Online Bookings for HR Small Meeting Rooms

The following instructions explain how to book one of the small meeting rooms located at either end of level 5, building 61.

These bookings are restricted to the relevant teams on each side of level 5. Room 510 is for teams on the kitchen side of level 5; room 523 is for teams on the reception side of level 5.

Open the SharePoint calendar for your meeting room:

1. Room 510 – on the kitchen side of the building, can be accessed from: https://sharepoint.admin.uq.edu.au/sites/hr/Lists/Room%20510%20Bookings/calendar.aspx
2. Room 523 – on the reception side of the building, can be accessed from: https://sharepoint.admin.uq.edu.au/sites/hr/Lists/Room%20523%20Bookings/calendar.aspx

Add a new room booking:
1. Click on the New button
2. Enter details for your meeting:
   a. Title: a description for your meeting and the team involved
   b. Start Time and End Time for your meeting
   c. Description: this is optional
   d. All Day Event: tick this box to book the room for the entire day
   e. Recurrence: tick this box if you’d like to book the room for this event frequently. You will see extra options appear when this box is ticked to help you pick the frequency of the booking.
   f. Workspace/Location: these options are not currently in use.

3. Click OK. You will now be re-directed back to the calendar page where you can view your booking.
Delete or edit an existing room booking:
If you did not make the original booking, please seek permission before changing or deleting it.

1. Click on the booking you wish to delete or edit:

2. Choose either the Edit Item option or Delete Item option:
   a. Edit Item will return you to the window to edit your booking, the same as can be seen in “Add a new room booking”
b. Delete Item will show you a pop-up window asking if you to confirm you would like to delete the item. If you’re sure, click on OK. You will then be returned to the calendar page.