How to book Meeting room ?

Suppose I want to schedule a meeting in 2/6 meeting room.

Step 1: Create an event in Google calendar(choose any calendar you use for office work).

Step 2: Along with inviting other people, send an invitation to this cryptic ID (just keep this ID handy for quick copy paste)

vinsol.com_qcv2gldr7j43h78gv3v2s2j3lk@group.calendar.google.com

Step 3: That's it. If 2/6 meeting room is not available at that time, you will get an email as well as you can see the room availability on the event page of google calendar.

Add guests

Guests   ⊠ Email guests
Yes: 1, Maybe: 0, No: 0, Awaiting: 1
✔ Deepika Sharma*
   Kapil Bhatia

Rooms, etc.
Ø 2/6 Meeting Room*

If the room is available, you should see something like this:

Add guests

Guests   ⊠ Email guests
Yes: 1, Maybe: 0, No: 0, Awaiting: 0
✔ Deepika Sharma

Rooms, etc.
✔ 2/6 Meeting Room

If you want to see the overall availability of the meeting room before you schedule your meeting, you can open google calendar from your google apps (Vinsol) panel and click "2/6 meeting room" (display only this calendar)

That's it. Hopefully, this will help us to manage the availability of shared resources better. We are starting with 2/6 meeting room only but we'll keep on adding other resources based on requirements of employees.