

# Reserving Recording Room for Digital Stories

Go to [gmail.umbc.edu](http://gmail.umbc.edu)

At top left, click on calendar

Create an event

Fill in name, course, date and time – 30 minute increments should be plenty – come prepared, having read over your script a few times.

On the right, click on rooms and then choose add AC219 RecordingRm – if it is green you can add your time, if there is a red icon with a line through it in front of the room, that time is taken – change your time. If the room name does not appear in the list, it is booked – choose again.

Be sure to SAVE when finished.

Mail **Calendar** Documents Sites Groups more ▾

**myUMBC** Powered by Google

[Click on calendar](#) Search my calendars [Show search options](#)

[Back to calendar](#) Save Discard

**Joan Costello** [Create event - enter name, course, time](#)

8/22/2011 4:00pm to 4:30pm 8/22/2011 [Time zone](#)

All day  Repeat...

Event details [Find a time](#)

Where

Calendar AC4 219 RecordingRm ▾

Created by jcoste1@umbc.edu

Description

Attachment [Add attachment](#)

Event color

Reminders No reminders set [Add a reminder](#)

Show me as  Available  Busy

Privacy  Default  Public  Private

[Learn more about private vs public events](#) **Be sure to save**

[Back to calendar](#) Save Discard

Add: [Guests](#) | [Rooms, etc.](#)

Filter room

Show only available

- [Add](#) AC4 219 AV
- [Add](#) AC4 219 MAC
- [Add](#) AC4 219 PC
- [Add](#) AC4 219 RecordingRm
- [Add](#) ALUM Conference Room
- [Add](#) ENG 025
- [Add](#) LIB 259/BI
- [Add](#) LIB Pondsideside 012 (Retriever Room)
- [Add](#) LIB Pondsideside 023A

[Close](#)

Guests can  modify event  invite others  see guest list

The Recording room is located in the AC IV building, room 219. Please see the student assistant at the front desk to gain access and help, if you need it.