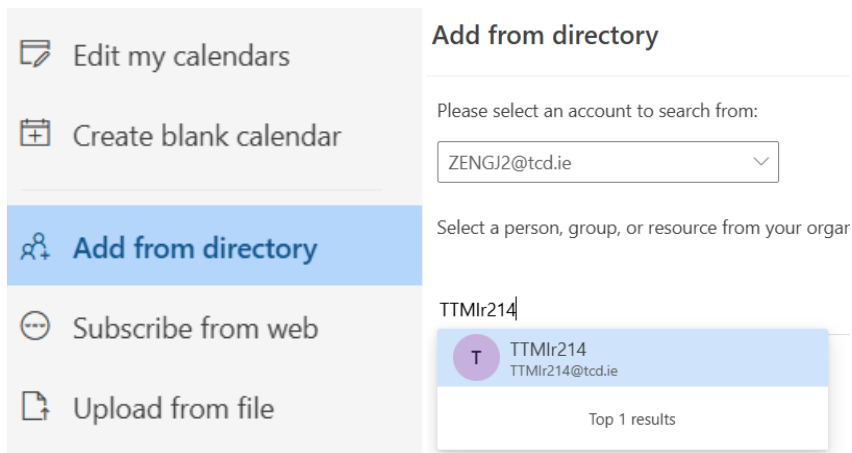


# Resource Calendar Room 2.14 & 2.100 Instruction Guide

## Room 2.14 – TTMI Boardroom

### How to View the resource calendar from your outlook

1. Log into your TCD email account in Outlook
2. Click the **Calendar** icon  in the bottom left corner of your window
3. Click the **Add Calendar**  **Add calendar**
4. Click the **Add from Directory** and Select an account to search from



5. Type in the calendar name – **TTMir214**
6. Click **Add**. The resource calendar will be available in your calendar list on the left.

Please note that adding the calendar to your Outlook is not a mandatory step before booking the room.

### How to Booking a room for a meeting

1. Open Outlook
2. Click on **New Meeting/ Event** Tab from your calendar
3. In the **Location** field, type the name '**Room2.14**'.

 Save • Calendar (ZENGJ2@tcd.ie) ▾

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 **Add a title** ☐ Teams meeting

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 Invite attendees Optional

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 9/18/2025  4:00 PM ▾ to 4:30 PM ▾   Make recurring ☐ All day

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 Room2.14 ☐ In-person event

Use this location: Room2.14



Room2.14 TTMI Boardroom

 Available



Browse all rooms

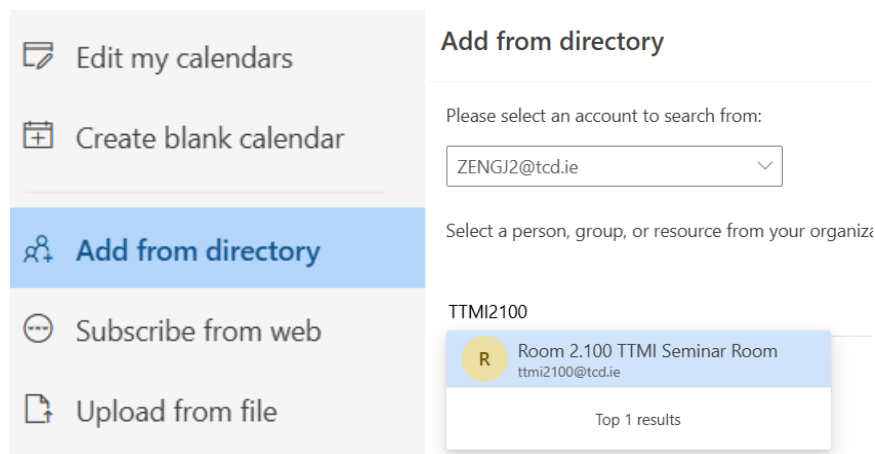
4. In the **Title** field, type the purpose of the reservation or meeting.
5. Change the **Start time** and **End time**.
6. To allow others to join online or call in to the meeting, click Teams Meeting.
7. Please check the room calendar availability first before booking. (If room unavailable for the slot will show as Red)
8. When finished, choose **Send**.

*Note: If you have any further concerns, please contact Jiabin by [ZENGJ2@tcd.ie](mailto:ZENGJ2@tcd.ie)*

## Room 2.100– TTMI Seminar Room

### How to View the resource calendar from your outlook

1. Log into your TCD email account in Outlook
2. Click the Calendar icon  in the bottom left corner of your window
3. Click the **Add Calendar**  **Add calendar**
4. Click the **Add from Directory** and Select an account to search from



5. Type in the calendar name – **TTMI2100**
6. Click **Add**. The resource calendar will be available in your calendar list on the left.

Please note that adding the calendar to your Outlook is not a mandatory step before booking the room.

### How to Booking a room for a meeting

1. Open Outlook
2. Click on **New Meeting/ Event** Tab from your calendar
3. In the **Location** field, type the name '**Room2.100**'.

The screenshot shows a room booking form with the following elements:

- Save button:** A red button with a white floppy disk icon and the text "Save".
- Calendar:** A dropdown menu showing "Calendar (ZENGI2@tcd.ie)" with a downward arrow.
- Add a title:** A text input field with a red icon of two people and a plus sign.
- Teams meeting:** A toggle switch and a checkbox labeled "Teams meeting".
- Invite attendees:** A text input field with a red icon of two people and the word "Optional" in red.
- Date and Time:** A date picker showing "9/18/2025", a time selector showing "5:00 PM" and "5:30 PM", and a "Make recurring" button with a red circular arrow icon.
- All day:** A toggle switch labeled "All day".
- Room 2.100:** A dropdown menu showing "Room 2.100" and an "In-person event" toggle switch.
- Room selection popup:** A popup menu showing "Use this location: Room 2.100", "Room 2.100 TTMI Seminar Room" with a green "Available" status, and a "Browse all rooms" button.

4. In the **Title** field, type the purpose of the reservation or meeting.
5. Change the **Start time** and **End time**.
6. To allow others to join online or call in to the meeting, click Teams Meeting.
7. Please check the room calendar availability first before booking. (If room unavailable for the slot will show as Red)
8. When finished, choose **Send**.

*Note: If you have any further concerns, please contact Jiaxin by [ZENGI2@tcd.ie](mailto:ZENGI2@tcd.ie)*