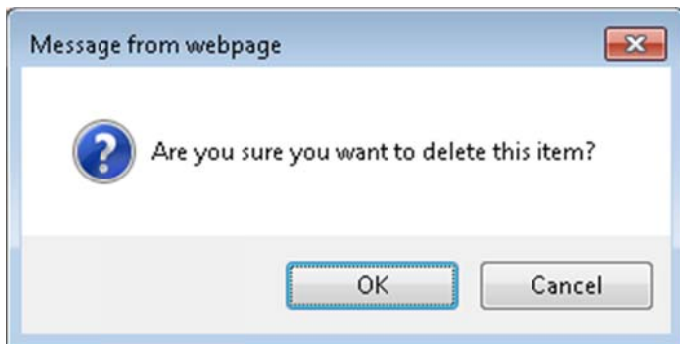
7. To cancel a request, **open calendar** by clicking on Calendar. Double click on your **meeting request**.



8. Click **Cancel Meeting**



9. Confirm cancellation by clicking OK.



Points to note;

- If there is an overlap between two meetings, the latter request will automatically get declined. Users are advised to check with the scheduling assistant first to verify the availability of the room.
- In order for scheduling assistant to work, make sure step 3.1 is filled in first, before moving to step 3.5.
- The room booking allows users to book up to 120 minutes per sessions. If the request is for more than 120 minutes, it will get declined.
- Users are able to book rooms up to 8 weeks in advance. Anything over 8 weeks in advance will get declined.