

View Campus Meeting Room Calendars

If you would like to view the calendar for a room on campus, please follow the guide below. All bookable rooms on campus are setup with individual calendars in Google Calendar.

Step-by-step guide

1. Open Google Calendar, while logged in to your CUE Google account: <https://calendar.google.com/>
2. In the left panel, click the plus symbol (+) beside **Other calendars** and then select **Browse Resources**.
3. Resources at CUE are broken down by building, so expand the building which contains the room(s) you're interested in.
4. Find the room you want to add and select the check-box beside the room to 'subscribe' to the calendar.
5. Once subscribed, the room will appear in your **Other calendars** list, where you can view the room's calendar.



Resource calendars are accessible through mobile devices, but you in some cases you may have to manually turn on the 'Sync' for resource calendars that you want to view on mobile.

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