



OWNDAYS

How To Book Meeting Room



OWNDAYS

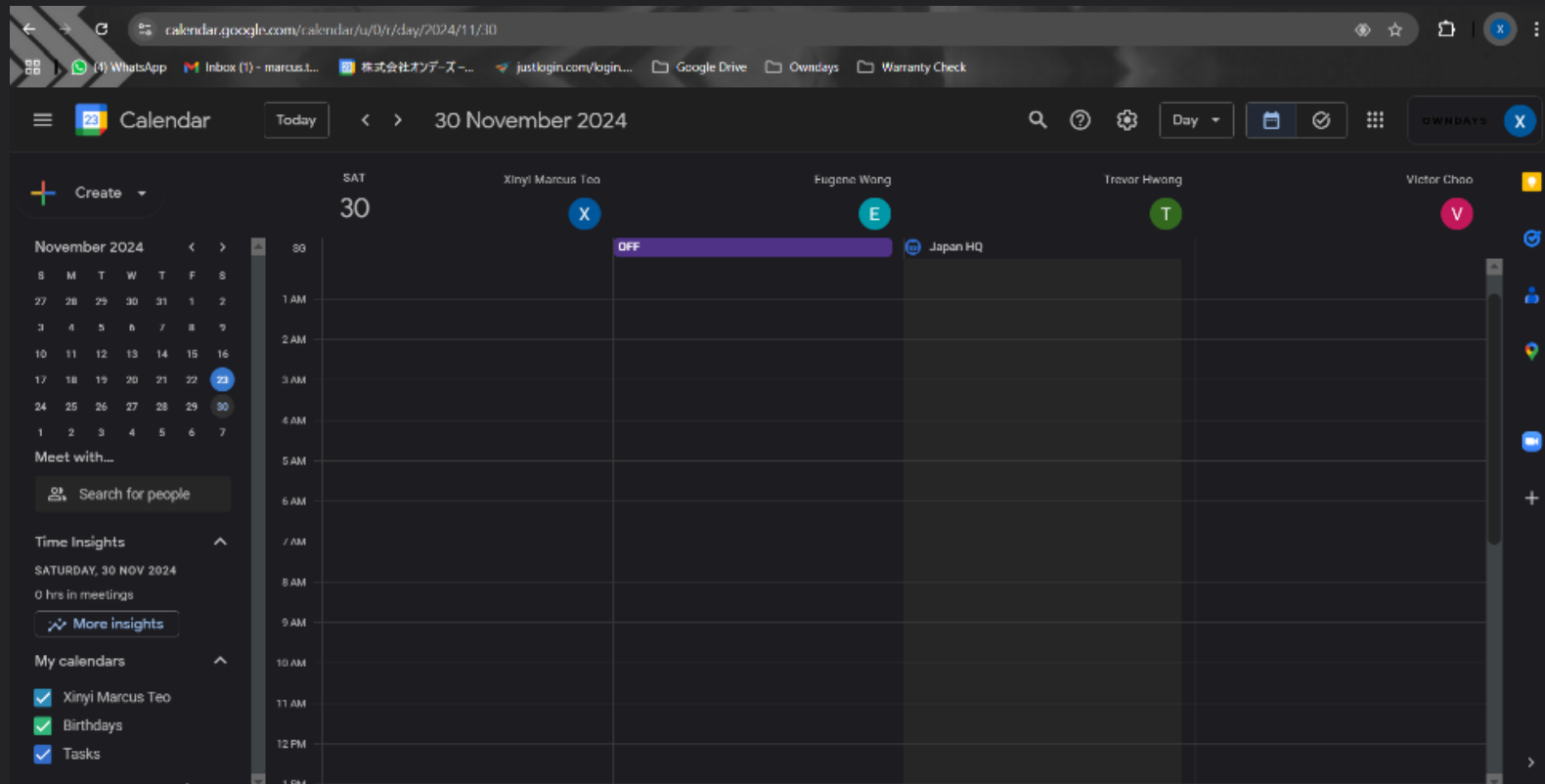
OVERVIEW

01 Photo Guide

Photo Guide

01

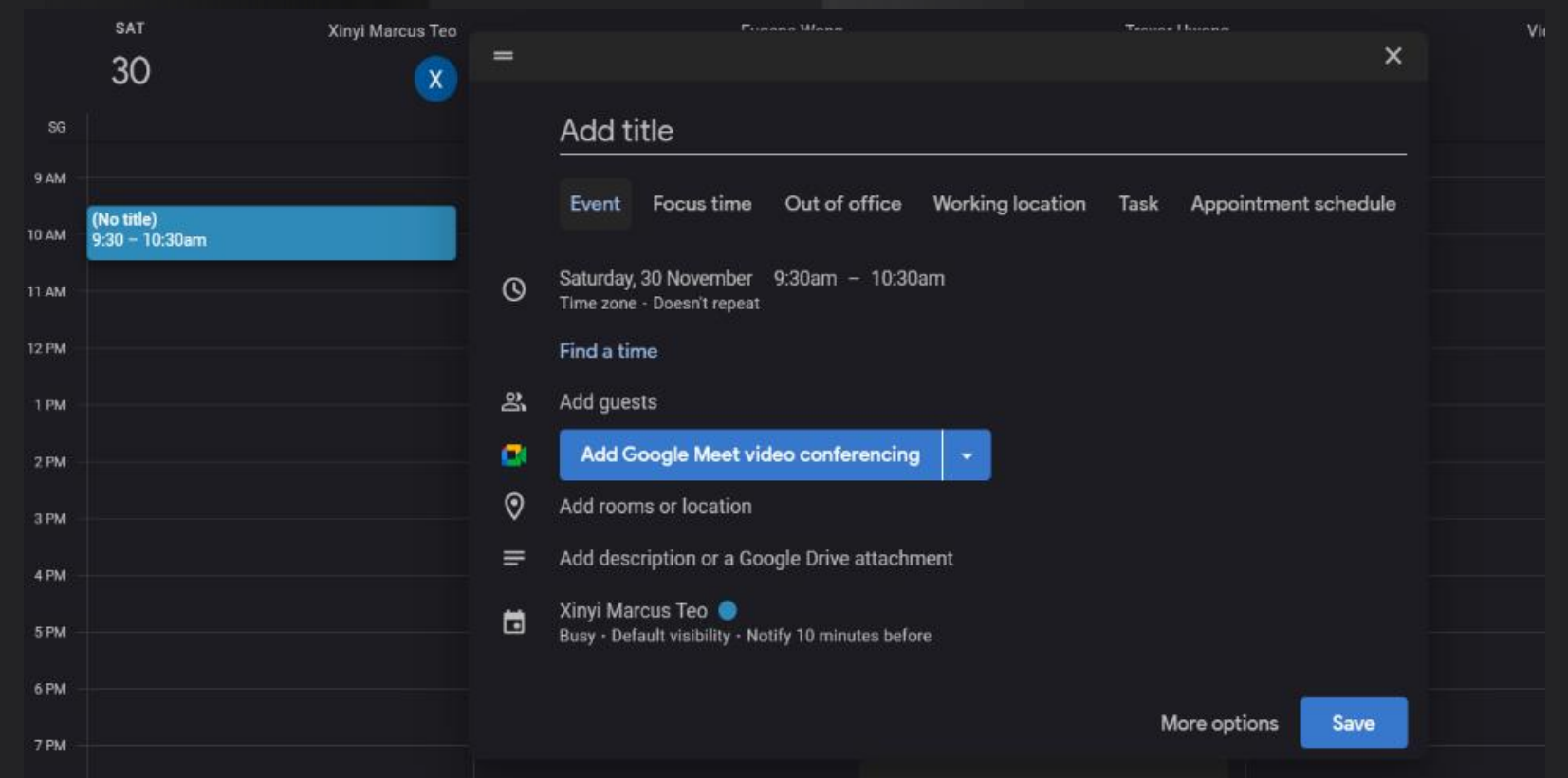
How to Book Meeting Room



Step One: URL (<https://calendar.google.com>)

Step Two: Click on the date and time that is available time to book

Step Three: Add Title, Time, add guest.





OWNDAYS

SAT

30

Xinyi Marcus Teo

X

Add Google Meet video conferencing

Search for room or resource

Frequently used

(2:Small)MEETING ROOM 2 OSG 7F

5

(3:Small)MEETING ROOM 3 OSG 7F

5

(1:Big)MEETING ROOM 1 OSG 7F

20

No room allocated

1

Browse all rooms and resources

Add location

Add description or a Google Drive attachment

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More options

Save

Step 4: click on Browse all room

Step 5: select on the rooms that you want to book

Step 6: click on save