

<b>Effective Date:</b>	<b>Electronic Scheduling of Conference Rooms</b>	<b>Originator:</b> Helen Fawcett	Revision 00
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## 1. Purpose

- 1.1. This procedure describes how to electronically schedule and check availability of conference rooms at Boston University's Photonics Center.

## 2. Scope

- 2.1. This procedure provides information on how to view calendars for conference room availability, how to modify schedules (sign up for available times) and how to send reminders for the appointments. The use of the system is for Photonics Center faculty, staff, and researchers. Internet connection and a personal Gmail or other compatible email account is required to view and modify the schedules.

## 3. Definitions

- 3.1. 717: Calendar for 7<sup>th</sup> floor conference room
- 3.2. 822: Calendar for 8<sup>th</sup> floor conference room
- 3.3. 901: Calendar for 9<sup>th</sup> floor conference room
- 3.4. Boardroom: Calendar for Room 940 inside Photonics Center offices, 936

## 4. Reference Documents

- 4.1. N/A

## 5. Responsibilities

- 5.1. It is the responsibility of the PI of the group to ensure that all users of the system have been trained and understand the use of the calendar scheduling software

## 6. Equipment/Material

- 6.1. Internet Connection
- 6.2. Gmail Account

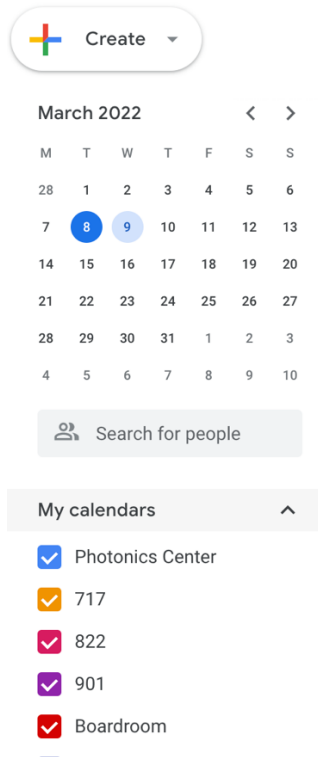
## 7. Procedure

### 7.1. Gaining Access to the Conference Room Scheduling Calendar

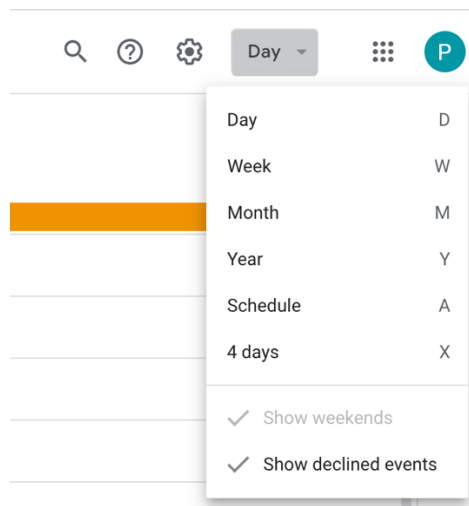
- 7.1.1. All Photonics Faculty members will have access to the calendar and designate one lab member to also have access.
- 7.1.2. Send an email to [photonics@bu.edu](mailto:photonics@bu.edu) with the email subject line, "Request for access to Conference Room Scheduling Calendar" and provide either your Gmail (preferable) or your BU email address and from which lab group you are requesting access.

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- 7.1.3. Your email will be added to all the calendars for the Photonics Center Conference rooms
- 7.1.4. When the user opens their Gmail account ([www.gmail.com](http://www.gmail.com)) and selects calendar, the requested calendars should be visible and can be turned on or off for convenience of the user.
- 7.2. You will then see a color-coded listing of these conference rooms that may or may not be visible on the calendar. For this work instruction, the example account being used will be 717's calendar. The check boxes allow selection and de-selection of various conference rooms.



- 7.3. In the upper right corner, there is a pull-down menu that allows the selection of the Day, Week, or Month views.



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7.4. Once a view that is preferable is selected, an appointment can be made

7.5. In the example below, all the conferences rooms except for 717 and Photonics Center have been de-selected, therefore the user is only viewing when the 717 is currently scheduled, and when they can make a new appointment.

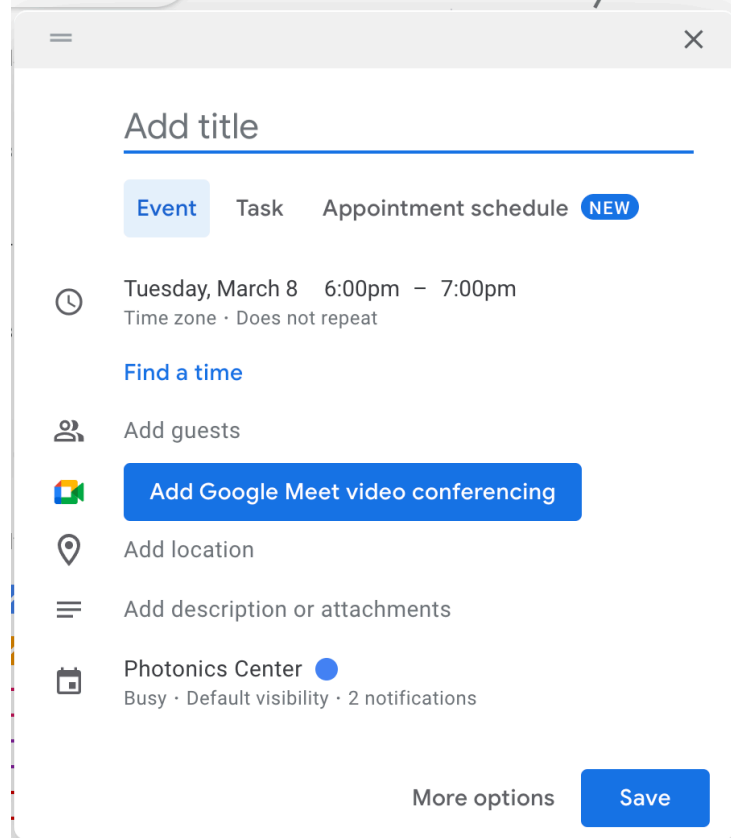
My calendars ^

- Photonics Center
- 717
- 822
- 901
- Boardroom

7.6. Once the day and time for the meeting has been selected, click on Create, then select Event

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7.7. The next series of views show how to create this event. (NOTE: Another method that can be used is to click on a time slot on a particular day and create a quick event. This can be explored by the user, but the suggested method of scheduling will be shown in this work instruction.)



- 7.8. The first item is to identify - your event, in the section labeled “Add title”, please use the following protocol. Room Number – Faculty PI – contact email address – Brief Description of the Meeting. In the example below, 717 – Helen Fawcett – [hfawcett@bu.edu](mailto:hfawcett@bu.edu) – Lab Group Mtg.
- 7.9. Then click on the date of the event, and a calendar with times will be usable to set the date and time of the meeting. The next few views show the date and time being changed and the invite displayed on the calendar. This assists to confirm that you are not overlapping with other meetings in the same conference room.

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717 - Helen Fawcett - hfawcett@bu.ε

Event
Task
Appointment schedule
NEW

🕒 Tuesday, March 8 6:30pm – 7:30pm  
Time zone · Does not repeat

[Find a time](#)

👤 Add guests

📺 Add Google Meet video conferencing

📍 Add location

☰ Add description or attachments

📅 **Photonics Center** ●  
Busy · Default visibility · 2 notifications

More options
Save

=
×

717 - Helen Fawcett - hfawcett@bu.ε

Event
Task
Appointment schedule
NEW

🕒 Thursday, March 10 2:00pm – 3:00pm

All day Time zone

Does not repeat ▾

[Find a time](#)

👤 Add guests

📺 Add Google Meet

📍 Add location

☰ Add description or attachments

📅 **Photonics Center** ●  
Busy · Default visibility · 2 notifications

1:30pm

1:45pm

2:00pm

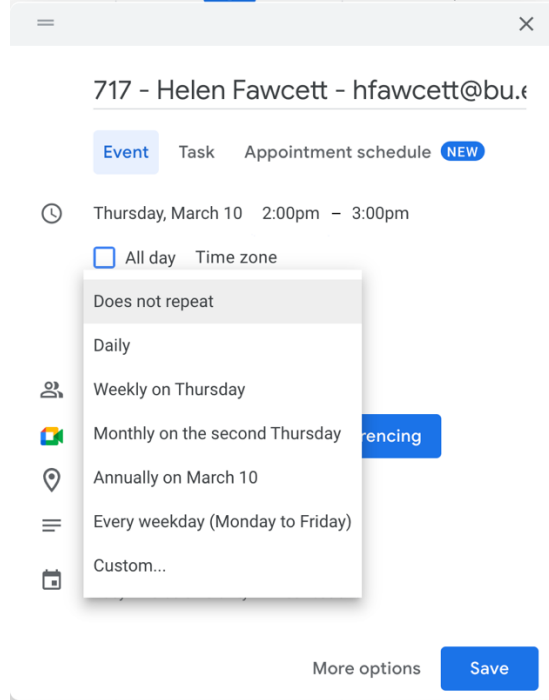
2:15pm

2:30pm

More options
Save

7.10. The next section allows you to set a recurring or one time meeting, depending on the appointment type.

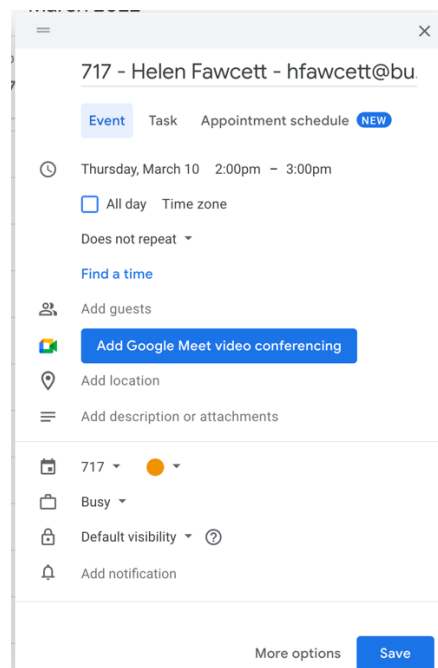
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7.11. Users can explore other options available in the calendar scheduling, such as adding guests. In the Guests section, you can select Add guests, and add your own email address if it is different from your Gmail account and that of your colleagues if desired. An invitation will be sent to your email address, for example in Outlook, an appointment will show up on your calendar for whatever email addresses are included.

7.12. You can also add a description or attachments, etc.

7.13. You should indicate under the conference room number in the lower part of the reservation that the space is “Busy”

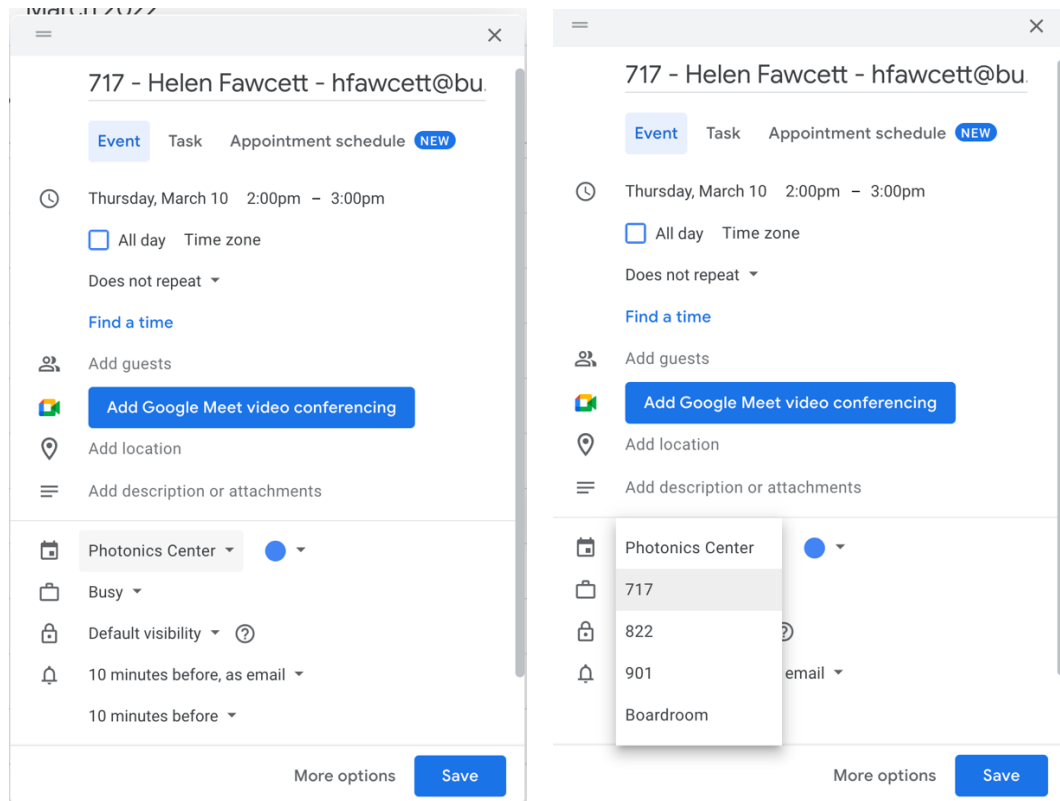


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7.14. In Visibility section, it is the user's choice as to the selection for this Default, Private, or Public.

7.15. The next section allows you to add a notification. Here you can set reminders to be emailed to your own user account. Unless you need a reminder, "No notifications set" is the default selection.

7.16. The last step is to verify you are selecting the correct calendar. In this example, the Photonics Center calendar instead of 717 has been selected and must be updated before hitting save.



7.12 Once everything has been verified, hit Save and the calendar will be updated.

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717 - Helen Fawcett - hfawcett@bu.

Event Task Appointment schedule **NEW**

Thursday, March 10 2:00pm - 3:00pm

All day Time zone

Does not repeat ▾

[Find a time](#)

Add guests

**Add Google Meet video conferencing**

Add location

Add description or attachments

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717 ▾ ● ▾

Busy ▾

Default visibility ▾ ⓘ

Add notification

More options **Save**

**717 - Helen Fawcett - hfawcett@bu.edu - Lab Group Mtg**

Thursday, March 10 · 2:00 - 3:00pm

**717**  
Created by: Photonics Center