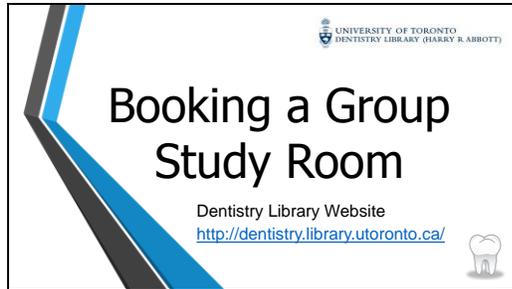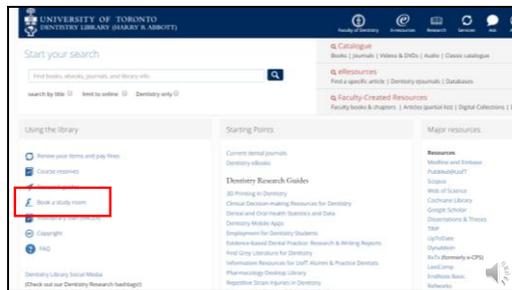Slide 1

Welcome to the University of Toronto Dentistry library's video on how to book a group study room.
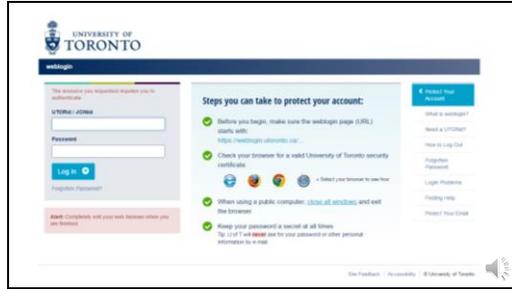
Slide 2

The Dentistry Library website does not display well in Internet Explorer. It works best in Firefox, Chrome or Safari.
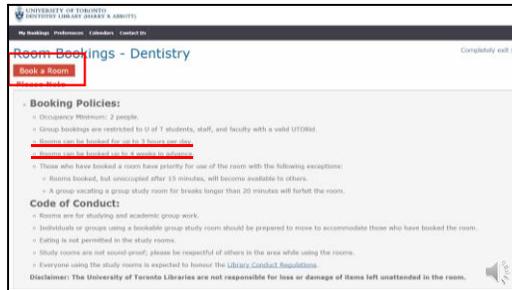
Slide 3

This is the Dentistry Library's home page. You can access this page by going to dentistry.library.utoronto.ca. The "book a study room" link is located in the box labelled "Using the Library".

Slide 4

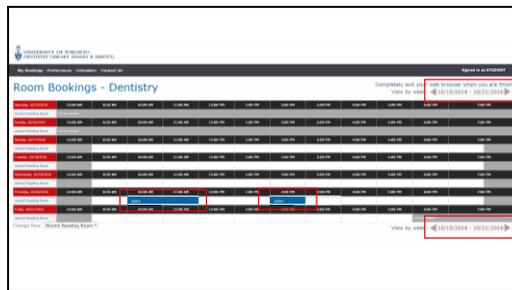You will have to sign in using your Utorid and password before you can book a room.

Slide 5

After signing in, the Room Bookings page will now appear.

After reviewing this page, you can click on "Book a Room".

Slide 6

Here you will see all available times and room bookings that have already been created.

You can select the date at the top of the page by using the arrows or clicking on the calendar icon.

We can see if someone has booked a time slot if it is blue contains a name.

Slide 7

Now we can go ahead and book an available time.
For this example, we will book a room from 8:30am to 11:00am on October 18th.

Slide 8

When you select the time you would like and release, this page automatically opens.

After you finish inputting your information, click create to finish your booking.

Slide 9

Your booking will now show up on the main page.

You can always come back to this page and click your name if you would like to make changes or delete it.

Slide 10

Thank you for watching. If you have any questions about this video feel free to send us an email.