How to book the meeting corner in the Student workshop?

If you have access to the student workshop, you should see the facilities of the student workshop bookable through your calendar in KTH webmail. You should be using the full version of the webmail, in the “light” version of the webmail it looks different.

Follow the steps below:

1. Go to Calendar, double click on the day/time you wish the meeting to start.
2. Input the name of the meeting, and choose the location from “Add room” button:

3. You should see the room called ees_tr29_meetingroom_studentworkshop. If you do not see the room, then either it is busy or you are not in the group which has access to the student workshop (contact N. Ivchenko then!).
4. Submit the meeting request.

5. The event pops up in your calendar!
6. You should get the confirmation mail!