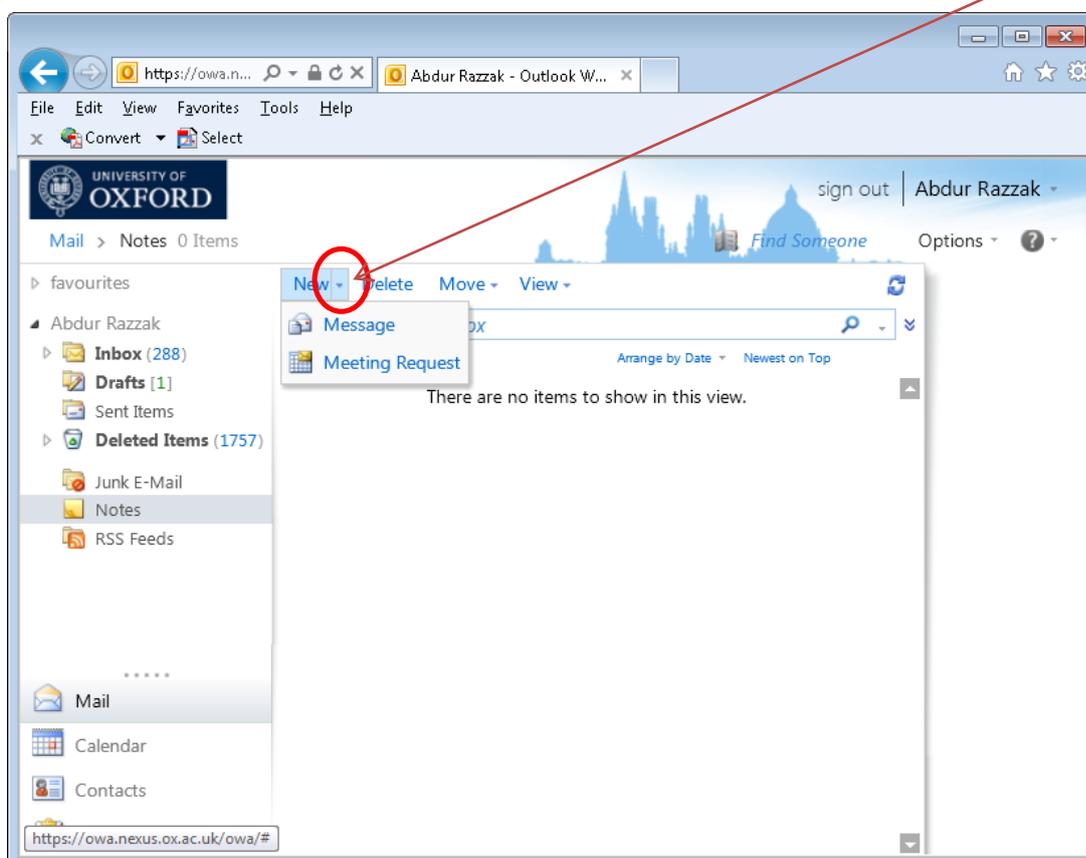


Somerville College Chapel Booking

A guide to room booking

The Somerville Chapel Booking can now be booked by sending a meeting request to chapel.booking@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;

3.1. To = chapel.booking@some.ox.ac.uk

3.2. Subject

3.3. Start time

3.4. End time

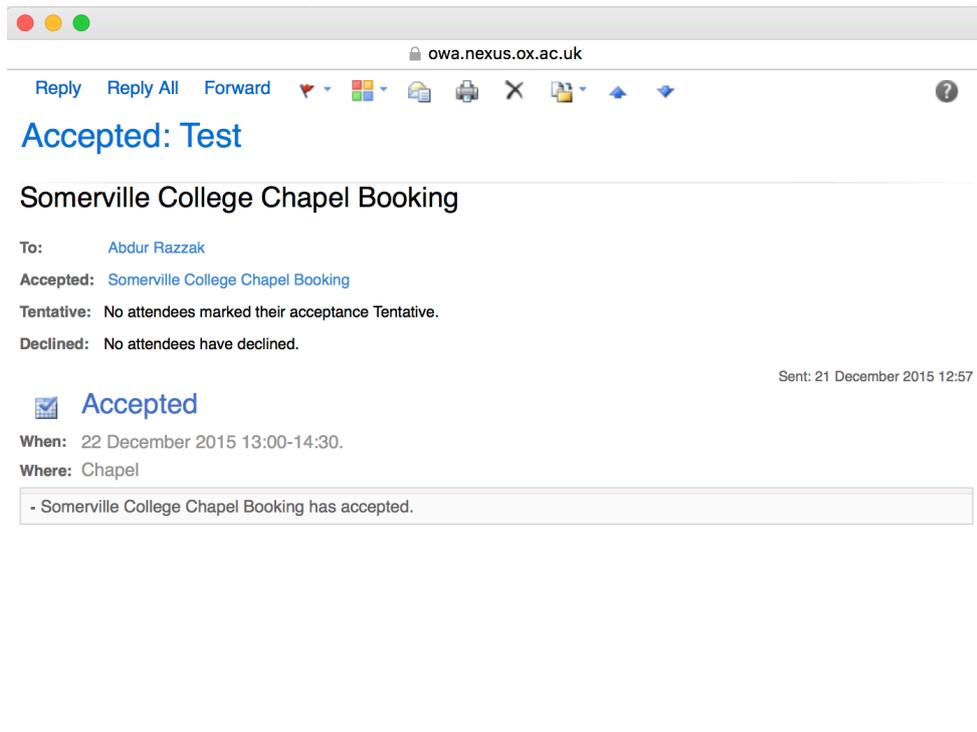
3.5. To check the room availability, click on 'Scheduling Assistant'

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

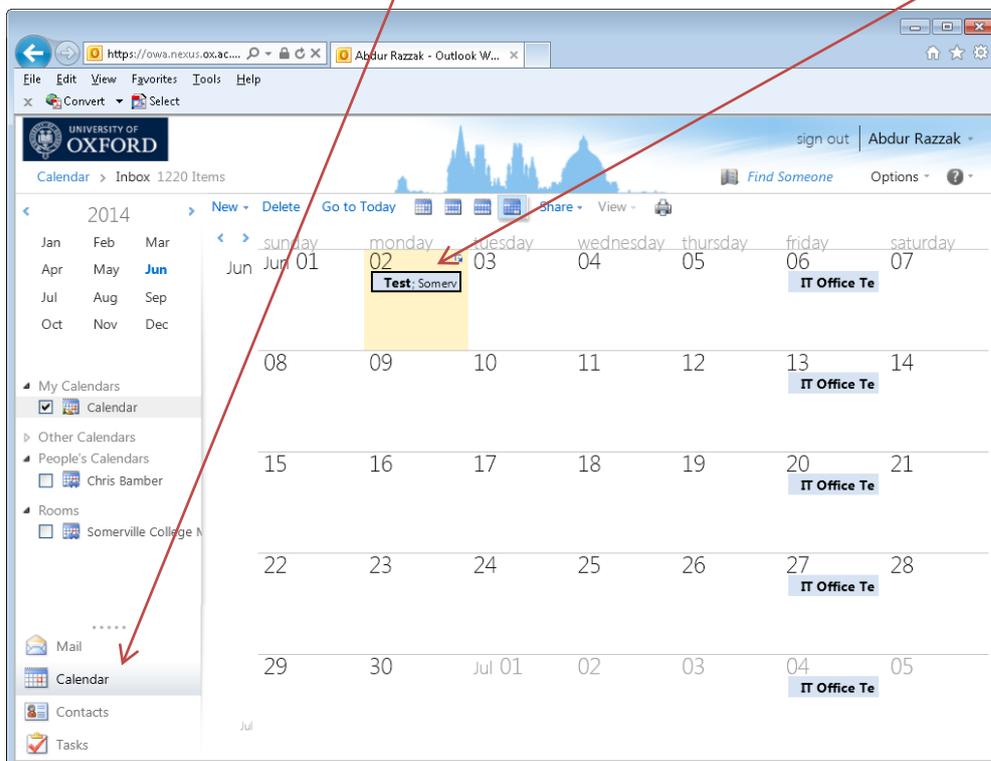
If you need to adjust your booking request, you can do this by changing the time slots over here.

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

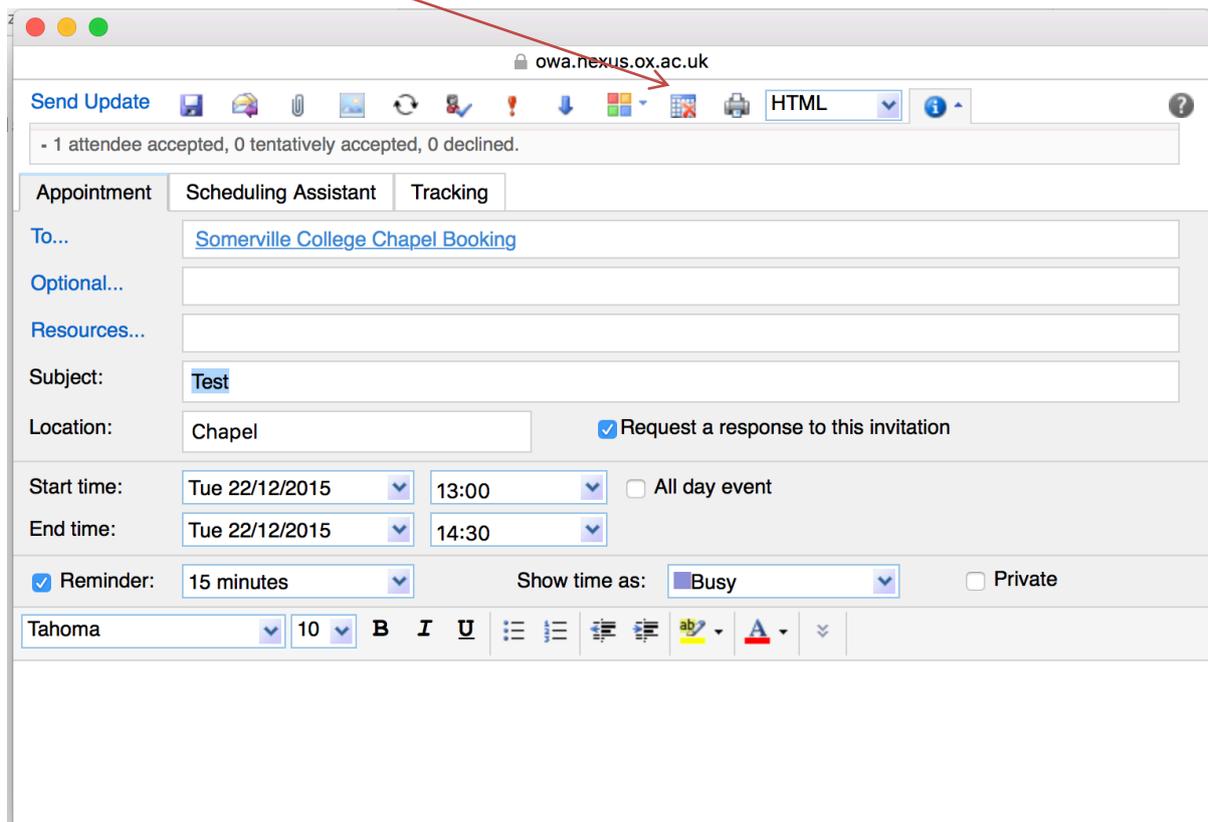
6. After submitting your request, you will receive an email notification either accepting or declining your request.



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.

