



**Graduate School
of Management**
St. Petersburg University



MEETING ROOMS BOOKING

MEETING ROOM BOOKING IN OUTLOOK (BROWSER VERSION)

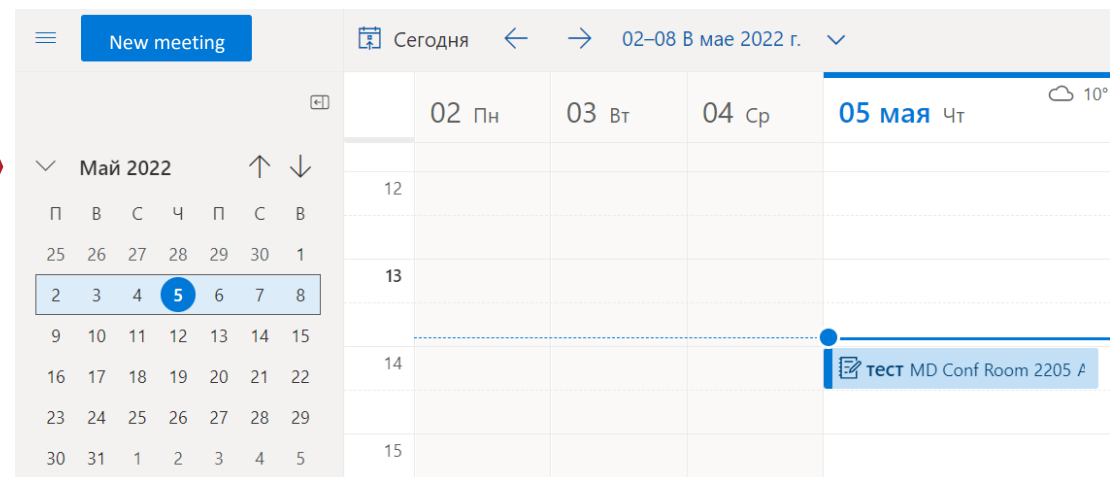
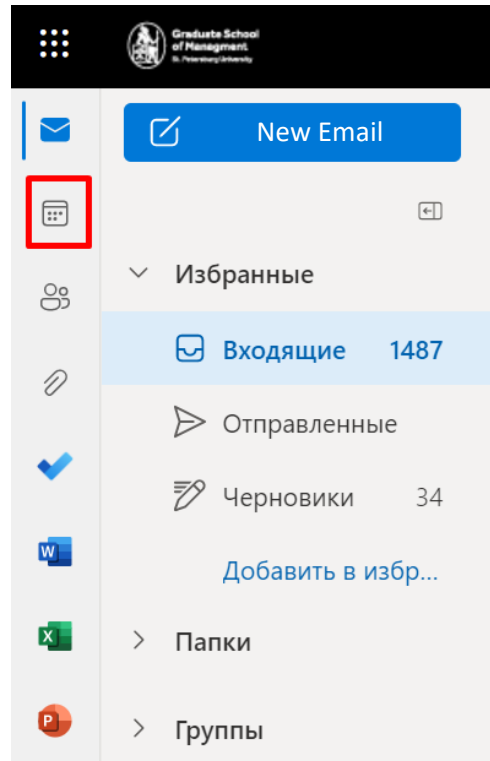
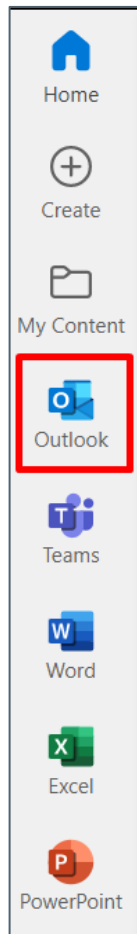


MEETING ROOM BOOKING IN THE BROWSER

Open Outlook calendar in the browser on the site www.office.com
or open [direct link](#)



Link to calendar

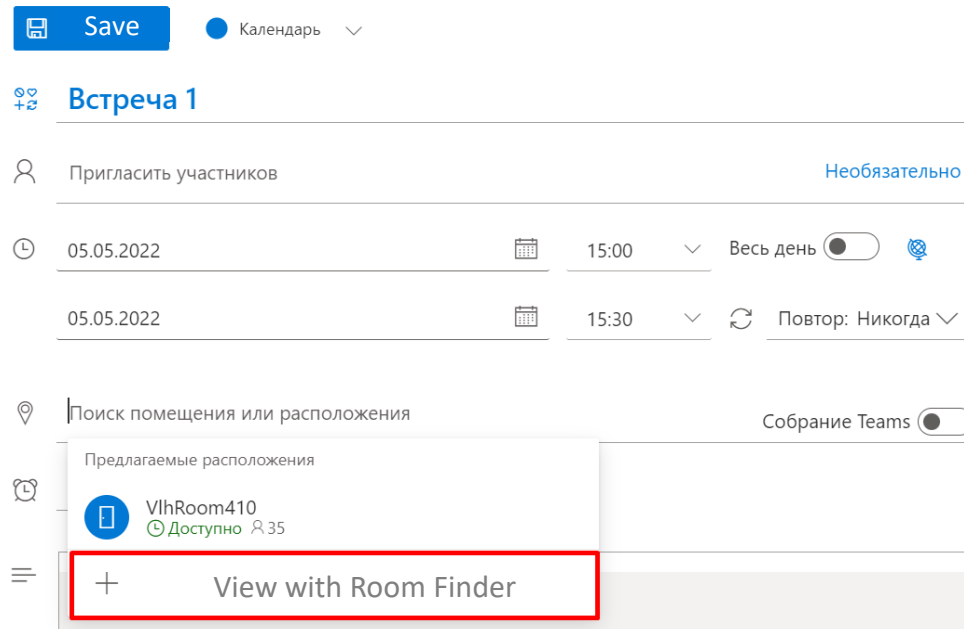
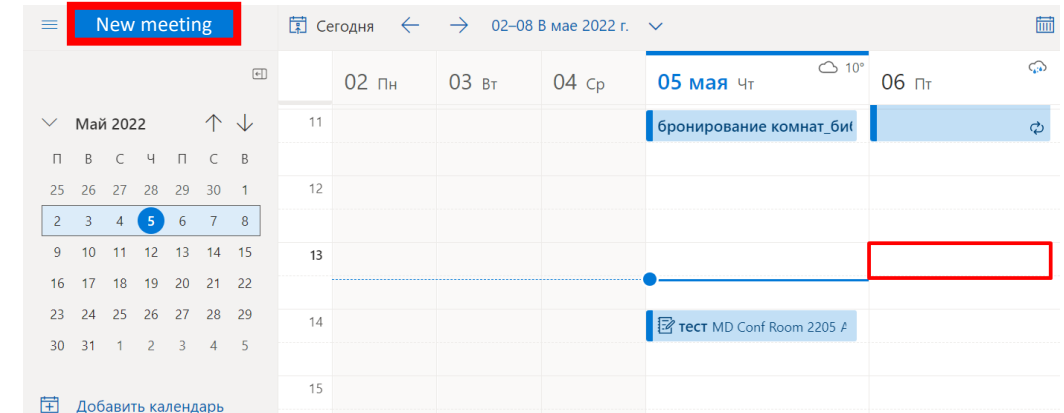


MEETING ROOM BOOKING

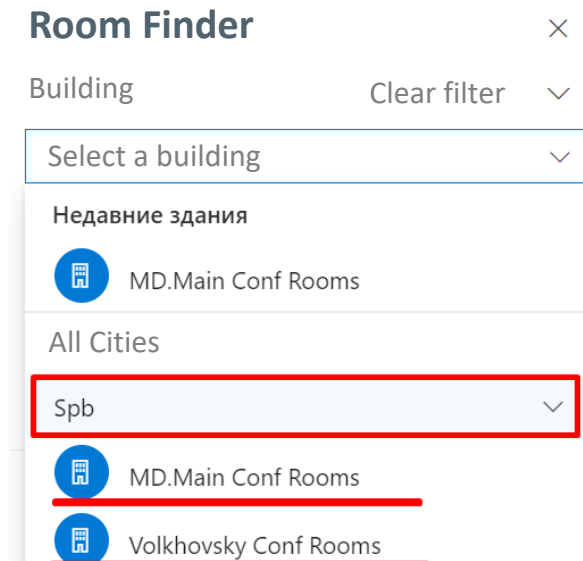
IN THE BROWSER

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"



3. Choose "Spb" and campus where you plan meeting



CHOOSING A MEETING ROOM

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

Room Finder

Building

Clear filter

Volkhovsky Conf Rooms

Capacity

Любое з...

Floor

Любое з...

Features

Select features

Конференц-залы в Volkhovsky Conf Rooms

Volkhovsky Library Conf Room 1

Доступно 10 SPb

Volkhovsky Library Conf Room 2

Доступно 5 SPb

Volkhovsky Library Conf Room 3

Доступно 3 SPb

Volkhovskv Librarv Conf Room 4

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

Volkhovsky Library Conf Room 1

Available 10 SPb

Volkhovsky Library Conf Room 2

Available 5 SPb

Volkhovsky Library Conf Room 3

Available 3 SPb

- For the right choice, indicate the required room capacity

Volkhovsky Conf Rooms

Capacity

5+

Floor

Any

Features

Select features

Конференц-залы в Volkhovsky Conf Rooms

Volkhovsky Library Conf Room 1

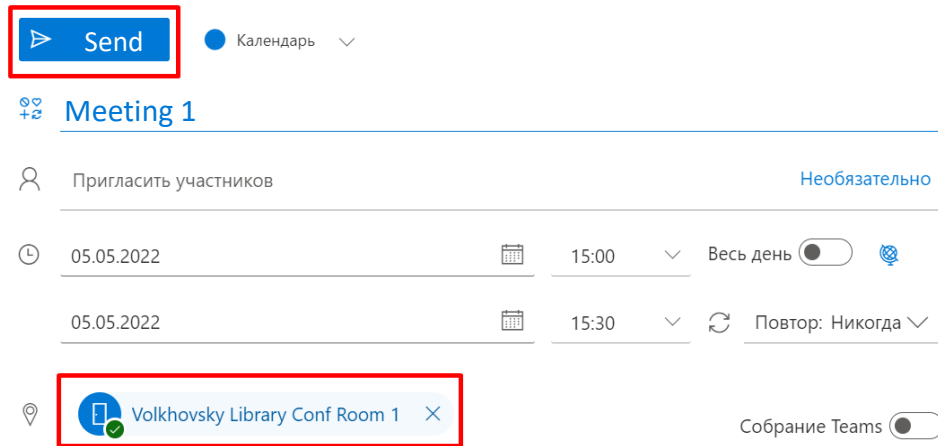
Available 10 SPb

Volkhovsky Library Conf Room 2

Available 5 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»



Send Календарь

Meeting 1

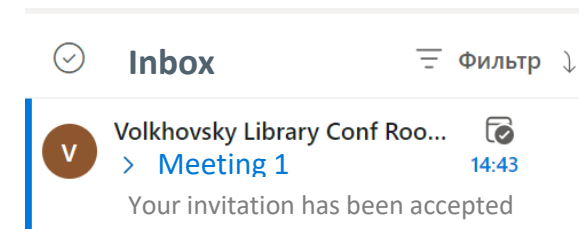
Пригласить участников Необязательно

05.05.2022 15:00 Весь день

05.05.2022 15:30 Повтор: Никогда

Volkhovsky Library Conf Room 1 Собрание Teams

- 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

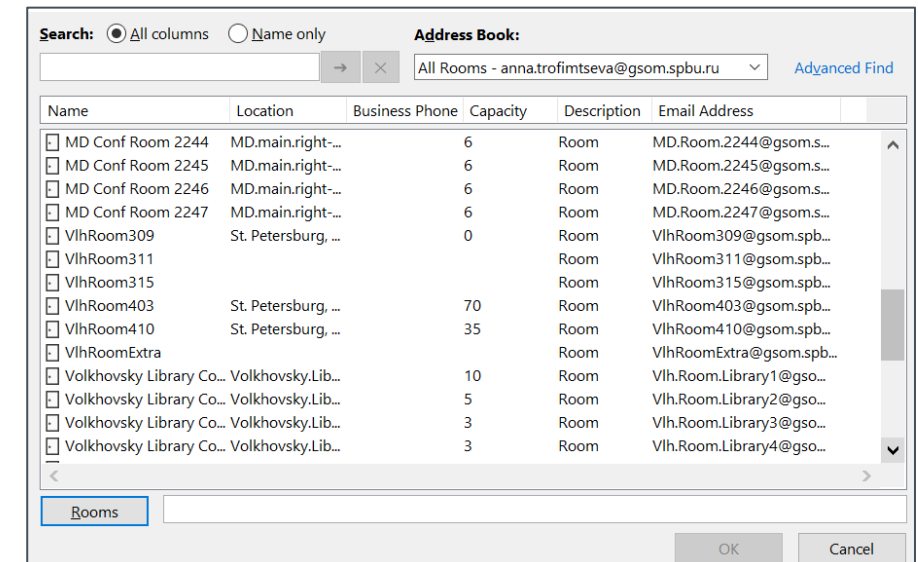
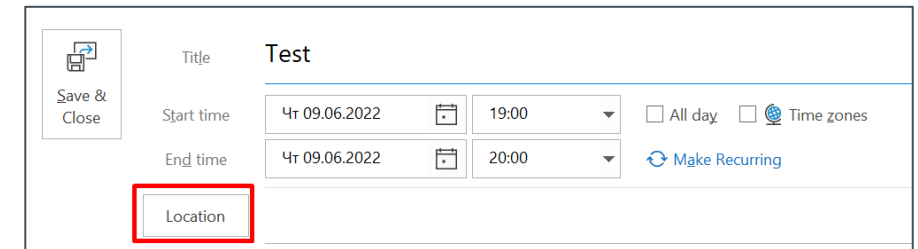
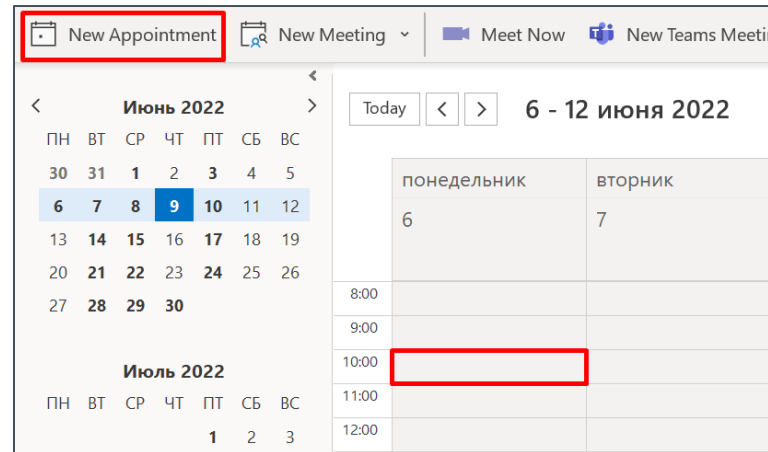
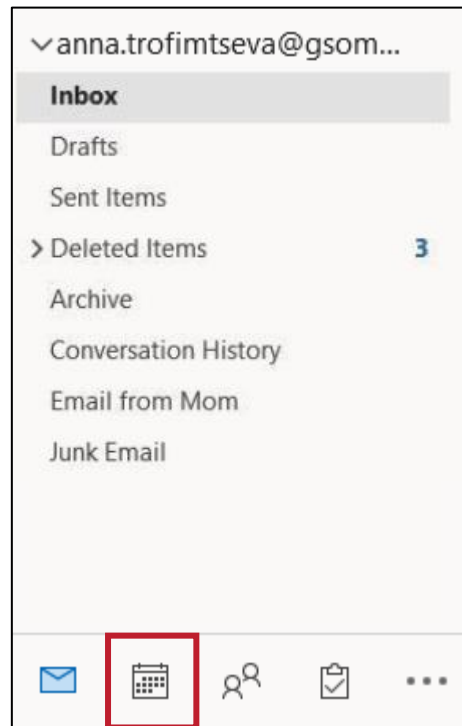


MEETING ROOM BOOKING IN OUTLOOK APP



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



CHOOSING A MEETING ROOM

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

Search: ☒ All columns ☐ Name only **Address Book:** [Advanced Find](#)

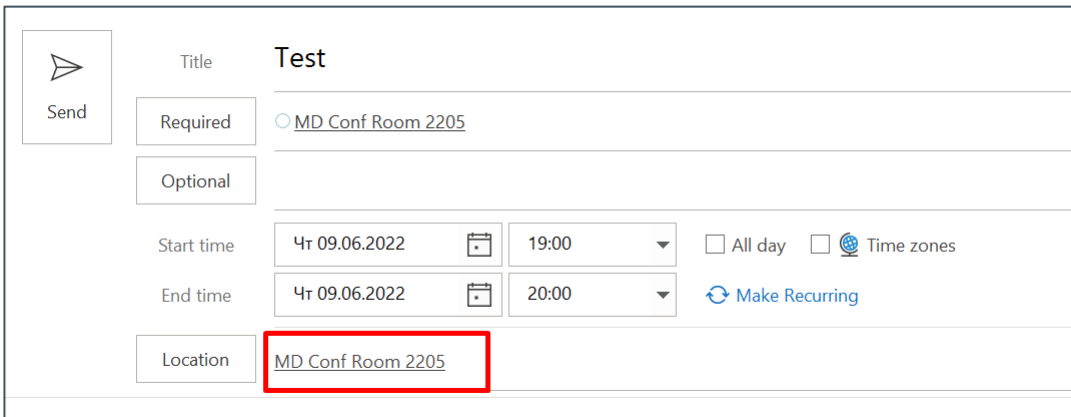
Name	Location	Business Phone	Capacity	Description	Email Address
<input type="checkbox"/> MD Conf Room 2244	MD.main.right-...		6	Room	MD.Room.2244@gsom.s...
<input type="checkbox"/> MD Conf Room 2245	MD.main.right-...		6	Room	MD.Room.2245@gsom.s...
<input type="checkbox"/> MD Conf Room 2246	MD.main.right-...		6	Room	MD.Room.2246@gsom.s...
<input type="checkbox"/> MD Conf Room 2247	MD.main.right-...		6	Room	MD.Room.2247@gsom.s...
<input type="checkbox"/> VlhRoom309	St. Petersburg, ...		0	Room	VlhRoom309@gsom.spb...
<input type="checkbox"/> VlhRoom311				Room	VlhRoom311@gsom.spb...
<input type="checkbox"/> VlhRoom315				Room	VlhRoom315@gsom.spb...
<input type="checkbox"/> VlhRoom403	St. Petersburg, ...		70	Room	VlhRoom403@gsom.spb...
<input type="checkbox"/> VlhRoom410	St. Petersburg, ...		35	Room	VlhRoom410@gsom.spb...
<input type="checkbox"/> VlhRoomExtra				Room	VlhRoomExtra@gsom.spb...
<input type="checkbox"/> Volkhovsky Library Co...	Volkhovsky.Lib...		10	Room	Vlh.Room.Library1@gso...
<input type="checkbox"/> Volkhovsky Library Co...	Volkhovsky.Lib...		5	Room	Vlh.Room.Library2@gso...
<input type="checkbox"/> Volkhovsky Library Co...	Volkhovsky.Lib...		3	Room	Vlh.Room.Library3@gso...
<input type="checkbox"/> Volkhovsky Library Co...	Volkhovsky.Lib...		3	Room	Vlh.Room.Library4@gso...

[Rooms](#)

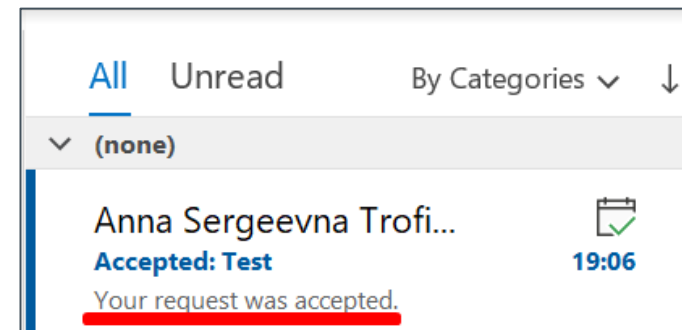
OK Cancel

SCHEDULE A MEETING

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- 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 <https://gsom.spbu.ru/gsom/contacts/support/>

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