meetingroomapp

Scheduling Rooms in Google Calendar

Everest

TODAY

12:11 Thursday, July 19
FREE

+

Book now

13:00 → 14:00
Board Meeting
Alexander Stokes

14:15 → 15:15
Interview with Sydney Roy
Henrietta Gardner

15:45 → 16:45
Client Sales Call
Martin Gutierrez

TOMORROW, FRIDAY, JULY 20

11:00 → 12:30
Project Planning
Susie Dunn
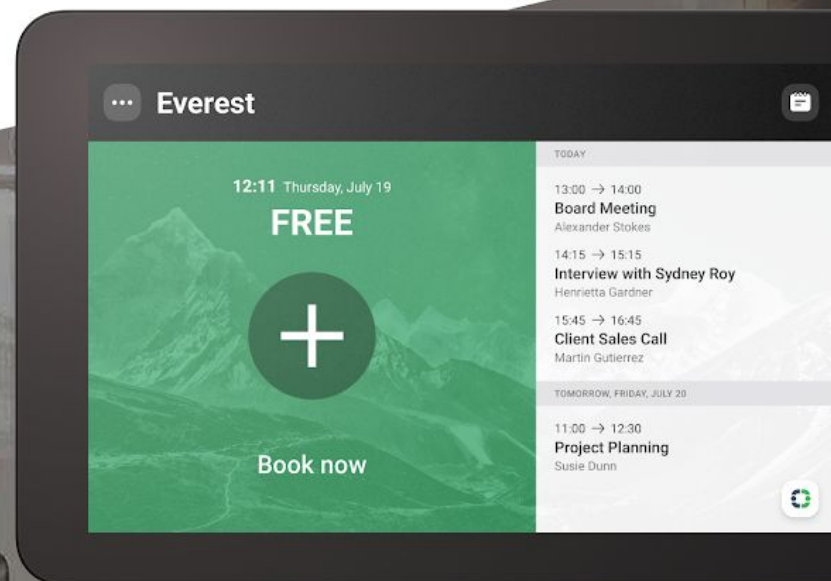
Make Your Workplace Better

Contents

Introduction

MeetingRoomApp is a modern meeting and conference room booking system. Its smart technology allows for effective business meeting management and efficient room navigation, makes company processes easier and helps to use company space in a better way.

MeetingRoomApp is **implemented all around the world.** It is used by a number of high-profile institutions such as banks, insurance companies, universities, technology companies and other multinational corporations.

Its unique features along with user-friendly interface **allow for easy application control** and make MeetingRoomApp one of the market leaders and trend setters for Smart Office in Digital Signage.
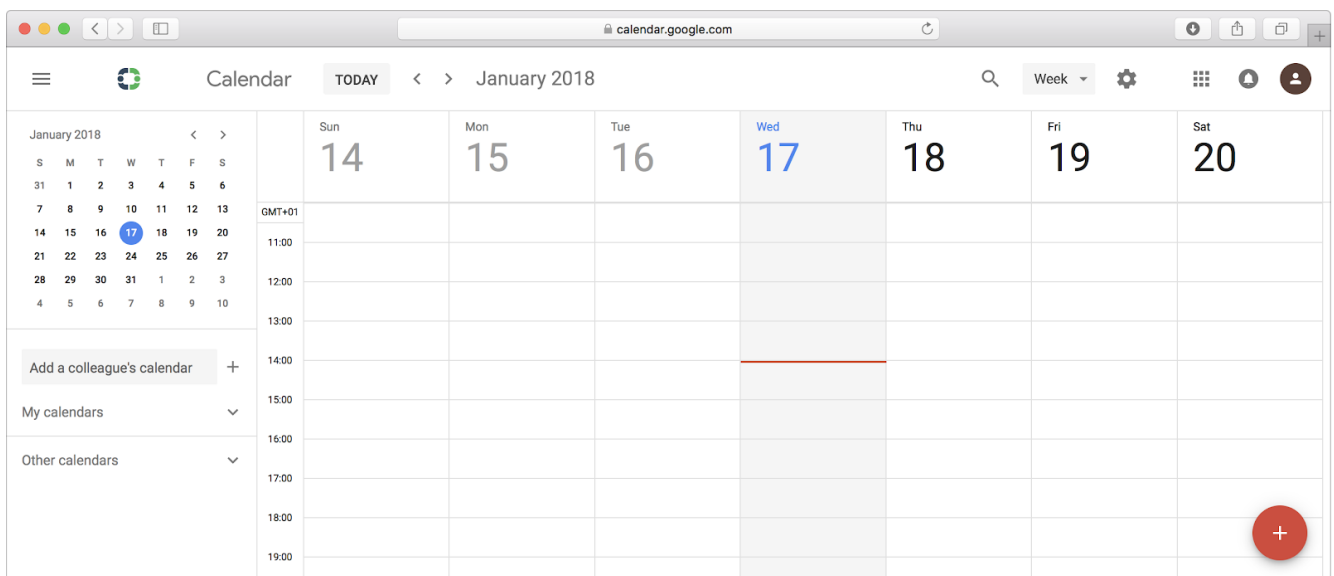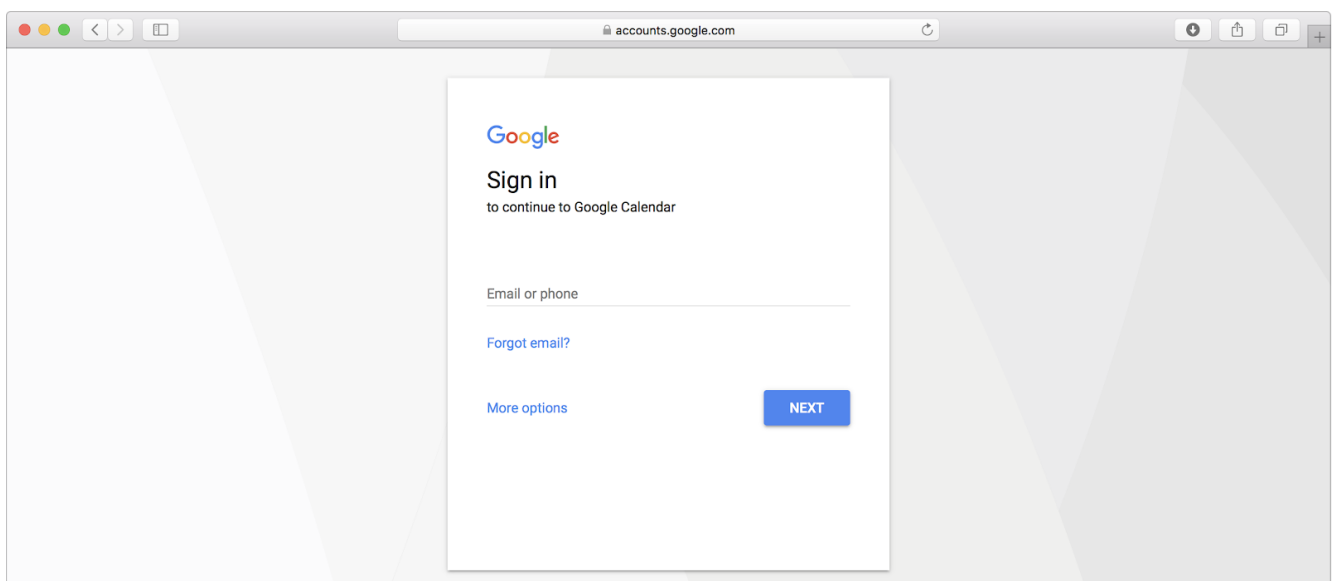
Scheduling a Room in Google Calendar

1. Google Calendar App

Log in to your account at https://calendar.google.com/ and open the **Google Calendar** app.
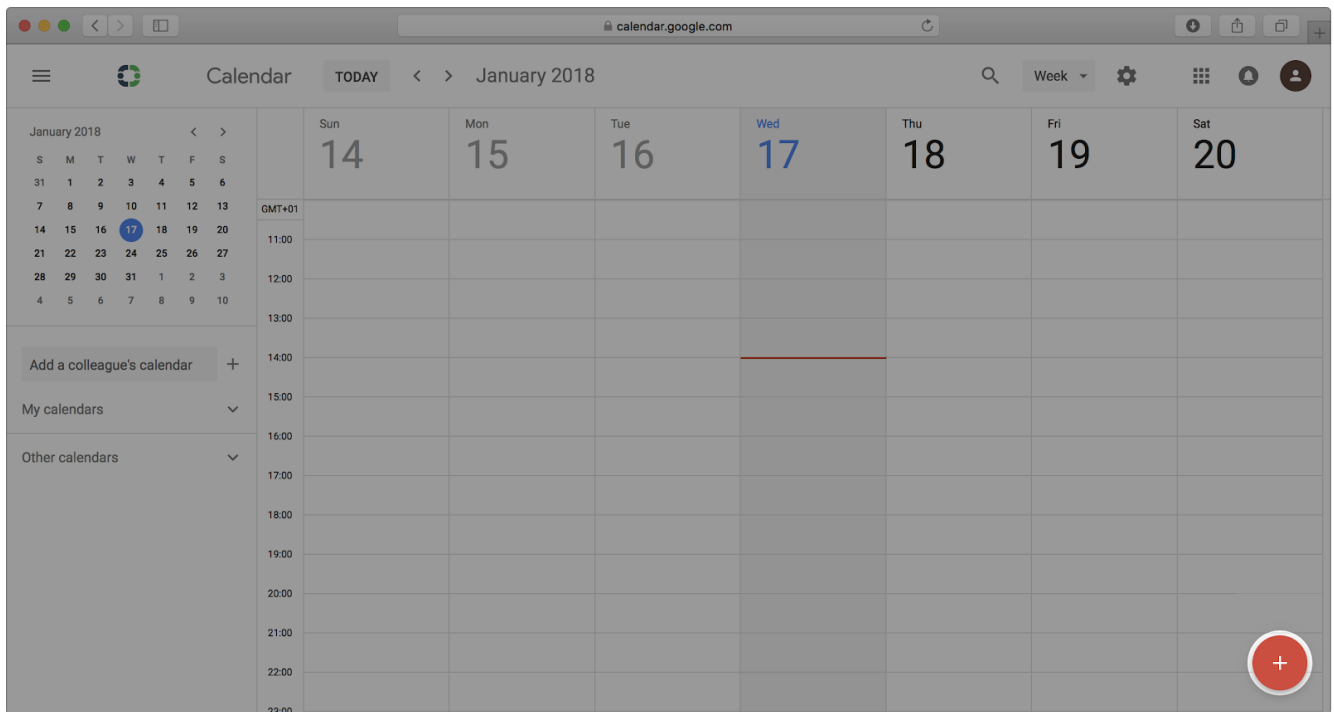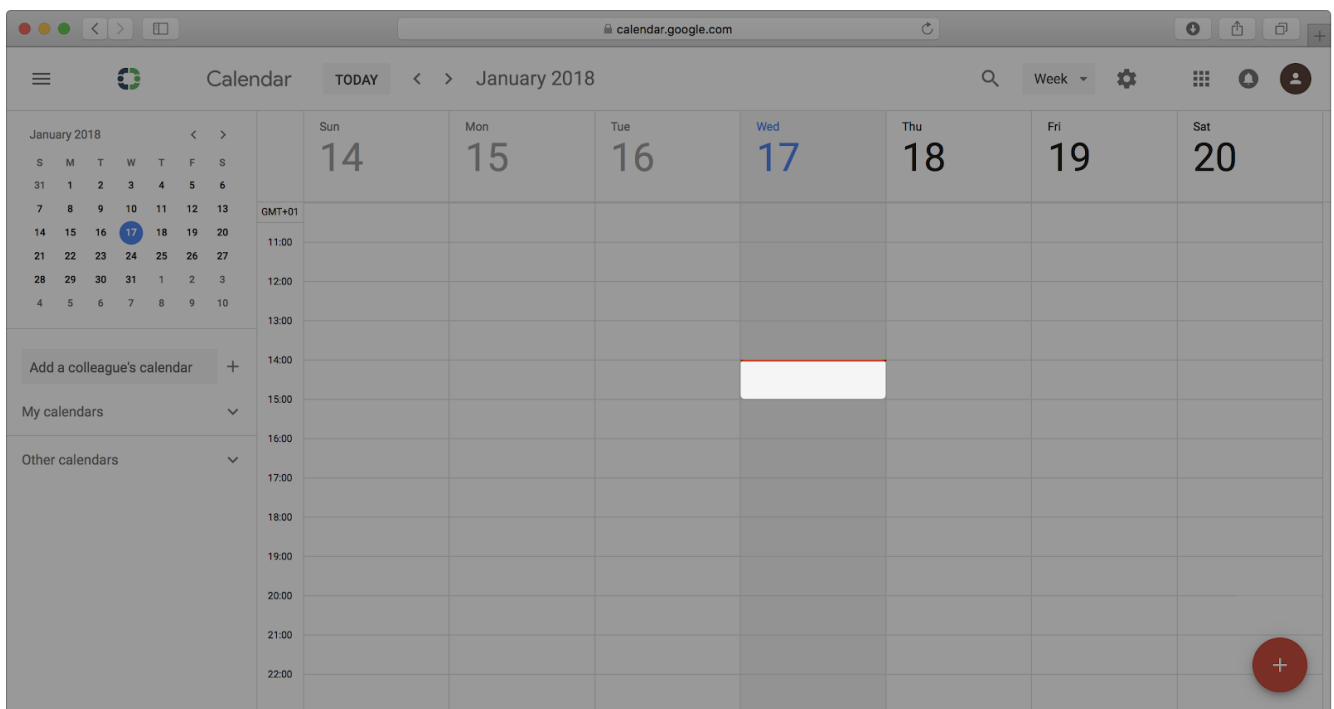
2. Scheduling a Meeting (an Event)

To create a new event in **Google Calendar**, tap the **+** round button
or double tap an open time slot in the agenda.

1. Tapping the **+** round button in the bottom right corner of the browser

2. Double tapping an open time slot in the agenda

3. Booking a Meeting Room

In event details, enter the title of the event (first field – **Add title**)
and select the date and time of your meeting in the field below.

1. Add title field

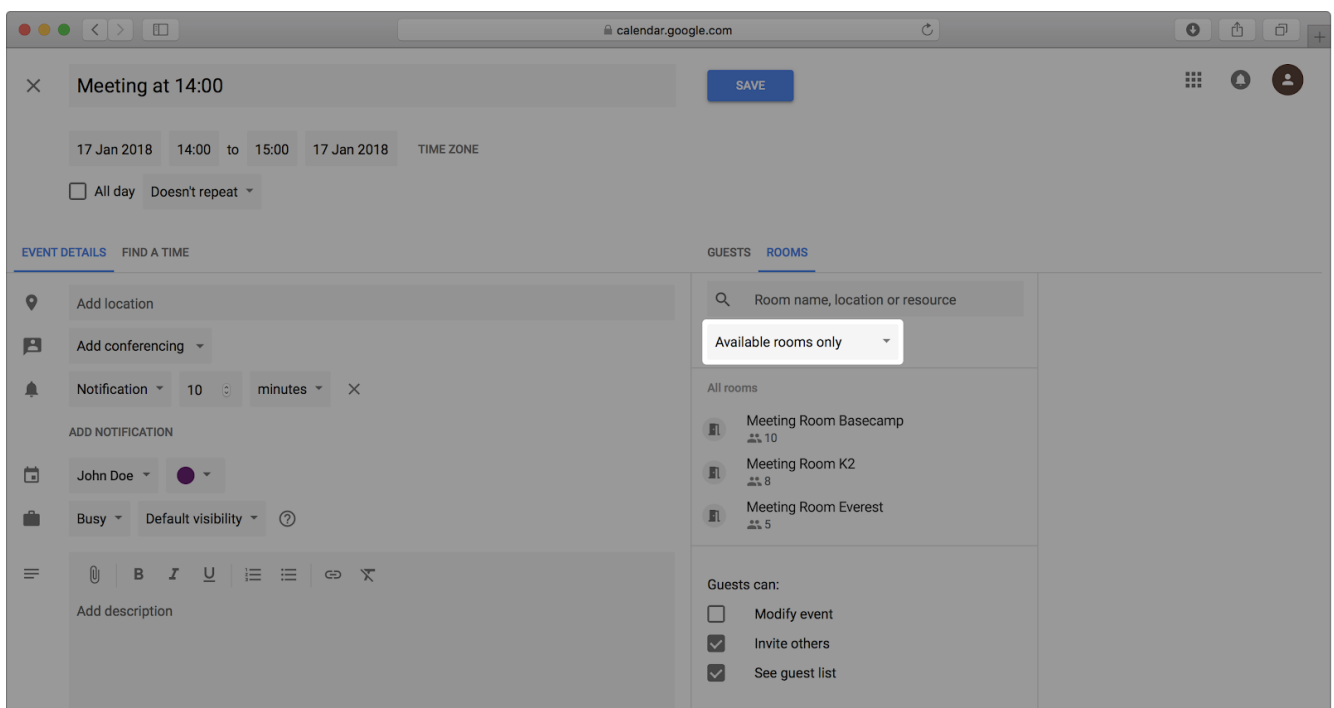**2.** Meeting date and time – start and end

Then select a meeting room (the **Rooms** tab on the right-hand side of the screen).
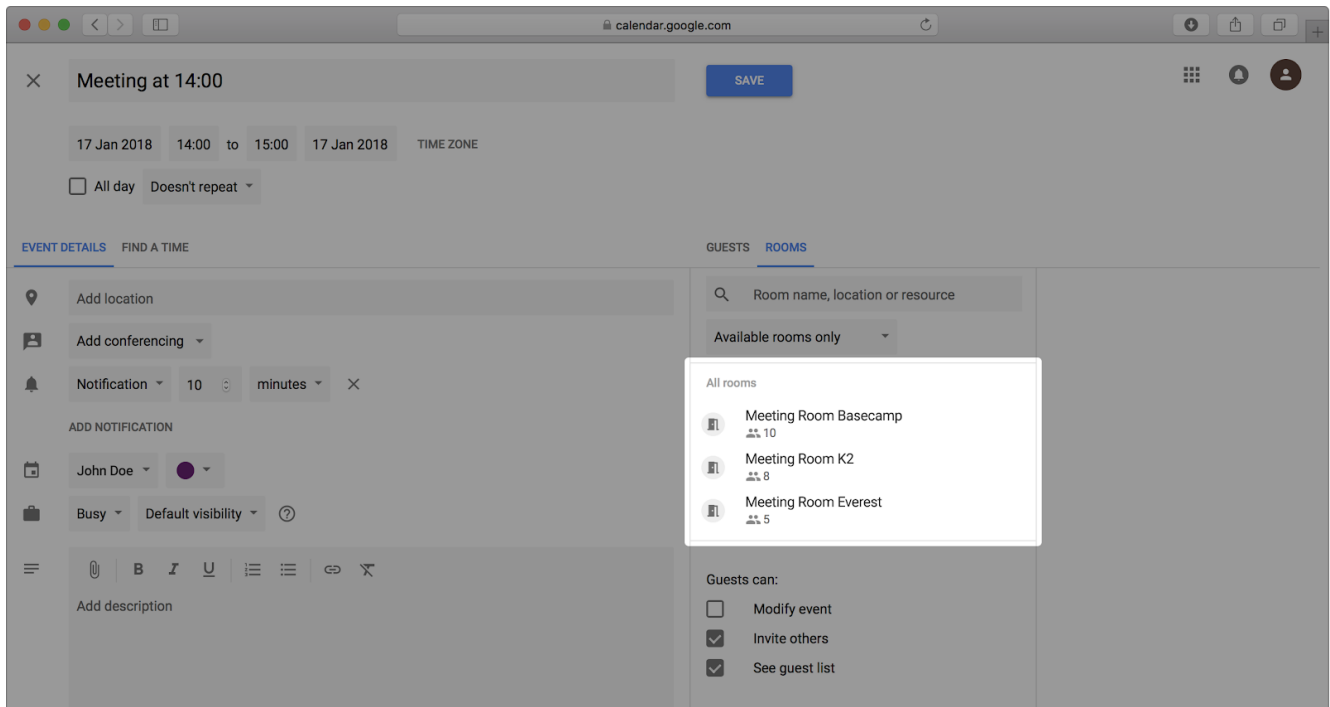
3. Rooms tab
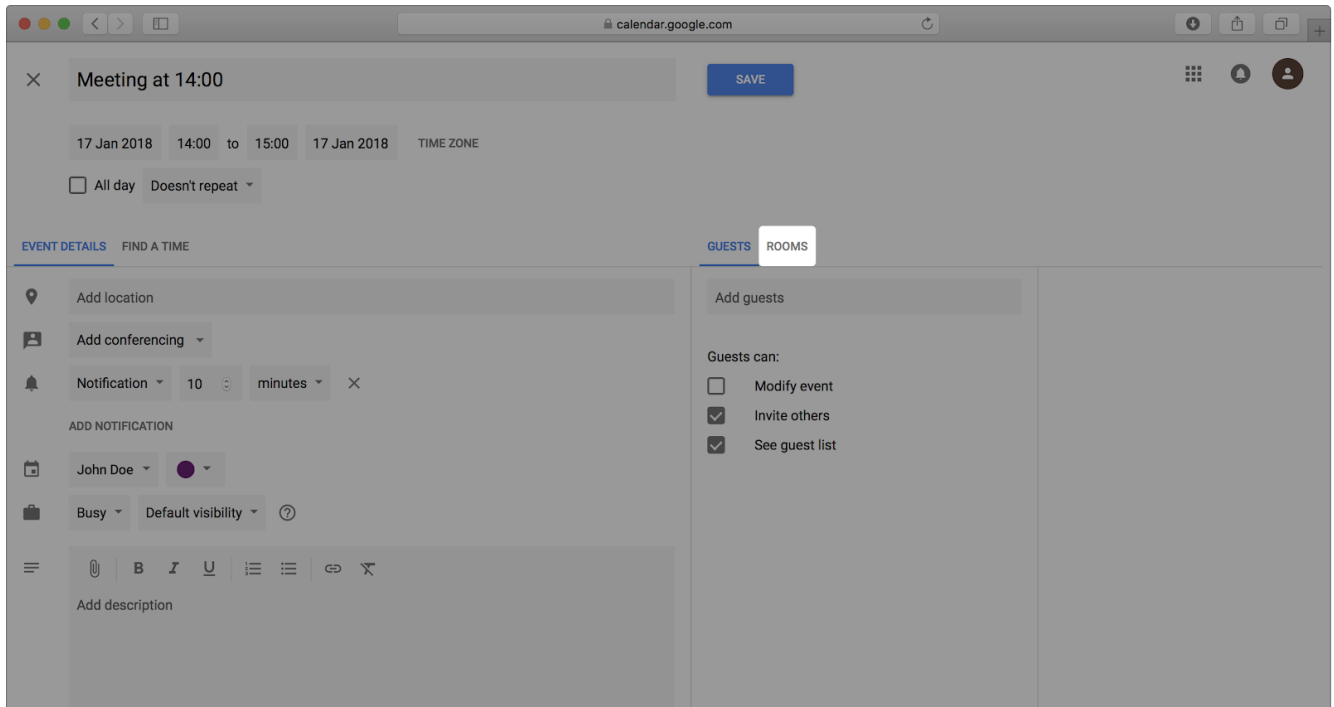
After you tap the **Rooms** tab, make sure the filter to see only available rooms is active (the **Available rooms only** item).
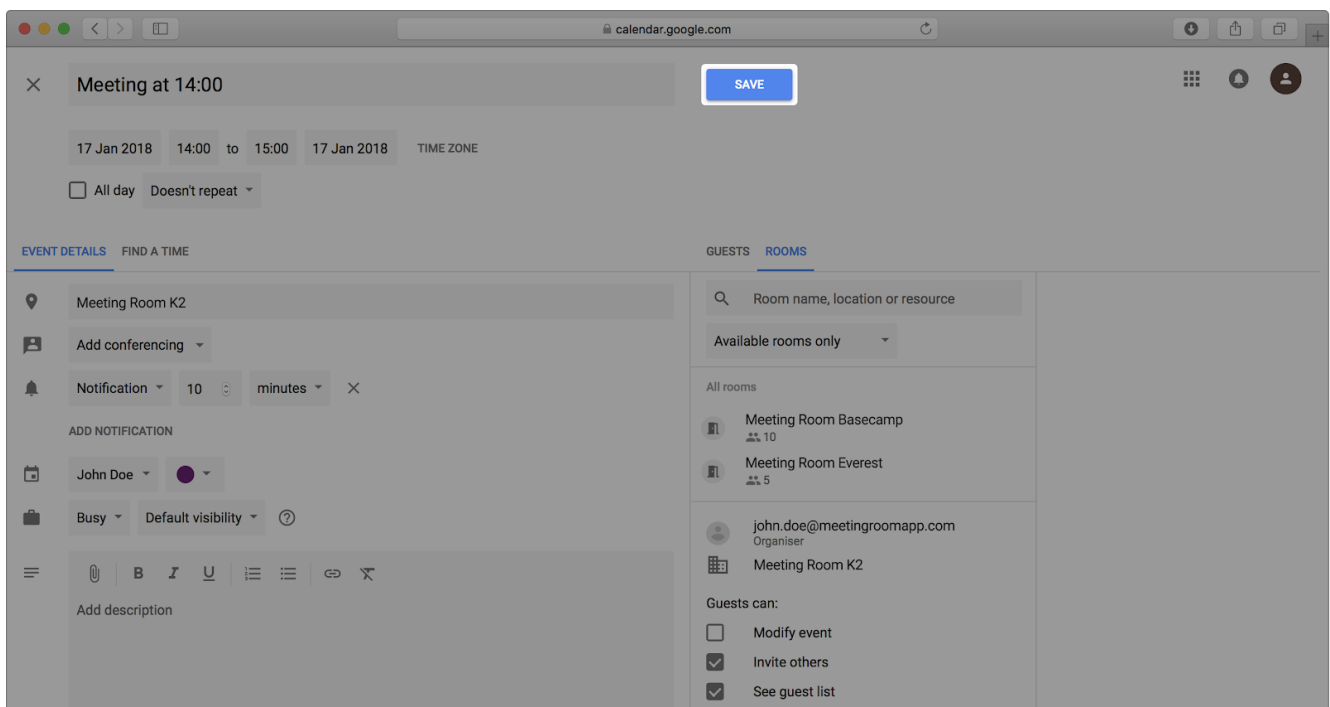
4. Available rooms only item

Rooms which are not booked at the time of your meeting will be displayed.
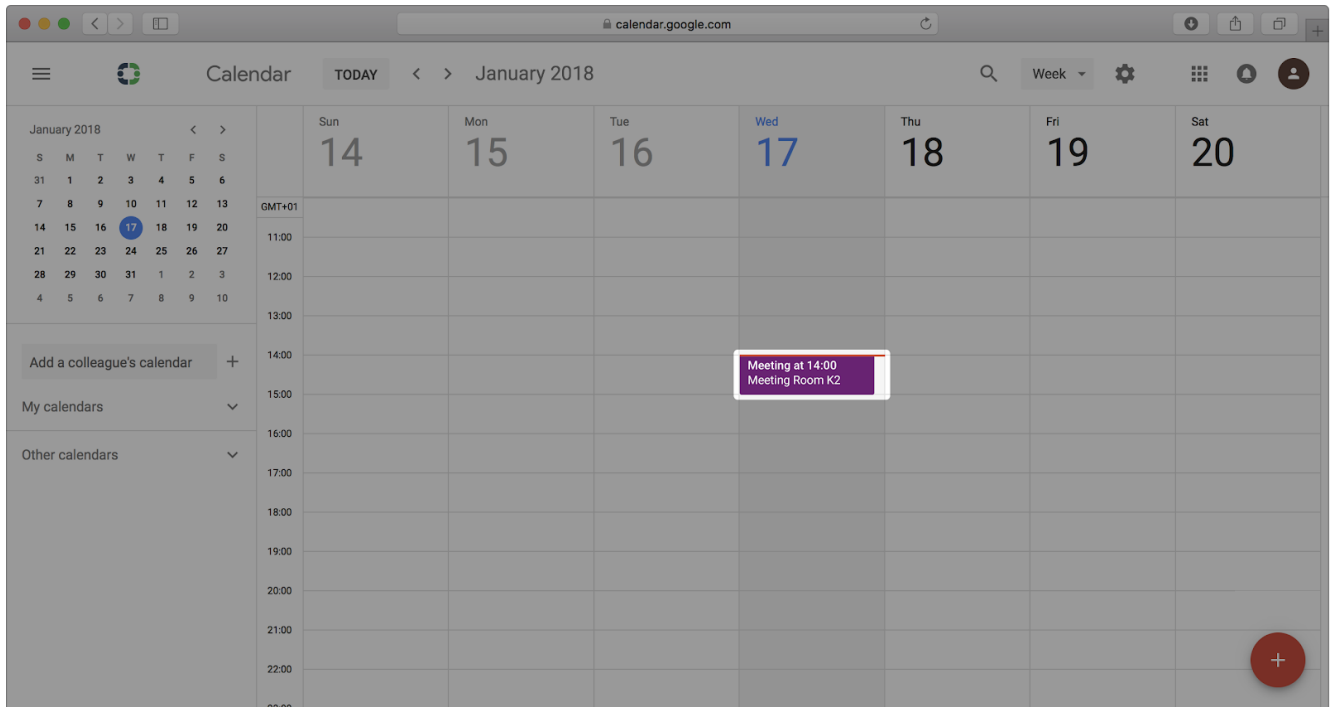Then select any suitable room.

Once you select a room, tap the **Save** button at the top on the left of the title of the event (the **Add title** field). Saving your event will confirm the booking.
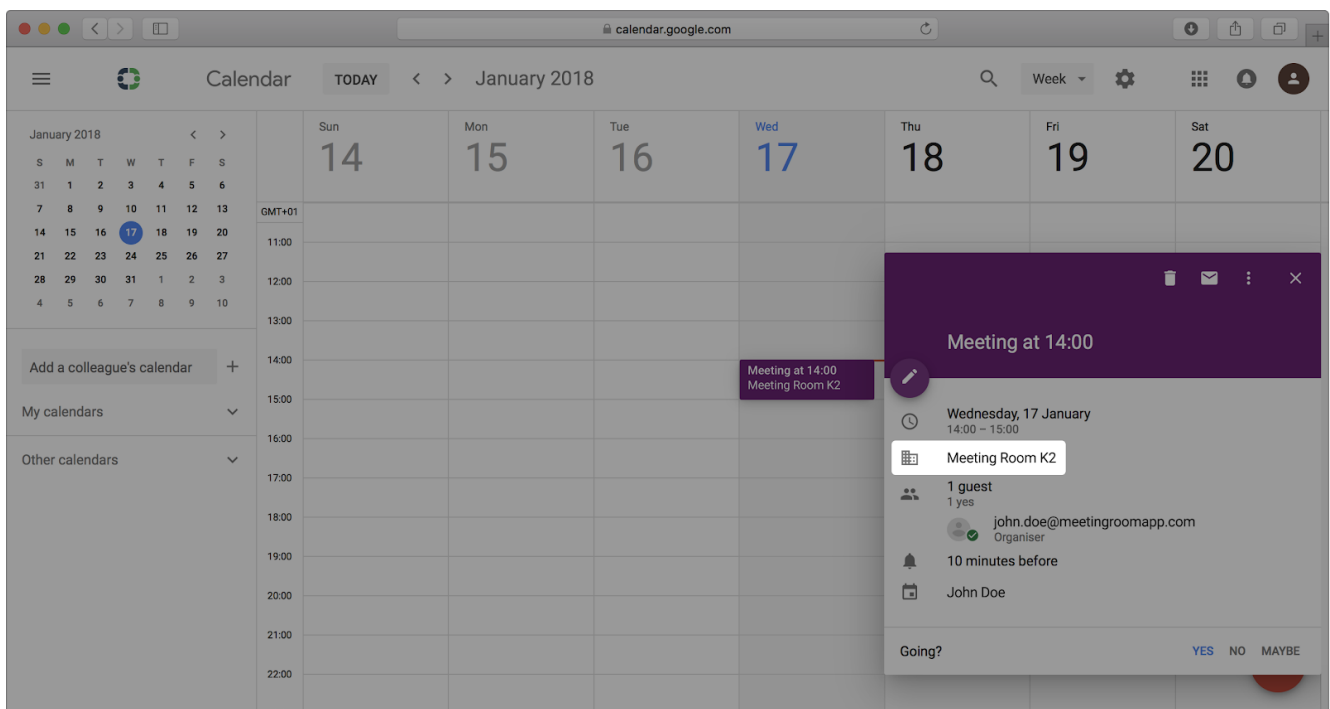
After you save you event, check it has been accepted. Tap the event item you created and check that the title of the meeting room is not crossed.

5. The title of the meeting room is **not crossed** – **booking has been successful**
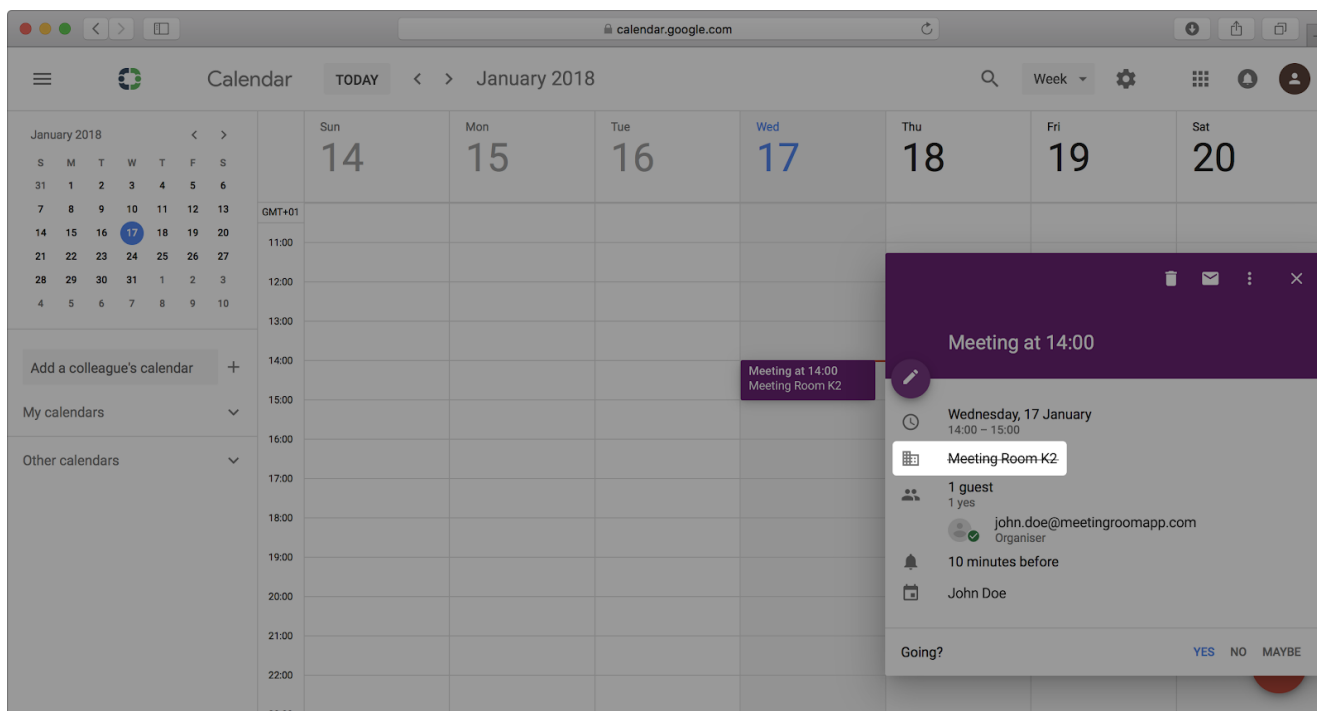
🏢   Meeting Room K2

If your booking is declined (e.g. because a colleague has just booked the room), edit your event and select another available room.

6. The title of the meeting room is **crossed** – **booking has not been successful**

🏢 ~~Meeting Room K2~~

If the meeting room is not booked, an automated message will be sent to the event **Organiser's** email address to notify them about the declined invitation.

7. Automated notification about the **declined invitation**