Somerville College Music Room

A guide to room booking

The Somerville Music Room can now be booked by sending a meeting request to <u>music.room@some.ox.ac.uk</u> via users College email account.

- 1. 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).





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.

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						10:00 - 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 instantly either accepting or declining your request.

Accepted - Windows Internet Explorer	
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To: Abdur Razzak	
Accepted: Somerville College Music Room	
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Declined: No attendees have declined.	
Accepted	Sent 10 May 2013 14:55
When: 13 May 2013 15:00-16:00.	
Where: Somerville College Music Room	
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7. To cancel a request, **open calendar** by clicking on Calendar. Double click on your **meeting** request.

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8. Click Cancel Meeting

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9. Confirm cancellation by clicking OK.

Message from webpage
Are you sure you want to delete this item?
OK Cancel

Points to note;

- If there is an overlap between two meetings, the latter request will automatically get declined. Users are advised to check with the scheduling assistant first to verify the availability of the room.
- In order for scheduling assistant to work, make sure step 3.1 is filled in first, before moving to step 3.5.
- The room booking allows users to book up to 120 minutes per sessions. If the request is for more than 120 minutes, it will get declined.
- Users are able to book rooms up to 8 weeks in advance. Anything over 8 weeks in advance will get declined.