

Instructions for Booking the One Zone Flexible Learning Space

STAFF

To book this space go to Actions then Plan a Meeting in your Outlook Calendar, choose a time and date and then click on Add Others and type rm in the search box - it will list all rooms and you'll see OneZoneFlexi. Choose rm cl-OneZoneFlexi and add it as a resource to your meeting plan. You will then see when the room is available. If it is not available for the date and time you wish, scroll along to check other availability. When you have chosen the time and date you want, click on Make Meeting and put your name and the name for your booking in the subject line and then hit Send. The meeting plan and the resource will be booked and the meeting will also show in your Outlook calendar. Note that you cannot do this through Outlook Web Access. It is only available to book if you are logged into the university's network and have access to Outlook.

STUDENTS

Students can book this space in person via the ITS Support team in room 1E7 (below the One Zone in the concourse). Please note this room cannot be booked by phone or email via the main ITS helpdesk.