

# Room Booking Guide



The guide offers users instructions on how to book discussion room at the Kidsploration Library.

# Library Discussion Room

## Location

1/F, Kidsploration Library, YCCECE

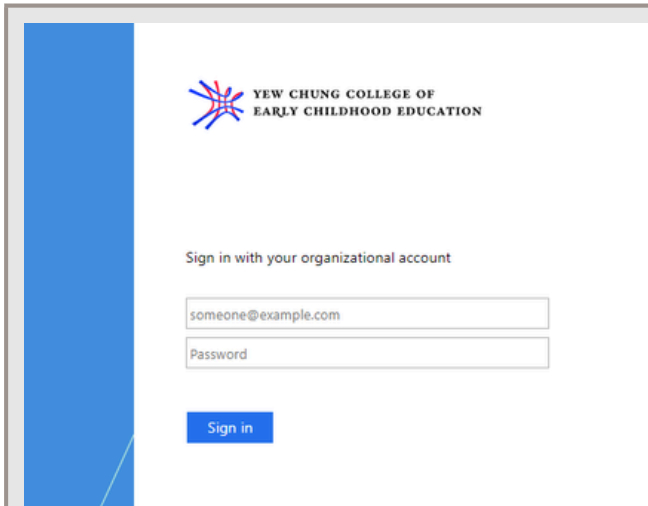


- The room is strictly for academic use only.
- All bookings should be made via Outlook Calendar
- Students can book 1 session ONLY per day. Reservations have a 2-hour time limit.
- The room is open to everyone when not reserved. Students with bookings have priorities; others must leave when it's reserved.
- Everyone must exit the room when the reservation time ends.
- Kidsploration Library staff can check rooms, even if they are being used.
- Bookings cancel during Signal No. 8 or Black Rainstorm.

## Conduct of Users

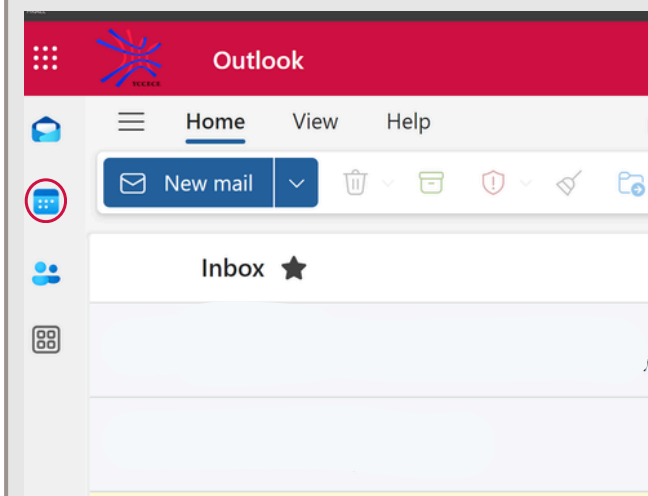
- Do not eat or drink inside the room.
- Do not leave valuable items unattended. The College will not be responsible for any lost or stolen items.
- Report any damages to furniture and equipment promptly. Students accountable for misuse will cover repair or replacement costs.
- Transfer of bookings is not allowed
- Users are responsible for keeping the rooms clean and in order.

# Discussion Room Booking via Outlook Calendar

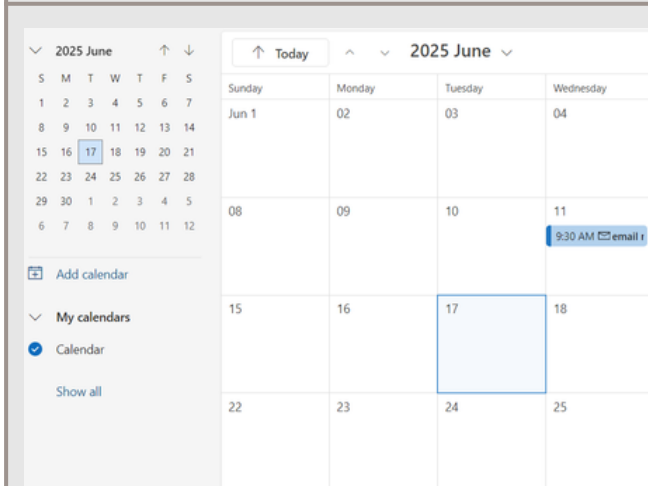


1) Login to YCCECE Webmail

**BOOK NOW** 



2) Click “Calendar” Button



3) Select the Date

- Library Opening Hours
- Mon - Fri : 08:30A.M. -- 17:30P.M.
- SAT, SUN & Holidays : Closed

# Discussion Room Booking via Outlook Calendar

## 4. Input your request & view availability

The screenshot shows the Outlook calendar booking interface. It includes a 'Send' button, a calendar selection dropdown, and a 'Teams meeting' toggle. The main form has three numbered callouts: 1 points to the 'Input the title' field; 2 points to the 'Invite attendees' field where 'Discussion Room' is entered; 3 points to the time selection fields, which are set to 11:30 AM to 1:00 PM. A calendar view on the right shows a pink/grey block for 'Room Booking for Group Assignment Discussion Room' from 9 AM to 11 AM, and a green block for '11:30 AM - 1:00 PM You are available'.

### 4.1) Input your request title

### 4.2) Input “Discussion Room” in **Invite attendees**

### 4.3) Select the time (Must be within a 2-hour limit)

- Green indicates that the timeslot is available for booking.
- Pink/Grey indicates that the timeslot has been booked by other applicants.
- Reservations exceeding 2 hours will be automatically declined.
- Reservations outside of Library opening hours will be automatically declined.

### 4.4) Submit your request

# Discussion Room Booking via Outlook Calendar

## 5. Receiving Approval Email



Discussion Room accepted



Discussion Room

To:

**Your request was accepted.**

Sent by Microsoft 365

**When using the discussion room, please present the approval email to the library staff.**