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 NEW > Calendar Event** (please remember to click on the arrow for the drop down menu options).
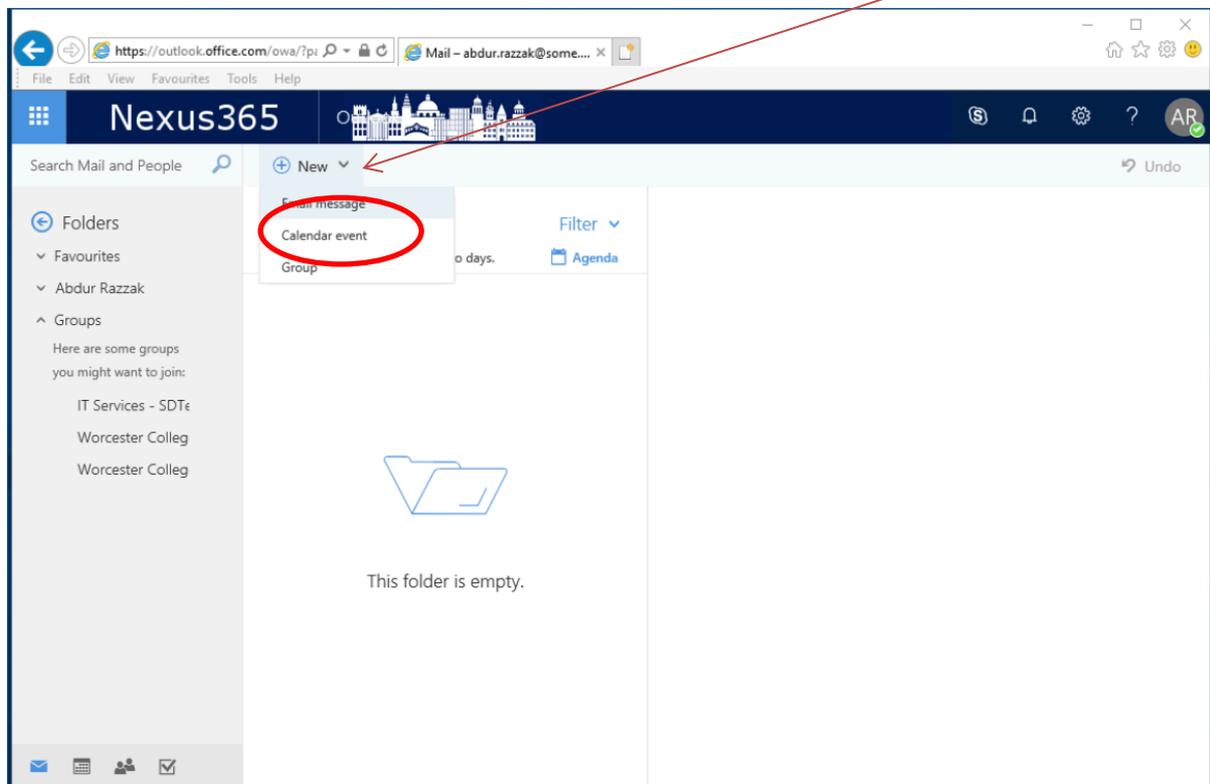
3. In the Calendar Event form, enter the following details;

Required = chapel.booking@some.ox.ac.uk
Once **Somerville College Chapel Booking** is display, click on it.
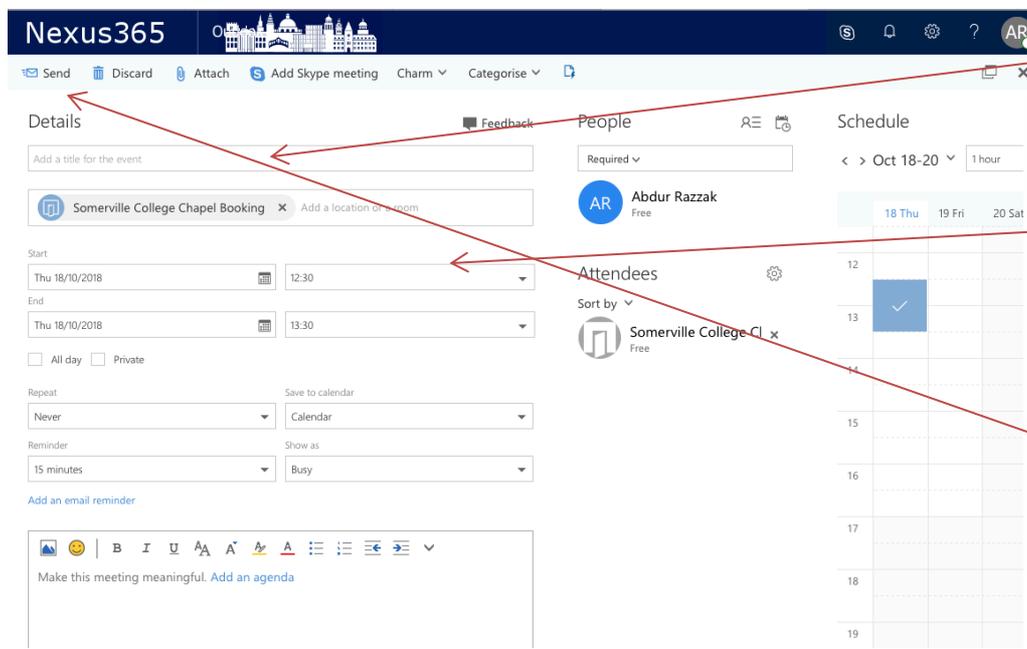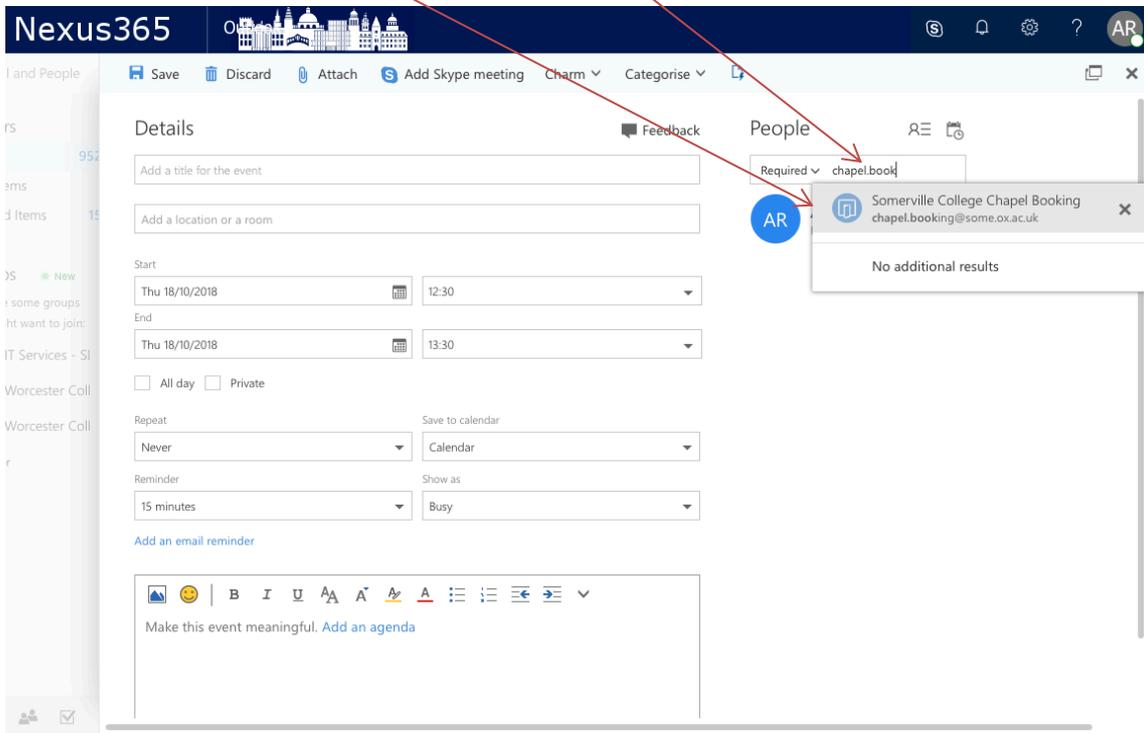
In the **Details** box, enter your name followed by event's name.

Enter the **start** time and **end** 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 90 days in advance.