

Graduate School of Managment St. Petersburg University



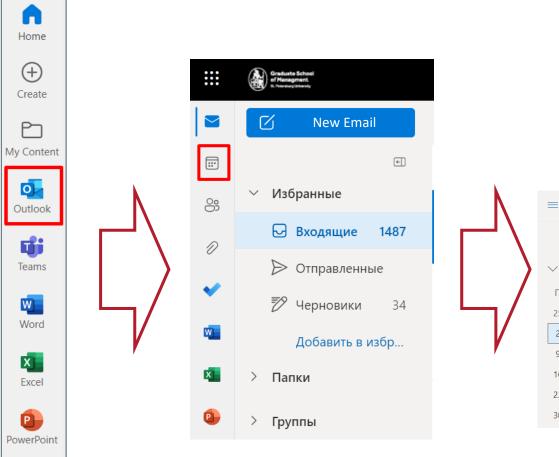


MEETING ROOMS BOOKING

MEETING ROOM BOOKING IN OUTLOOK (BROWSER VERSION)

MEETING ROOM BOOKING IN THE BROWSER

Open Outlook calendar in the browser on the site <u>www.office.com</u> or open <u>direct link</u>





	=	١	New	meet	ing			🛱 Ce	годня ←	→ 02-08	В мае 2022 г.	~
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	23	24	25	26	27	28	29					
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Link to calendar

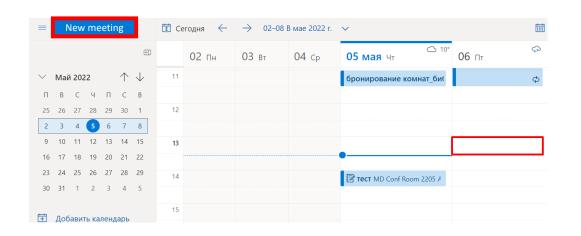
MEETING ROOM BOOKING

IN THE BROWSER

Schedule a meeting and choose a meeting room

- 1. Select "New event" or click on the desired field in the calendar
- 2. Fill out the meeting card, click on the location field and select "View with Room Finder"

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 Choose "Spb" and campus where you plan meeting

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Spb			\sim
	MD.Main Conf Rooms	5	
	Volkhovsky Conf Roor	ns	



CHOOSING A MEETING ROOM

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• The list of rooms that are free and available for booking will appear after selecting the campus

Room Finder ×								
Building Clear filter								
Volk	Volkhovsky Conf Rooms							
Capacity Floor Любое з Features								
Select features \lor								
Конференц-залы в Volkhovsky Conf Rooms Olkhovsky Library Conf Room 1								
	Э Доступно 8 10 9 SPb -							
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	Volkhovsky Library Conf Ro	oom 4						

• Please note that the capacity is indicated in the parameters of the rooms.







• For the right choice, indicate the required room capacity

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Конференц-залы в Volkhovsky Conf Rooms



Volkhovsky Library Conf Room 1

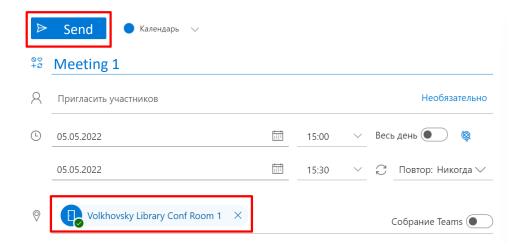


Volkhovsky Library Conf Room 2

🕒 Available 🛛 SPb 🖵

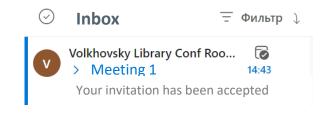
SCHEDULE A MEETING

• After choosing a room, it will stand in the meeting card. Check that everything is filled out correctly and click «Send»



• After sending, you will receive a message from the Room by mail that the invitation has been accepted. If the message did not come, write to support and check the status of the reservation

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MEETING ROOM BOOKING IN OUTLOOK APP

MEETING ROOM BOOKING IN OUTLOOK APP

- Go to "Calendar" in Outlook app
- Select "Create a meeting" or click on the desired time slot in the calendar



Select "Location", then select a • room/audience in Mikhailovskaya Dacha or Volkhovskiy campus

Inbox 6 -12 июня 2022 Drafts Sent Items 3 31 1 2 3 4 5 Sent Items 3 31 1 2 3 4 5 Archive 20 21 22 23 24 25 26 27 28 29 30 - - - - Mom Mom Induction Inductin Inducti	∼anna.trofimtseva@gsom			New Appointment						/leeting	 Meet Now 	n 📫 New Teams Meeti
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Name	Location	Business Phone	Capacity De	escription Emai	l Address	
MD Conf Room 2244	MD.main.right		Roc	om MD.Re	oom.2244@gsom.s	^
MD Conf Room 2245			Roc		oom.2245@gsom.s	
MD Conf Room 2246			Roc	om MD.Re	oom.2246@gsom.s	
MD Conf Room 2247	MD.main.right	6	Roc	om MD.Re	oom.2247@gsom.s	
VlhRoom309	St. Petersburg,		Roc	om VlhRo	om309@gsom.spb	
VlhRoom311			Roo	om VlhRo	om311@gsom.spb	
VlhRoom315			Roc	om VlhRo	om315@gsom.spb	
VlhRoom403	St. Petersburg,		0 Roo	om VlhRo	om403@gsom.spb	
VlhRoom410	St. Petersburg,	3	5 Roo	om VlhRo	om410@gsom.spb	
VlhRoomExtra			Roo	om VlhRo	omExtra@gsom.spb.	
🖸 Volkhovsky Library C	o Volkhovsky.Lib	1	0 Roo	om Vlh.Ro	oom.Library1@gso	
🕑 Volkhovsky Library C	o Volkhovsky.Lib	5	Roc	om Vlh.Ro	oom.Library2@gso	
🖸 Volkhovsky Library C	o Volkhovsky.Lib	3	Roc	om Vlh.Ro	oom.Library3@gso	
Volkhovsky Library C	o Volkhovsky.Lib		Roc	om Vlh.Ro	oom.Library4@gso	~
<						>
Rooms						
					ОК	Cancel



The room names and fields (accommodation, capacity) will help you by the choice:

Name:

- MD Mikhailovskaya dacha
- Vlh Volkhov lane

Location:

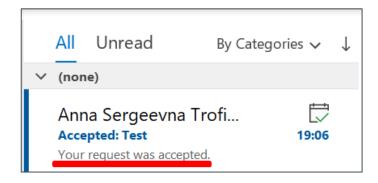
- MD.main.right-wing
- MD.main.left-wing
- Volkhovsky.Library
- Volkhovskiy per., 3

	\rightarrow	\cdot ×	All Rooms - anna	.trofimtseva@gs	om.spbu.ru ∽ Ad <u>v</u> ano	ed Find
Name	Location	Business	Phone Capacity	Description	Email Address	
MD Conf Room 2244	MD.main.right		6	Room	MD.Room.2244@gsom.s.	1
MD Conf Room 2245	MD.main.right		6	Room	MD.Room.2245@gsom.s.	
• MD Conf Room 2246	MD.main.right		6	Room	MD.Room.2246@gsom.s.	
MD Conf Room 2247	MD.main.right		6	Room	MD.Room.2247@gsom.s.	
VIhRoom309	St. Petersburg,		0	Room	VIhRoom309@gsom.spb .	
 VlhRoom311 				Room	VlhRoom311@gsom.spb	
VlhRoom315				Room	VlhRoom315@gsom.spb	
 VlhRoom403 	St. Petersburg,		70	Room	VlhRoom403@gsom.spb	
VlhRoom410	St. Petersburg,		35	Room	VlhRoom410@gsom.spb	
VlhRoomExtra				Room	VlhRoomExtra@gsom.spl	
Volkhovsky Library Co.	Volkhovsky.Lib		10	Room	Vlh.Room.Library1@gso	
Volkhovsky Library Co.	Volkhovsky.Lib		5	Room	Vlh.Room.Library2@gso	
Volkhovsky Library Co.	Volkhovsky.Lib		3	Room	Vlh.Room.Library3@gso	
Volkhovsky Library Co.	Volkhovsky.Lib		3	Room	Vlh.Room.Library4@gso	
<						>
Rooms						

 After choosing a room, it will stand in the meeting card. Check that everything is filled out correctly and click "Send"

\triangleright	Title	Test
Send	Required	O <u>MD Conf Room 2205</u>
	Optional	
	Start time	Чт 09.06.2022 🗄 19:00 🔻 🗌 All day 🗌 🍥 Time zones
	End time	Чт 09.06.2022 📋 20:00 🔻 🕂 Make Recurring
	Location	MD Conf Room 2205

• After sending, you will receive a message from the Room by mail that the invitation has been accepted. If the message did not come, write to support and check the status of the reservation





CONTACTS



Helpdesk contacts:

- Phone 8-800-222-53-92
- E-mail support@gsom.spbu.ru
- Contact form <u>https://gsom.spbu.ru/gsom/contacts/support/</u>

Requests can be proceeded from Monday to Friday, 9:30 - 18:00.