

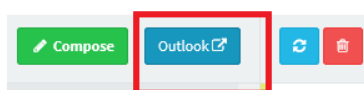
Book a study room (City campus, Christchurch)

1. Go to **My Ara** at <https://myara.ara.ac.nz/>

2. Click on the **Mail** tile



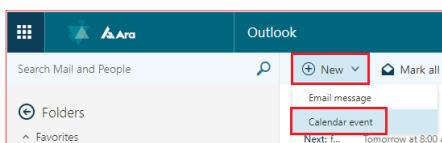
3. Click on **Outlook**



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.

4. Click on the dropdown next to **New**.

5. Then click on **Calendar event**.

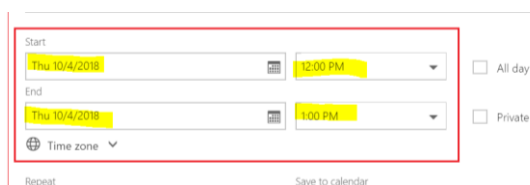


Note: if you are using the 'New Outlook', you will need to open the calendar tab before clicking on a 'New event'.



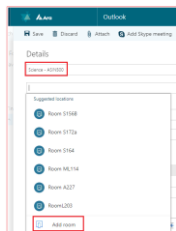
6. Under **Details** (or title) add your **First name** or **Group name** e.g. Science ASIN500

7. Add your booking date and time. All bookings are for one hour (maximum). If your group needs longer than one hour, another member of your group will need to book the next timeslot.

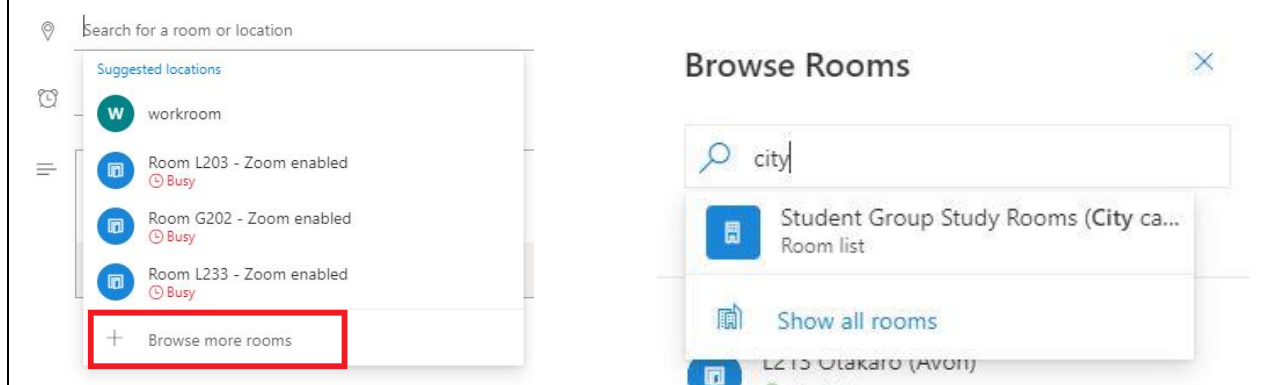


Kā tautoko ako Academic Support Services

- Click on **Add a location or a room** and then click on **Add room**. Then choose **Group Study Rooms (City campus)**



Note: if you are using the 'New Outlook', Click on the 'search for a room or location' and then '+ browse more rooms'. Search for **Student Group Study Rooms (City campus)**.



- Select a room e.g. L226 Rangitata Room (Note: L225 and L226 have big computer screens on the wall)

- Click **Send** in the top left to action your booking request.

- The meeting will appear in your calendar, but is not confirmed yet – **wait until you receive a confirmation email**. If you get an email rejecting the meeting (or no email) you do not have a booking, but the meeting will still be in your calendar.

Notes:

- You can book up to two weeks in advance.
- 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, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz