

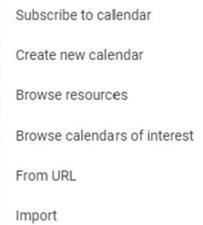
Using the PSFC Conference Room calendars

The PSFC Conference room calendars now use Google Calendars. To access them, go to: <https://calendar.google.com/> and sign in using your PSFC username and password. If you are already signed into Google Calendar with your personal account, click in the upper right where it says “Google” or shows your personal Google icon.



Then click “Add another account”  Add another account. After entering your PSFC email address, you will be asked for your PSFC credentials on a webpage with the PSFC logo. Click “Sign in”. You should now see your PSFC Google calendar.

If you want to add any of the conference room calendars to your PSFC calendar, click the + where it says “Other



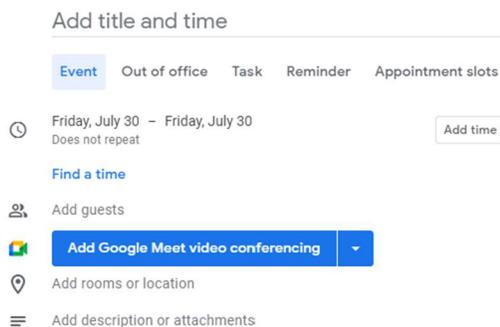
calendars” on the left side of your calendar. In the window that opens, click Browse resources.

You will see the PSFC buildings listed. Click the appropriate building(s) and select the calendar(s) you want displayed on your PSFC calendar. The calendars you selected will be then displayed in your calendar using the color coding shown under “Other calendars” on the left of your screen.

To schedule a conference room, there are two choices. The native Google calendar interface and Robin.

Reserving a conference room using the Google Calendar

To use the native Google calendar interface, click the date you want to schedule a conference room for.



In the window that opens, set the appropriate time you want and then click “Add rooms”.

← All rooms & resources

Q Search for room or resource

Available rooms only ▾

NW14 ▾

NW16 ▾

NW17 ▾

NW21 ▾

NW22 ▾

Click the room and then the back arrow. Add the title you want to use for the room reservation. Check to make sure everything looks correct and then click Save. Your reservation should now show up on your PSFC Google calendar. That should do it!

Test Event

Event Out of office Task Reminder Appointment slots

🕒 Friday, July 23 1:00pm – 2:00pm

All day Time zone

Does not repeat ▾

[Find a time](#)

👤 Add guests

 [Add Google Meet video conferencing](#) ▾

🏠 NW16-Floor 1-(NW16-140) (15) [VC] 

Add or change rooms

Please contact the PSFC Help Desk at help@psfc.mit.edu with any questions or problems regarding the PSFC Conference Room Calendars.