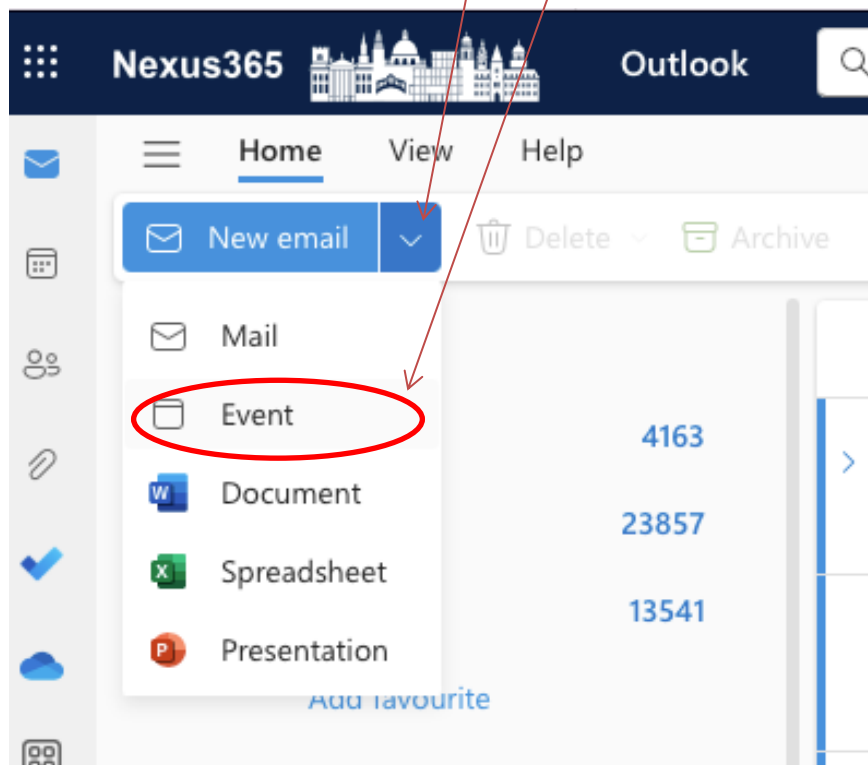


Somerville College Chapel Booking

A guide to room booking

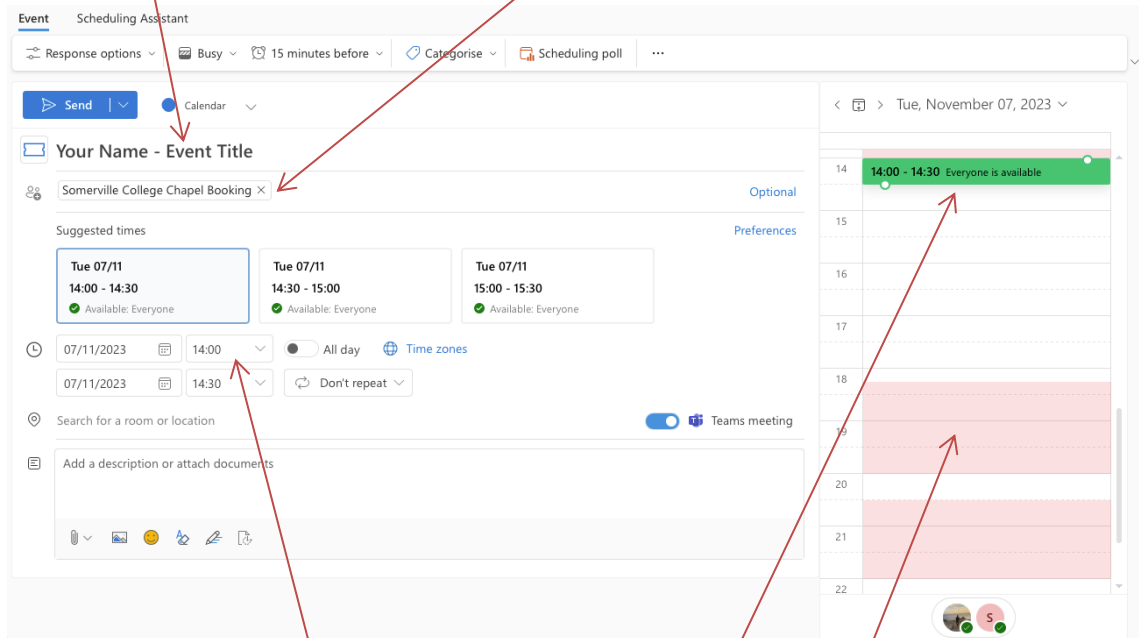
The Chapel now be booked by sending a meeting request to chapel.booking@some.ox.ac.uk via users College email account.

1. To book the room, login to your **College email account** by visiting <https://outlook.office365.com>
Login with your SSO username and password.
2. Once logged in, click on the **drop down menu > Event**



3. In the Event form, enter the following details;

Add a title = Your name and event title. **Attendees** = chapel.booking@some.ox.ac.uk



Enter **date, start time and end time**.

This will show if the resource is available at your chosen time. The red block means there's already a booking at that time.

Once you have filled in the details, press **send**.

If the resource is available and you meet the criteria, the request will get accepted automatically.

If the resource is unavailable or you do not meet the criteria, the request will be rejected automatically.

Booking Criteria

- Each booking must not be for more than 120 minutes long
- Each booking must be made no more than 14 days in advance.