Book group rooms at the UB

Requirements

- Active UNIGRAZonline account

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General information about the group rooms

There are five group rooms including AV media technology available at the University Library (Universitätsplatz 3a). These rooms can be used by students for example for group work, study groups or for other study-related activities.

The group rooms are equipped with the following AV media technology:

- Connection options for HDMI, USB-C und Netzwerk
- Miracast (für Android und Windows) and AirPlay (Mac OS und iOS)
- Power Supply
- Smart Interactive Display

Group rooms in UNIGRAZonline and on the campus map

You can find the group rooms in UNIGRAZonline under the following room numbers or in the campus map under the following links:

|	
0062030162 (6 Sitzplätze) →	https://campusplan.uni-graz.at/0062030162
0062030166 (7 Sitzplätze) →	https://campusplan.uni-graz.at/0062030166
0062030236 (7 Sitzplätze) →	https://campusplan.uni-graz.at/0062030236
0062040106 (8 Sitzplätze) →	https://campusplan.uni-graz.at/0062040106
0062040232 (10 Sitzplätze)→	https://campusplan.uni-graz.at/0062040232

Bookings with Outlook Web App

Please note the following *booking information*:

- max. booking time of the group rooms on the 3rd and 4th floor: **4 hours**
- max. repetitions of recurring events: 4
- max. number of days to book in advance: **7**

Book a group room at the UB

1. open the following link http://email.uni-graz.at and log in with your Uni Graz email address and your current UNIGRAZonline password.

2. Select the calendar in the menu bar and click *Neues Ereignis.*
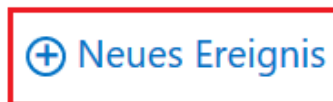
3. In the newly opened meeting window, set an *event name, a location (room), date/time, duration, etc.* and define the *participants* using their email address.

4. To set a group room as a location, click the *"Add room"* button and select the desired group room e.g. *"0062030162".*
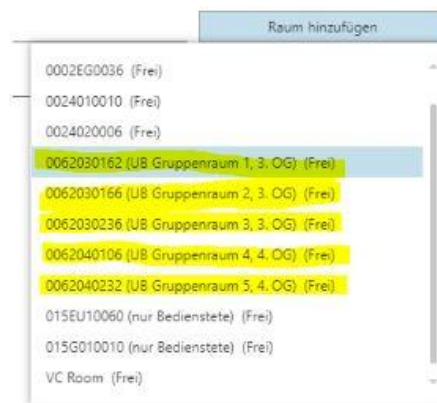
5. When all fields are filled in, click *Submit* to send the meeting.

Note: If the group room is already occupied for the selected time, you will either receive an email immediately after submitting the meeting request that the meeting was declined due to a conflict or the group room will not be available for selection in the list. This depends on whether you set the room or the time first.

Get calendar availability

If you want to know when a particular group room is available, you can add the timetable for the particular room to your webmail calendar.

Include UB group room in webmail calendar

1. select *KALENDER* in the **menu bar**.
2. *right mouse click* on *Meine Kalender* » Kalender öffnen.
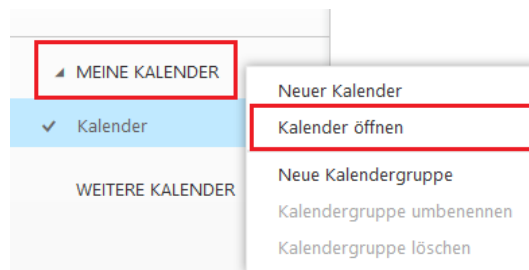
3. Now enter the room number of the respective group room in the field "*Aus dem Verzeichnis*" and click on "*Kontakte und Verzeichnis durchsuchen*". The room is added automatically. Then click *Öffnen*.
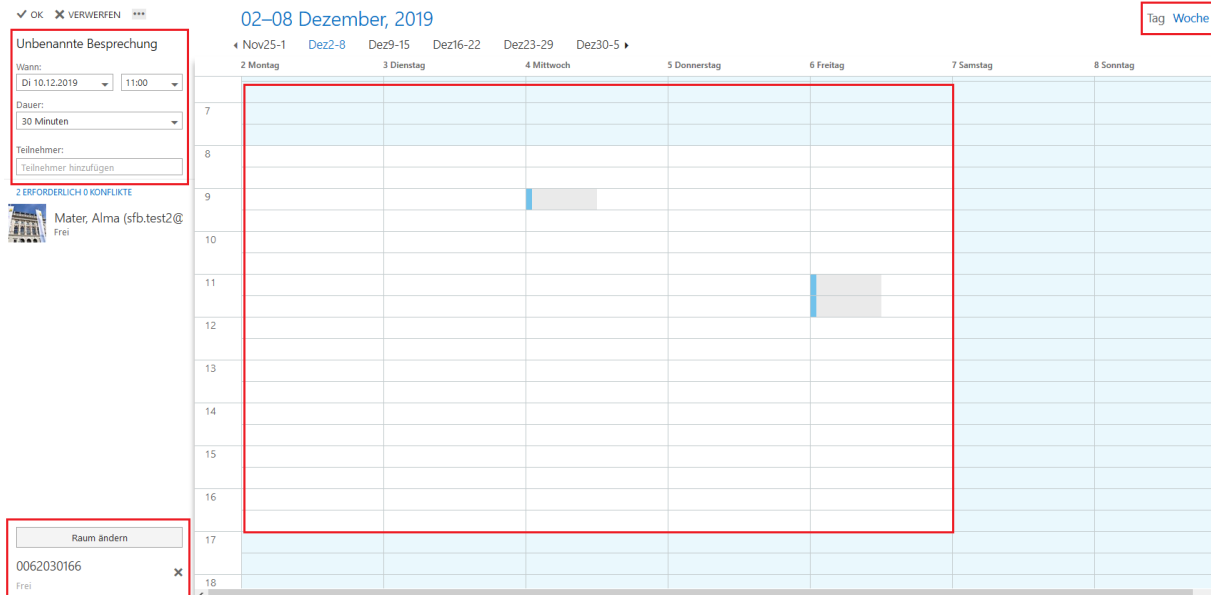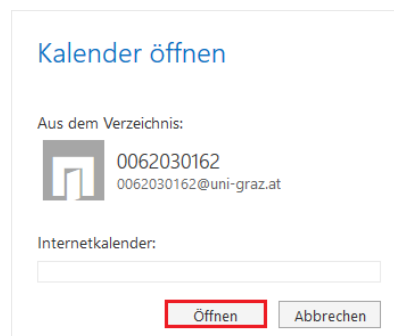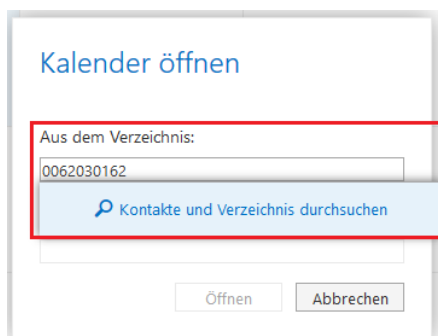

4. you will find the added calendar on the left side, in the calendar overview.

Activate Scheduling Assistant

With the Scheduling Assistant you can check in advance whether the respective group room is available at your desired time or has already been booked.

1. Open a "*Neues Ereignis*" in the **calendar view** and click "*Terminplanungs-Assistent*" at the top.
2. A new window opens. Set the meeting details.
3. Click *"Raum hinzufügen"* and select the appropriate **room**. Now you can see when the room is available. You can also change the view to days or weeks.

Access to the group rooms

With the room booking you and your invited participants automatically get access to the respective group room.

- Admission to the group room is available to all people invited and with your student ID (10 minutes prior to start time)
- The student ID must be held against the digital door lock for approx. 10 seconds to unlock the group room. The room is unlocked when the digital door lock changes from red to green.
- Admission is valid for the entire duration of the booked appointment.