

HOW TO RESERVE AN OPERATIONS RESEARCH ROOM USING YOUR GOOGLE CALENDAR

STEP 1: Go to your Google Calendar (calendar.google.com) and sign in using your NC State Unity ID and password if not already logged in.

STEP 2: Create an event by clicking on the date and time you would like to start reserving the room.

STEP 3: Enter a name into the event title.

STEP 4: Click the **More options** button.

STEP 5: Fill in any necessary details of your reservation:

- Ending time
- Description
- Notifications

STEP 6: On the right side, you will see the **Guests** and **Rooms** tabs. Click on **Rooms**.

STEP 7: Click on **FWH** in the drop-down menu and the available rooms will be shown.

STEP 8: Click on the room of your choice.

STEP 9: Click **SAVE** at the top of the screen.

