HOW TO BOOK A ROOM @ THE 707 HUB

ROOMS AVAILABLE FOR RESERVING

707-PITCH-ROOM
Holds up to 75 people

707-CONFERENCE ROOM
Maximum 8 people

707-SMALLOFFICE-ROOM
Maximum 3 people
**STEP 1: CREATE A NEW MEETING**

- From the Inbox, choose New Items > New Meeting
- Or From the tab Calendar choose New Meeting.

**STEP 2: ADD DETAILS**

- In the To box, you can add attendees.
- In the Subject box, tell your recipients what the meeting is about.

**STEP 3: ADDING A ROOM**

- Click on Rooms...
- Search “707” and choose from 1 of 3 options:
  - 707-Conference Room
  - 707-Pitch-Room
  - 707-SmallOffice-Room
- Click OK

**STEP 4: CREATE EVENT**

- Once all information is completed send your invitation and you are all set to have your meeting in the 707 Hub.

**STEP 5: SCHEDULING CONFLICTS**

- Click on Scheduling Assistant.
- Check to see whether or not your meeting overlaps with a current meeting or runs close to a meeting in the intended space.
- Adjust your time accordingly so that the space is available when you are available and so are you invitees. Then you are ready to send out your meeting invitation. If you have any further questions or concerns please email 707hub@marquette.edu.
HOW TO BOOK A ROOM @ THE 707 HUB

ROOM RESERVATION FOR MAC DESKTOP VERSION

**STEP 1: CREATE A NEW MEETING**

- Create a new meeting.

**STEP 2: ADD A ROOM**

- Add any other participants, date, time and duration of meeting.
- For Location, click on the open book icon.

**STEP 3: CREATE EVENT**

- Search “707” and choose from 1 of 3 options:
  - 707-Conference Room
  - 707-Pitch-Room
  - 707-SmallOffice-Room
- Click Add to Meeting

**STEP 4: SCHEDULING CONFLICTS**

- Click on Scheduling.
- Check to see whether or not your meeting overlaps with a current meeting or runs close to a meeting in the intended space.
- Adjust your time accordingly so that the space is available when you are available and so are your invitees. Then you are ready to send out your meeting invitation. If you have any further questions or concerns please email 707hub@marquette.edu.
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ROOM RESERVATION FOR THE WEB APP VERSION

**STEP 1: CREATE A NEW EVENT**

- In the Calendar mode create a new calendar event

**STEP 2: ADD DETAILS**

- Add a title for your event
- Add other participants on the right hand side
- Pick a date and time

**STEP 3: ADD A ROOM**

Click on add location or room, then at the bottom click “Add Room”. Pick the 707 Meeting Rooms and choose from the following:
- 707-Conference Room
- 707-Pitch-Room
- 707-SmallOffice-Room
Next to each option it will say “free” if it is available, if it is booked that room will not appear on your list of options.

Once all information is completed send your invitation and you are all set to have your meeting in the 707 Hub.