

From: dopmannouncement <dopmannouncement@uabmc.edu>
Sent: Thursday, October 10, 2019 12:03 PM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- "Is that conference room available then?"

"Is that conference room available then?"

Brought to you by

Lisa Schwaiger

- DOPM HelpDesk Triage and
Computer Tech in MT-403



QUESTION:

I want to book a conference room in Medical Towers.

I know I do that using the handy-dandy form at <https://www.uab.edu/medicine/dopm/help/form>

But first I have to first know if it's available at the time and date I need, right?

So, how do I do that?

ANSWER:

Yes, as stated on that form:

Before choosing a location, you must first review the room calendar, to verify that it's available. (If needed, see Tips section below for how.)

So, just scroll down on that form until you see this line:

If you need to know what rooms are available, see instructions of how to [see calendars here](#).

That gives you instructions on how to look.

Notes:

- Of course, only people with @uabmc.edu email will be able to see these calendars.
- This is very similar for Mac Users, but if you have any problems, please contact us at dopmHelp@uabmc.edu or 934-7662 for assistance.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>