



Go to the page **office.com** and login by using your LUT email address and password.

Go to the calendar by clicking image of it.

Send Discard Scheduling Assistant Busy Categorize Response options

- Request responses
- Allow forwarding
- Hide attendee list

Calendar invitation

Brian Kottarainen

1 Oct 2019 08:00 to 08:30 All day

Free: Tue 1 Oct 08:00 - 08:30 | 08:30 - 09:00 | 09:00 - 09:30

Repeat: Never

Tila: Origo Alfa (LUT / 7434 / 2+4 hlö)

Remind me: 15 minutes before

Here you can write message for your friends who you invite.

10.00-12.00
1 sijainti ei ole vapaana

Add members using their email address.

Select day and time.

Choose never.

Choose room. You can make a reservation to rooms **Alfa, Beta, Gamma, Delta, Doppler, Einstein, Faraday or Galilei.**

If you want you can select reminding via email.

Finally, send a calendar invitation. The invitation goes to Origo service point for approval.

You will first receive a confirmation message your booking request (that is, your calendar invitation) has been received and is awaiting approval.

Your reservation has been accepted (or rejected) and will not be valid until you receive second email!

In response options menu must be Request responses selected!

You can see in **green** free rooms, times and members.

If some room or member is not available in the calendar appear **red** bar.

Rules for reservation of working room

- Group working rooms are only for groups. Minimum size of group is 2 people.
- You can make a reservation to rooms called Alfa, Beta, Gamma, Delta, Doppler, Einstein, Faraday and Galilei.
- Students may only have one valid booking at a time.
- Reserved time is three hours long and no more!
- **Weekend reservation** is from Friday at 3pm to Monday 8am.

If you want make a weekend reservation, tell about that in the reservation (previous slide).

- If the room is not used within 15 minutes of the begin of the reservation, the reservation will lapse.
- There is two computer, six chairs and table for four in the working rooms.
- Key in the room can be borrowed from the Origo service desk with a library card. The key is given mainly for weekend bookings, otherwise the doors are open. The key will be returned to the Origo service point or, when the service point is closed, returned to the mailbox in the lobby near the group workshops by 8am the following morning. For weekend bookings by 8am on Monday mornings.