

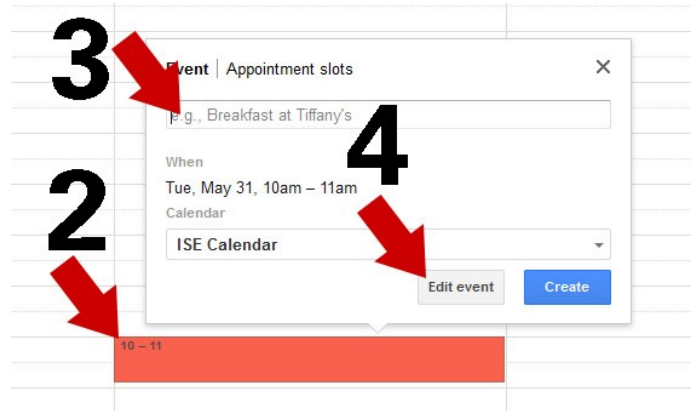
# HOW TO RESERVE AN ISE ROOM USING YOUR GOOGLE CALENDAR

**STEP 1:** Go to your Google Calendar ([calendar.google.com](https://calendar.google.com)) and sign in using your NC State Unity ID and password if not already logged in.

**STEP 2:** Create an event by clicking on the date and time you would like to start reserving the room.

**STEP 3:** Enter a name into the event title.

**STEP 4:** Click the **Edit event** button.



**STEP 5:** Fill in any necessary details of your reservation:

- Ending time
- Description
- Notifications

**STEP 6:** On the right side, you will see: **Add: Guests | Rooms, etc.** Click on **Rooms, etc.**

**STEP 7:** Click on **DAN** in the drop-down menu and the available rooms will be shown.

**STEP 8:** Click **Add** to invite the room of your choice.

**STEP 9:** Click **SAVE**. If the room is available, it will accept your invitation and appear as an attendee on your Google Calendar.

