

To book a room in the MFC, from your STUDENT or STAFF outlook account:

- Create a calendar appointment
- Name the appointment
- Invite attendees - each room has an email address so you will invite the room to the appointment.

Example: For MS Outlook,

1. Enter details of the new calendar event, click “Invite Attendees”

Subject: Meeting in Multifaith Chaplaincy Centre

Location:

Start time: Thu 17/08/2017 9:00 AM All day event

End time: Thu 17/08/2017 9:30 AM

2. Add the room you wish to book (using the email address from the list above) in the “To” box.

The rooms email addresses:

- Room 102 (the large room on level 1) r102b381@uq.edu.au
- Room 105 (the meditation room) r105b381@uq.edu.au
- Room 202 (the Boardroom) r202b381@uq.edu.au
- Room 209 (next to the kitchen) r209b381@uq.edu.au
- Room 210 (the chapel) r210b381@uq.edu.au

To...: R209 B38 STLUC;

Subject: Meeting in Multifaith Chaplaincy Centre

Location: R209 B38 STLUC

Start time: Thu 17/08/2017 9:00 AM All day event

End time: Thu 17/08/2017 9:30 AM

3. Your request will then be pending until approved by a room administrator.

If the room is booked, you will quickly receive a return email informing you of this. For recurring bookings that are declined, you attempt booking by adding each appointment separately. If you wish to check availabilities for recurring appointments, please call 3365 1704