

Virar Office ZOOM MEETING ROOMS :

Meeting Rooms and Calling Pods need to be booked in advance. Please book resources via Google Calendar.

The names of meeting rooms and their capacity can be referred to in the table below.

<u>Meeting Room Names</u>	<u>Type and capacity</u>
CMS	4 Seater Standard
CloudThis	4 Seater Standard
Kurbkarma	4 Seater Standard
Boomroom	4 Seater Standard
DFE (formerly Elephant)	8 Seater Zoom Room
Patel Tiles (formerly Rhino)	8 Seater Zoom Room with Dual Display
Built.io	6 Seater Zoom Room
Whale	22 Seater Zoom Room with Dual Display
Pangolin	8 Seater Standard
Calling Pod 1	2 Seater Pod
Calling Pod 2	2 Seater Pod
Calling Pod 3	2 Seater Pod

CXC ZOOM MEETING ROOMS :

Please adhere to the documented instructions to locate and reserve an available Zoom meeting room in Austin CXC Office.

[How to Reserve at CXC](#)

Book a Meeting room and add it to an event or meeting invite:**You can reserve meeting rooms for your event or meeting invite.**

1. On your computer browser, open Google Calendar.
2. Create a new event or open an existing one.
3. If you are editing an existing event, click Edit event.
4. Click Rooms for the list of available rooms.
5. Based on who you invite, you can choose from suggested rooms or search for a specific room. Click the rooms or resources you want to add.
6. Click Save.

How to remove a room / resource account

1. On your computer, open Google Calendar.
2. Click on "Edit" event .
3. In the "Participants" list, find the room or resource.
4. Next to the room or resource, click Remove .

5. Click Save.

As always, reach out to helpdesk@contentstack.com in case you require any assistance.