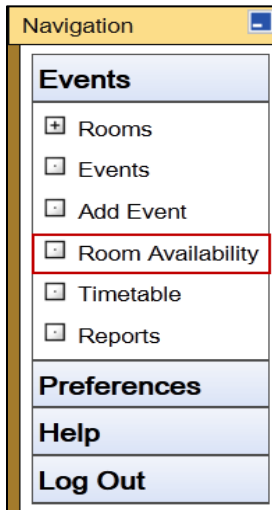


Check Room Availability

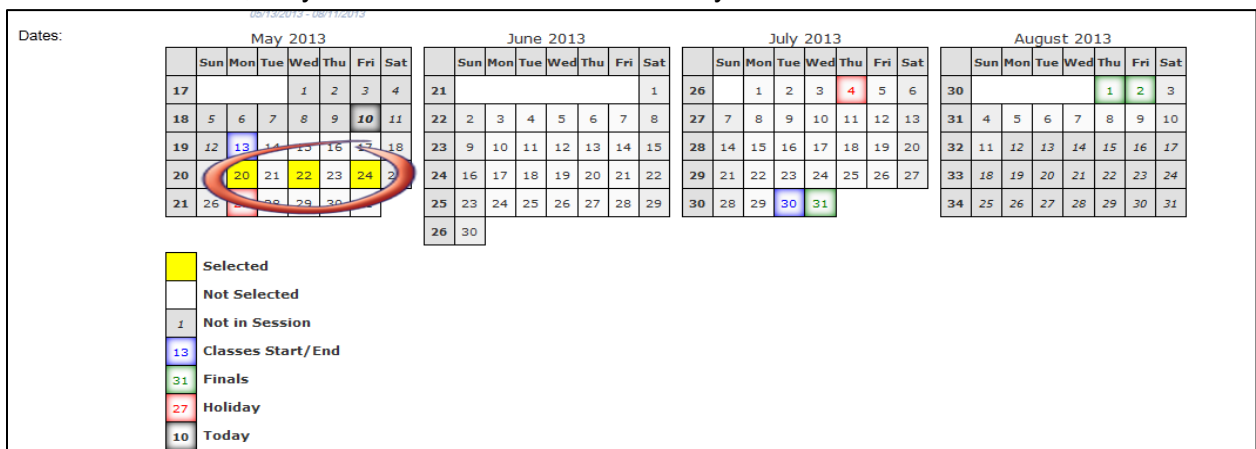
On the menu bar, select Events/Room Availability.



The Event Room Availability page is displayed. Select the **Academic Session** from the drop-down box.



Select the meeting **Dates** on the calendar by clicking on the dates needed. When the dates are selected, they will be shown as "selected" in yellow.



Select the time for the meeting(s). **Note:** The default meeting time is set for 1 hour. The time