

# **RESERVING SPACE AT 70 SHIP STREET**

#### **STEP 1**

In your Google Calendar CREATE A NEW EVENT (you must be logged in with Brown Google account)

≡ 🗾 Calend	ar
- Create +	
Event	>
Focus Time	
Out of office	*
Working location	8
Task	15
States - Marca	22
Appointment slots	28

## STEP 2

Populate the event title, date and time Click on ROOMS

Add t	itle and time	8
Event	Out of office	Working location
Wednese Does not (	day, December 14 repeat	Wednesday, Deci
Find a ti	me	
Add gue	513	
Add v	ideo conferencing	
Add roor	ns o location	
Add des	cription or attache	nents

#### STEP 4

In the search box, type BM Facilities 70 Ship



## **STEP 5**

The search defaults to available spaces only; however, if "include unavailable rooms" is selected, the unavailable rooms will be crossed out in the list.

BM Facilites 70 Ship St Auditorium Room 107
3M Facilites 70 Ship St Room 105
BM Facilites 70 Ship St Room 106
3M Facilites 70 Ship St Room 301
3M Facilites 70 Ship St Room 401
BM Facilities 70 Ship St Courtvard