

Rooms*:

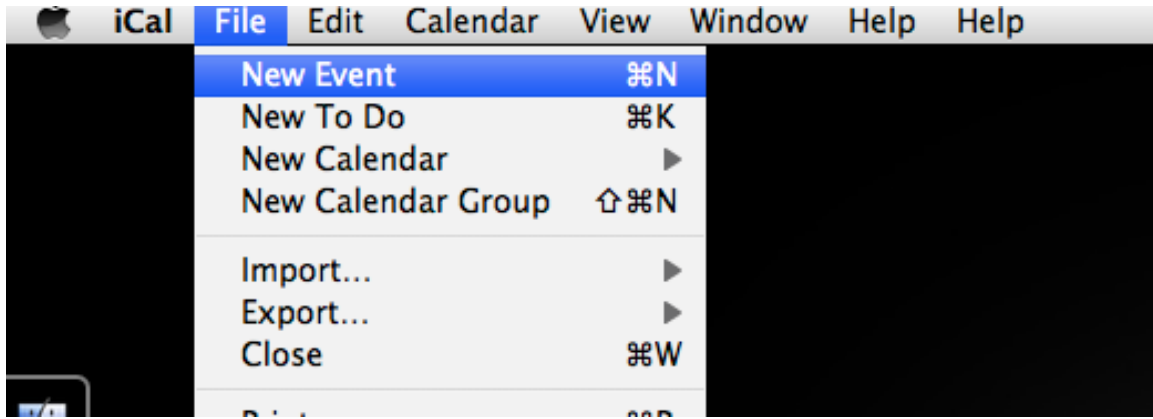
biotech180
biotech202
biotech271
biotech302
biotech371
biotech371
biotech402
biotech471

Equipment:

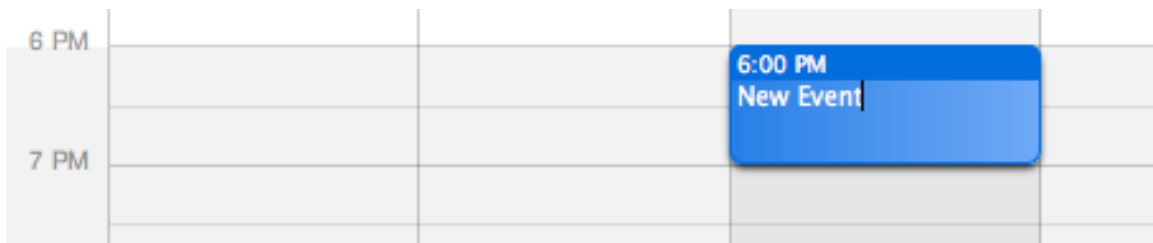
mbg3dproj
mbglaptopmac
mbglaptoppd
mbglrgproj
mbglaserpointer
mbgoverproj
mbgslideproj
mbgsmproj

*The room names are one “word”. Do not add a space between biotech and the room number when entering the information as outlined below.

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”.



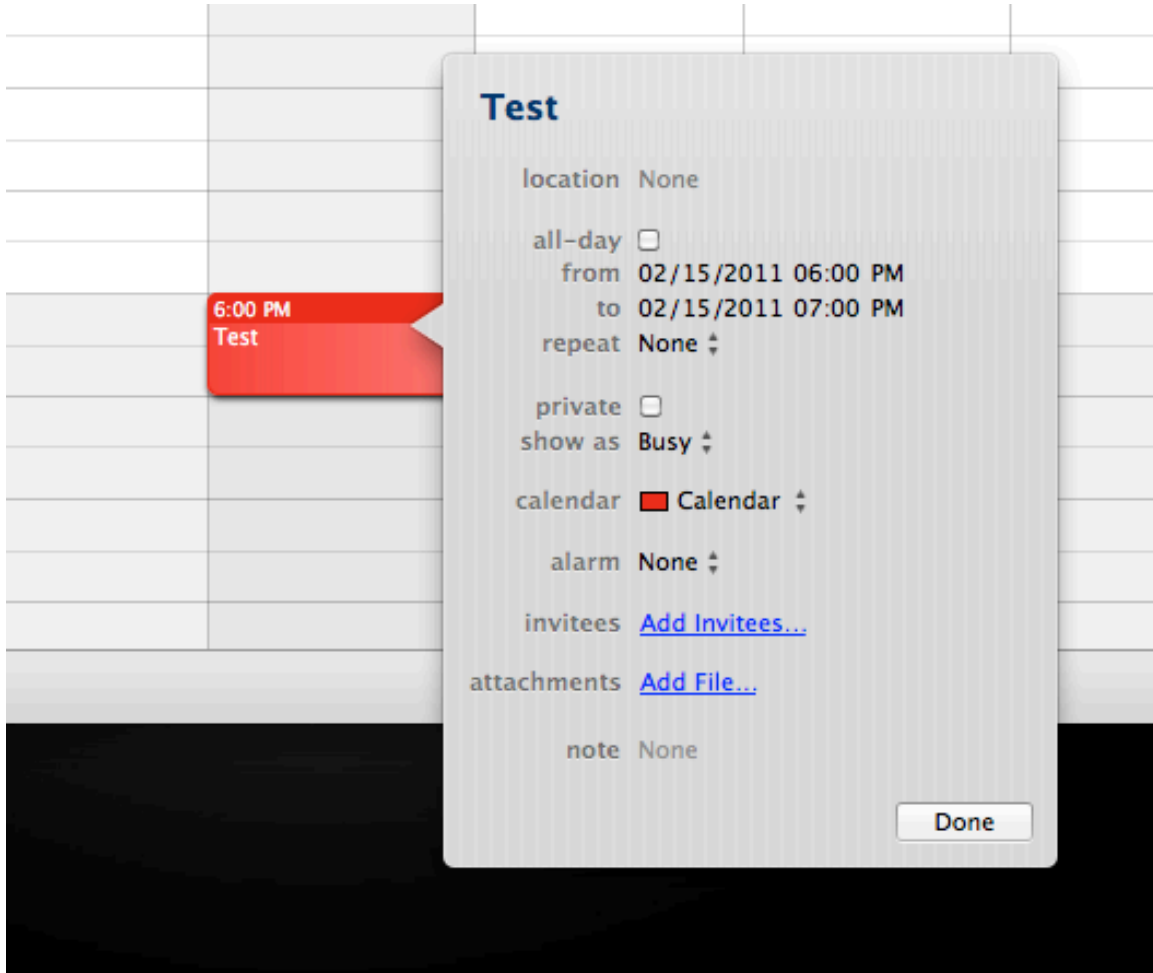
3. Navigate to the date of your meeting and double-click on the time for your meeting to create the meeting.



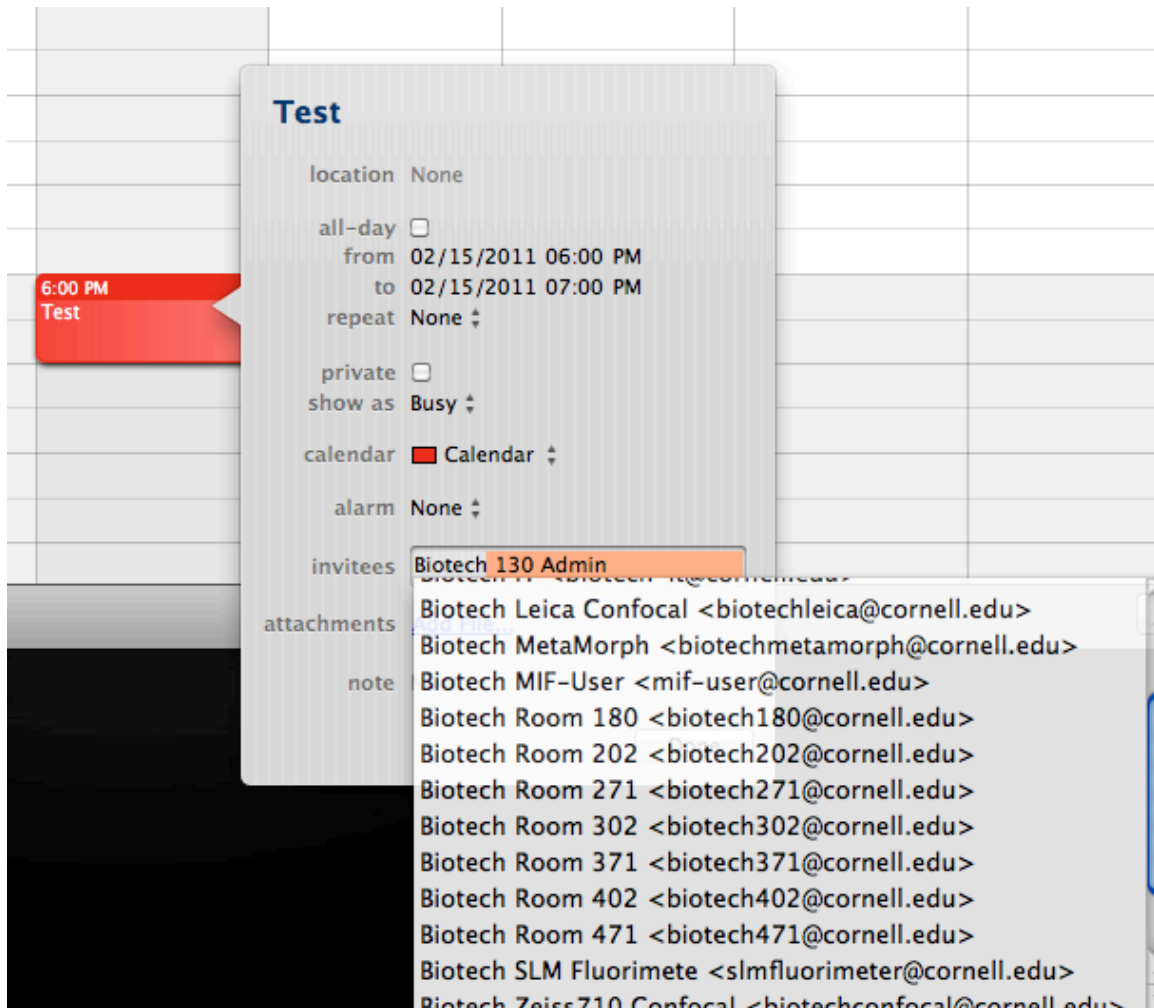
4. Replace the “New Event” text with a name for your meeting.



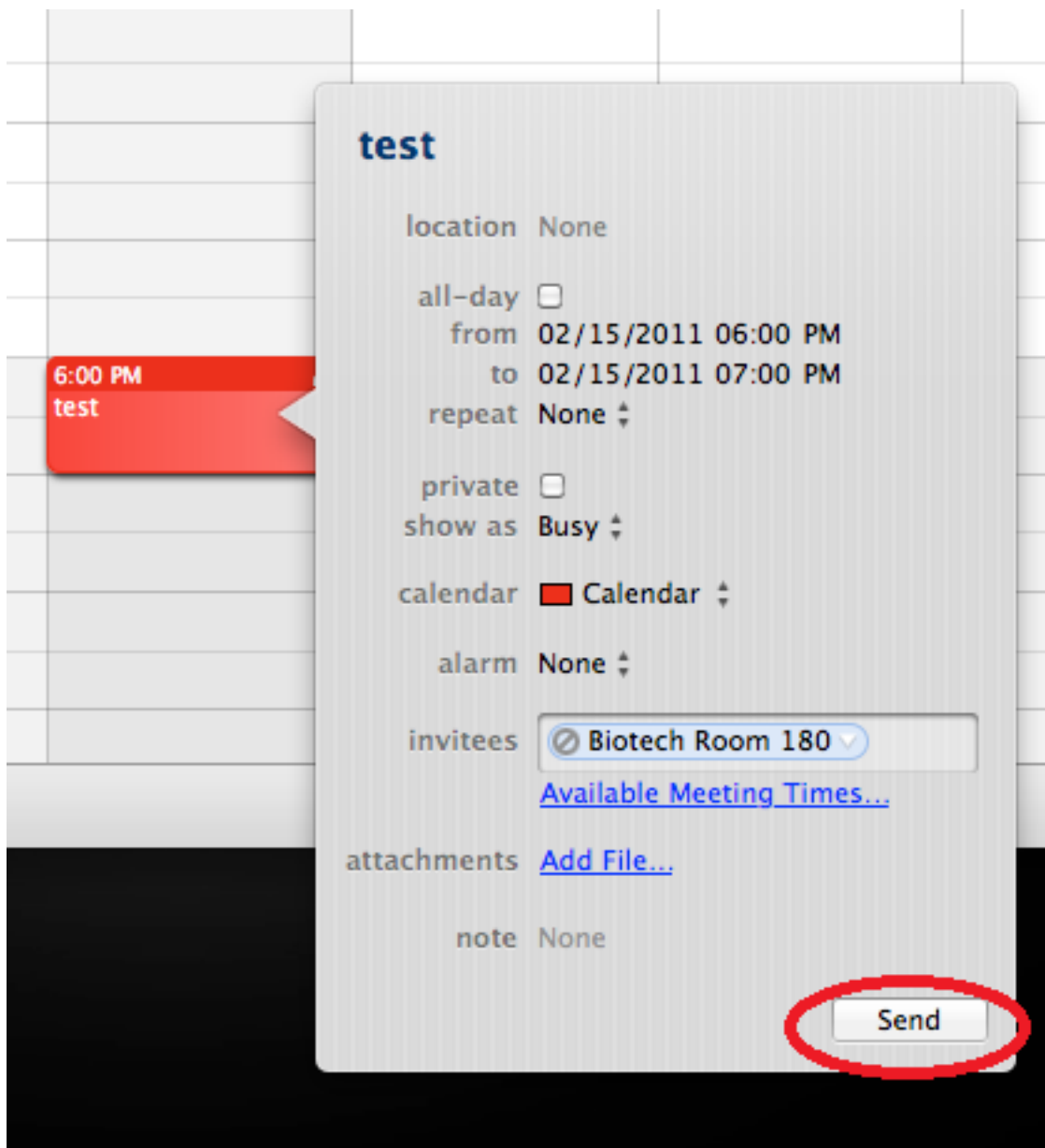
5. Double-click your meeting.



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.