## 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.

- To book the room, login to your College email account by visiting <u>http://nexus.ox.ac.uk</u>. 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).



| 🔒 owa.nexus.ox.ac.uk                                   |                          |
|--|--------------------------|
| Send 🛃 👔 🔜 🕂 🍢 🔣 ! 4 👫 🖓 🖨 HTML 🔽                      | 3.1. To =                |
| Appointment Scheduling Assistant                       | - chapel.booking         |
| To Somerville College Chapel Booking                   | Ocomo ov oc uk           |
| Optional   |                          |
| Resources  |                          |
| Subject:   | 2.2 Cubiest              |
| Location:  Request a response to this invitation       | 3.2. Subject             |
| Start time: Tue 22/12/2015 I3:00 All day event         | 3.3. Start time          |
| End time: Tue 22/12/2015 Y 14:30                       | 2 4 Endtime              |
| ✓ Reminder: 15 minutes ✓ Show time as: ■Busy ✓ Private | 5.4. End time            |
| Tahoma 🔽 10 🔽 B I 🖳 註 註 註 譯 譯 💇 - 🗛 - 🗧                | <b>3.5.</b> To check the |
|  | room availability,       |
|  | click on                 |
|  | 'Scheduling              |
|  | Assistant'               |
|  | Assistant                |
|  |                          |

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

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

| Untitled Meeting - Windows Internet Explorer Attps://owa.nexus.ox.ac.uk/owa/Yae=Item&ta=New&t  | t=IPM.Appointment&mr=1&pspid=_1368193737598_  | 761078772   |
|--|---|---|
| Send 🛃 👔 🔂 <table-cell> <table-cell> <table-cell> 🖓 - 🗱<br/>Appointment Scheduling Assistant<br/>Start: Mon 13/05/2013 🕥 12:30<br/>🗹 Show only working hours</table-cell></table-cell></table-cell>  | <ul> <li>Image: Image: Im</li></ul> | If you need to<br>adjust your<br>booking request,<br>you can do this b  |
| Select Attendees       20       11:00         Abdur Razzak       Image: Control of the second |   | Imagested Times       changing the times         May 2013 - >       >         S M T W T F S       >         28 29 30 01 02 03 04       05 06 07 08 09 10 11         12 13 14 15 16 17 18       19 20 21 22 23 24 25         26 27 28 29 30 31 01       02 03 04 05 06 07 08         uration:       1 hour         8:04 - 1 room available |

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.

| e interps://owa.nexus.ox.ac  | P-≞c× 0                          | Abdur Razzak - Outl | ook W ×       |                 |                | /                 | •••×           |
|--|----------------------------------|---------------------|---------------|-----------------|----------------|-------------------|----------------|
| <u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u><br>★ €aConvert → Select | <u>i</u> elp                     | /                   |               |                 |                |                   |                |
|  | /                                |                     |               |                 |                | sign out 🖌        | Abdur Razzak 👻 |
| Calendar > Inbox 1220 Items  |                                  |                     |               |                 | 📕 Find         | l Someone         | Options - 🕜 -  |
| < 2014 > New   | <ul> <li>Delete Go to</li> </ul> | Today 🛄             | i 📰 📰 shai    | re - View - 🔒   | 1              |                   |                |
| Jan Feb Mar <<br>Apr May <b>Jun</b> JU   | > <u>_sun_lay</u><br>n_Jun 01    | 02                  | duesday<br>03 | wednesday<br>04 | thursday<br>05 | friday<br>06      | saturday<br>07 |
| Jul Aug Sep  |                                  | Test; Somerv        | J             |                 |                | IT Office Te      |                |
| Oct Nov Dec  |                                  |                     | 10            | 4.4             | 10             | 10                | - 1.1          |
| ▲ My Calendars   | 08                               | 09                  | 10            | 11              | 12             | ⊥3<br>Π Office Te | 14             |
| Calendar   |                                  |                     |               |                 |                |                   |                |
| People's Calendars     Chris Ramber  | 15                               | 16                  | 17            | 18              | 19             | 20                | 21             |
| <ul> <li>Rooms</li> </ul>  |                                  |                     |               |                 |                | IT Office Te      |                |
| 🔲 🧱 Somerville College N   | 22                               | 22                  | 24            | 05              | 26             | 27                |                |
|  | 22                               | 23                  | 24            | 25              | 26             | 2/<br>Π Office Te | 28             |
|  |                                  |                     |               |                 |                |                   |                |
| Calendar   | 29                               | 30                  | Jul 01        | 02              | 03             | 04                | 05             |
| Contacts   |                                  |                     |               |                 |                | IT Office Te      |                |
| 📝 Tasks  | lul                              |                     |               |                 |                |                   |                |

8. Click Cancel Meeting

| •••             |  |   |
|-----------------|--|---|
| Send Update     |  | 0 |
| - 1 attendee ac | cepted, 0 tentatively accepted, 0 declined.  | Ĭ |
| Appointment     | Scheduling Assistant Tracking                |   |
| То              | Somerville College Chapel Booking            |   |
| Optional        |  |   |
| Resources       |  |   |
| Subject:        | Test   |   |
| Location:       | Chapel Request a response to this invitation |   |
| Start time:     | Tue 22/12/2015 I3:00 All day event           |   |
| End time:       | Tue 22/12/2015 🖌 14:30                       |   |
| Reminder:       | 15 minutes Show time as: Busy Private        |   |
| Tahoma          | ✓ 10 ✓ B I U 듣 듣 幸 幸 李 本 ×                   |   |
|                 |  |   |
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|                 |  |   |

9. Confirm cancellation by clicking OK.

