**Rooms**:  
biotech180  
biotech202  
biotech271  
biotech302  
biotech371  
biotech371  
biotech402  
biotech471  

**Equipment**:  
mbg3dproj  
mbglaptopmac  
mbglaptoppd  
mbglrgproj  
mbglaserpointer  
mbgoverproj  
mbgslideproj  
mbgsmpproj  

*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.