

Room 4-27 Information and How to Book It

Room 4-27 is available for all PhD students to use for meetings or office hours, and students who are teaching have priority to use that room. All PhD students should have access to see the calendar in your Google calendars (if you don't, please contact the PhD office).

The system is set up so you can book the room yourselves. Here is what you have to do to be able to book the room:

1. Create a contact in your ualberta google email
2. Copy this email address into the email field
ualberta.ca_tma0e5e033306tr49avpvjj73k@group.calendar.google.com
3. Save the contact with whatever name makes sense to you (Room 4-27 would be a good name)

Now create an event in your calendar for the time you want the room. ADD Room 4-27 as a GUEST to your event and send it an invitation. It will now show up on the Room 4-27 calendar.

If you happen to book the room when it conflicts with another booking, the calendar will send the request to busphd to sort it out. It would be wise to check the calendar first to see if it is available at the time you want it!

If this doesn't work for you, please contact the PhD office.

You can sign a key out from the General Office if you are only using the room for one booking. If you are teaching (or a TA), you can sign one out for the term(s) as required.