


Instruction on how to reserve conference rooms in the Dana building



Conference Rooms

G110	2560
G110A	4315A
G110B	4325
G110C	4573

Add a room

1. On your computer, open [Google Calendar](#). Or the google calendar app from your mobile device
2. Create a new event or open an existing one.
3. If you are editing an existing event, click Edit event .
4. Click Rooms. The Rooms feature is located next two where you add guests to your meeting. Search for a conference room. Note that the room will not be visible in the search box if it is not available at the requested time.
5. Click the room resource and that room will be reserved for your requested time. Review the "Find a Time" tab for a time when the room is available.
6. Click Save.

Remove a room

1. On your computer, open [Google Calendar](#). Or the google calendar app from your mobile device
2. Click Edit event .
3. In the "Rooms" tab on the right, find the room or resource. Or edit the event in the google app
4. Next to the room or resource, click Remove .
5. Click Save.

If a room is declining for your event, it could be for one of the following reasons

- The requested time slot is not available, or you chose a room that you do not have access to its reservation calendar.
- Recurring events: Make sure the room is available for at least two thirds of the events and is not unavailable more than 5 times.

