GOOGLE ROOM BOOKING - QUICK REFERENCE GUIDE

Process for booking rooms in Google Calendar

To book a room for a meeting in Google, set-up the meeting as normal, enter all the details of the meeting and add Guests to the meeting, then from within the event details screen (shown below) click 'ROOMS' a list of available rooms will be displayed, scroll down the list and click 'Load more' to display additional rooms.

×	Team Meeting	SAVE
	24 Oct 2018 10:00 to 11:00 24 Oct 2018 TIME ZONE	
	All day Doesn't repeat 👻	
EVENT	DETAILS FIND A TIME	GUESTS ROOMS
0	Add location	Q Room name, location or resource
P	Add conferencing 👻	Available rooms only
۰	Email • 10 minutes • X	All rooms
	Notification - 10 minutes - X	AC Conference Room (20) (20)
	ADD NOTIFICATION	■ AC Elm Room (10) (10)
	Neil Gartland 👻 🔵 👻	AC Interview Room (10) (10)
Ŵ	Busy - Default visibility - ⑦	BIKE 1 Male BS
=		BIKE 2 Female BS
	Add description	BIKE 3 Brompton BS
		BIKE & Bromoton Budbrooke TS

This will display a list of rooms using a standard naming convention in the following format:

<Building> <Floor> <Room Type and number> <(Capacity)>

For example, Meeting Room 1 GF/Northgate House Conference Centre - capacity 6 will be shown as **NH GF MR1 (6)**

GUESTS ROOMS	
Q SH Available rooms only	Enter part of room name (e.g NH) to filter the list will only display rooms available at the requested time.
Suggested rooms SH 1F MR21 (8) (VC) SH GF MR31 (6)	Select the room required from suggested rooms or scroll down the list to view other available rooms in the building and add to the meeting.
All rooms	
B SH 1F CMR1 (15)	
B SH 1F CMR2 (55)	
B SH 1F CMR3 (15)	
B SH 1F MR21 (8) (VC)	

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EVENT DETAILS FIND A TIME 9 SH 1F MR21 (8) (VC) Β Hangouts Meet MANAGE DETAILS × Email 🝷 10 minutes × Notification * 10 minutes × ADD NOTIFICATION Neil Gartland neilgartland@warwickshire.gov.uk This will automatically update the location field in **.** Organiser the event details screen and the room will appear SH 1F MR21 (8) (VC) underneath the names of Guests that have been-

Viewing Event details

added.

The event name, start time and room are displayed in the calendar view. Click on the event and a pop out will appear displaying further details. Click the pencil symbol to open the event details screen or click 'X' to close the pop out.



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Viewing Room Availability

	-	Ida	aler	Ca	31		≡
You can view roo	>	<		}	r 2018	embe	Nov
a calendar screen a calendar to this a colleague's cal	s	s	F	т	w	т	М
	4	з	2	1	31	30	29
	11	10	9	8	7	6	5
below:	18	17	16	15	14	13	12
	25	24	23	22	21	20	19
	2	1	30	29	28	27	26
	9	8	7	6	5	4	3
New calendar	+	ıdar	caler	ue's	olleag	l a co	Add
Browse calendars of interest	^				lars	alend	Мус
From URL							
Import							

ou can view room calendars in the 'Other Calendars' section of the alendar screen for rooms that you book on a regular basis. To add calendar to this section, click the '+' displayed to the right of 'Add colleague's calendar' and select 'Browse resources' as shown elow:

This will display a list of available calendars; scroll through the list to find the room(s) and click the checkbox to the right of any room you want to display in the 'Other Calendars' section.

Click '←' displayed to the left of 'Settings' to return to the calendar screen, the selected calendars will now appear in the 'Other Calendars' section and can be viewed by selecting them from this list.

The calendar(s) will remain visible in this list at all times; calendars can be hidden by clicking the 'i' symbol to the right of the room name and selecting 'Hide from list' from the menu.

The calendar can be re-displayed by typing the first few characters of the room name in 'Add a colleague's calendar'.

NB This will only work if the calendar has been previously added using the above process.

MyP Study Rm 2 (2)	
NH 1F MR4 (16)	
NH 1F MR5 (20)	
NH 1F MR6 (10)	
NH 2F MR7 (6)	
NH 2F MR8 (6)	0 🔽
NH 2F MR9 (12)	
NH GF CR (100)	
NH GF MR1 (6)	~
NH GF MR2 (10)	~
NH GF MR3 (20)	

BS 1F CR (12)	×	:	Display this only
			Hide from list
			Settings

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To change a meeting room

If you need to change the room booked for a meeting, edit the event, click 'ROOMS' tab, hover the mouse over the room currently booked, and click on the 'X' that appears to the right of the room to remove the booking. You will then need to book an alternative room.



If you delete an event in your Google calendar and you have added the room using the above process, the room booking will automatically be cancelled.

Notes

The Conference Room in Northgate House cannot be booked using the process above, to book this room you will need to complete the Northgate House Room Booking Form which is available on the room bookings page of the WCC Going Google site.

You will **NOT** receive any confirmation if your room booking is successful. You will only receive notification if the request is declined. If you wish to extend the duration of a meeting you have a room booked for, we recommend you check the room is available before extending your meeting. If the room is not available and you extend the duration of the meeting, you will receive an e-mail advising you that the room booking has been declined and the booking for the entire meeting will be removed from the calendar.