Book a study room (City campus, Christchurch)

1. Go to My Ara at https://myday.ara.ac.nz/

2. Click on the Mail tile

3. Click on Outlook

4. If you haven’t done so already, change the timezone. Scroll down to click on +12 Auckland/ Wellington, New Zealand. Your inbox should then open.

5. Click on the dropdown next to New.

6. Then click on Calendar event.

7. Under Details add your First name or Group name e.g. Science ASIN500

8. Click on Add a location or a room and then click on Add room

9. Then choose Group Study Rooms (City campus)

10. Select a room e.g. L226 Rangitata Room (Note: L225 and L226 have big computer screens on the wall)
11. Add your booking date and time.

12. If preferred, you can notify all your group members of the meeting using Add people under the People heading.

13. Click Send in the top left to action your booking. Your meeting will now show in your calendar.

Notes:

- You can book up to two weeks in advance.
- You can book one hour timeslots only. If your group needs longer than one hour, another member of your group will need to book the next timeslot.
- There is a kiosk on level 2 in the City campus Library where you can view the bookings for the current day.

For further assistance

- Ask at the Library
- Ring the library 0800 24 24 76 ext 8089.
- Email: library@ara.ac.nz