

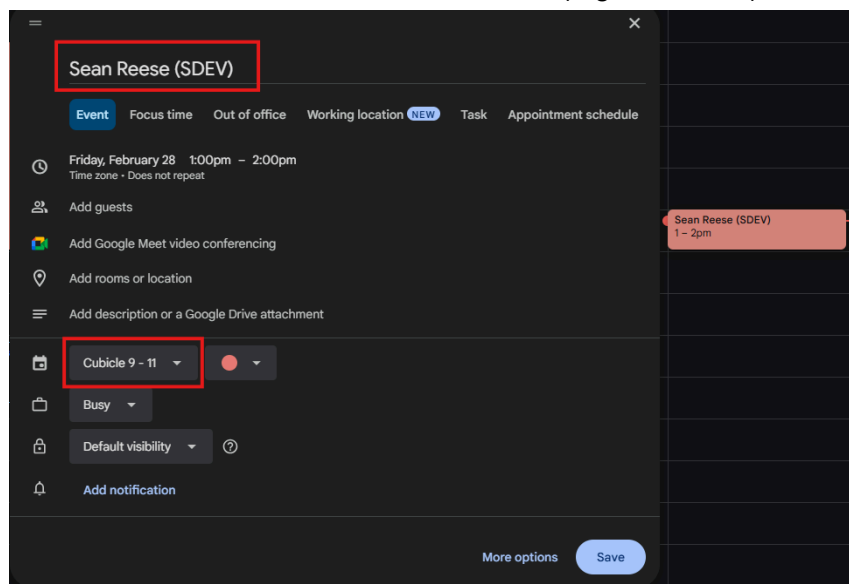
Cubicles Guidelines

There are no limits on how much time you can claim for each cubicle! However, if you are reserving a cubicle, the expectation is that you will be there. If you cannot make it or are planning to leave for a long time (i.e. longer than an hour), please remove your reservation from the calendar for that period of time. I believe you are welcome to leave things in the storage areas of the desks (should they exist), but know that it isn't necessarily fully secure.

Not only is physically being in the cubicles important, but adding the times to the calendars creates a paper trail that shows we have been using them. **Please do not skip that step!**

Steps for Securing Cubicle Space:

1. Add the following calendars to your Columbia google calendar (i.e. your .edu email):
 - a. 9th Floor:
 - i. bit.ly/cubicle11 (East wing)
 - ii. bit.ly/cubicle6 (East wing)
 - b. 13 Floor:
 - i. 1322: Ask Tomara to book it for you using the following [form](#)
 1. Great for holding office hours!
 - c. 14th Floor:
 - i. bit.ly/cubicle1 (East wing)
 - ii. bit.ly/cubicle2 (East wing)
 - iii. bit.ly/cubicle3 (East wing)
 - iv. bit.ly/cubicle4 (East wing)
 - v. bit.ly/cubicle5 (desk in Tomara's area)
2. Set aside the time for the cubicle you want to use by adding an event to your calendar.
 - a. Be sure to provide your name **and affiliation** (e.g. Sean Reese (**SDEV**)).
 - b. Be sure to also select the correct calendar (e.g. Cubicle 9).

A screenshot of a Google Calendar event creation interface. At the top, the event title is "Sean Reese (SDEV)". Below the title, there are tabs for "Event", "Focus time", "Out of office", "Working location" (which is highlighted with a "NEW" tag), "Task", and "Appointment schedule". The event details show "Friday, February 28" from "1:00pm - 2:00pm" with a note "Time zone - Does not repeat". There are several options to add to the event: "Add guests", "Add Google Meet video conferencing", "Add rooms or location", and "Add description or a Google Drive attachment". In the "Add rooms or location" section, "Cubicle 9 - 11" is selected and highlighted with a red box. Below this, there are options for "Busy", "Default visibility", and "Add notification". At the bottom right, there are "More options" and "Save" buttons. On the right side of the form, a small preview of the event is shown as a red block on a calendar grid, labeled "Sean Reese (SDEV) 1 - 2pm".

3. If you want this to be a repeat event, feel free to repeat it as much as you want.
 - a. If you have a repeat event, but won't be there please remove it from the calendar.

Other notes:

You can log in to the computers on the 9th floor using your UNI information. If computer access isn't working, go through the following steps to get your @sipa.columbia.edu email address fixed:

1. Update your UNI password in Vergil
2. If that doesn't fix it, email sipaithelpdesk@sipa.columbia.edu your phone number and say that you've already updated your UNI password