Rooms:

biotech180
biotech202
biotech271
biotech302
biotech371
biotech371
biotech402
biotech471

Equipment:

mbg3dproj
mbglaptopmac
mbglaptoppd
mbglrgproj
mbglaserpointer
mbgoverproj
mbgslideproj
mbgsmpj
1. Make sure you are working in your Cornell Exchange calendar (Highlight the calendar listed under yourNetID@cornell.edu in the calendar list).

2. In the iCal menu, click “File” – “New Event”.

3. Navigate to the date of your meeting and double-click on the time for your meeting to create the meeting.

4. Replace the “New Event” text with a name for your meeting.
5. Double-click your meeting.
6. Click “Add Invitees” and start entering the room/equipment in the field and select your room/equipment from the list.
7. Click send.

8. You will receive an email from the room either accepting or declining your meeting.