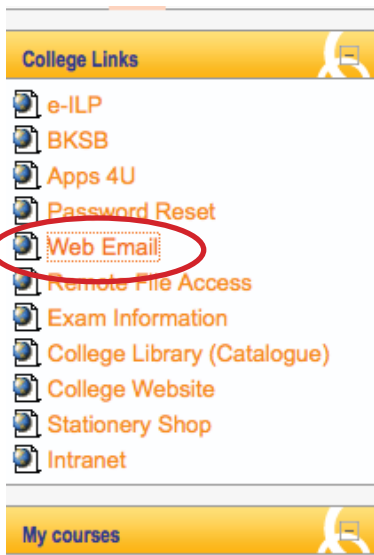
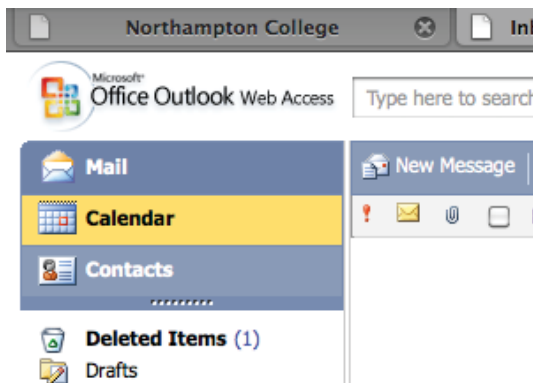
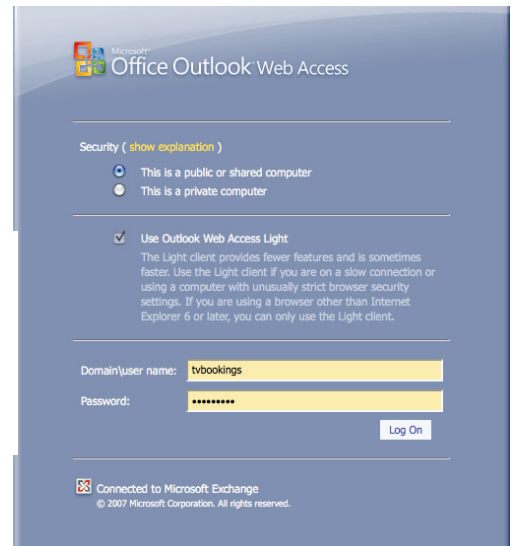


How to Book the TV / Radio Studio



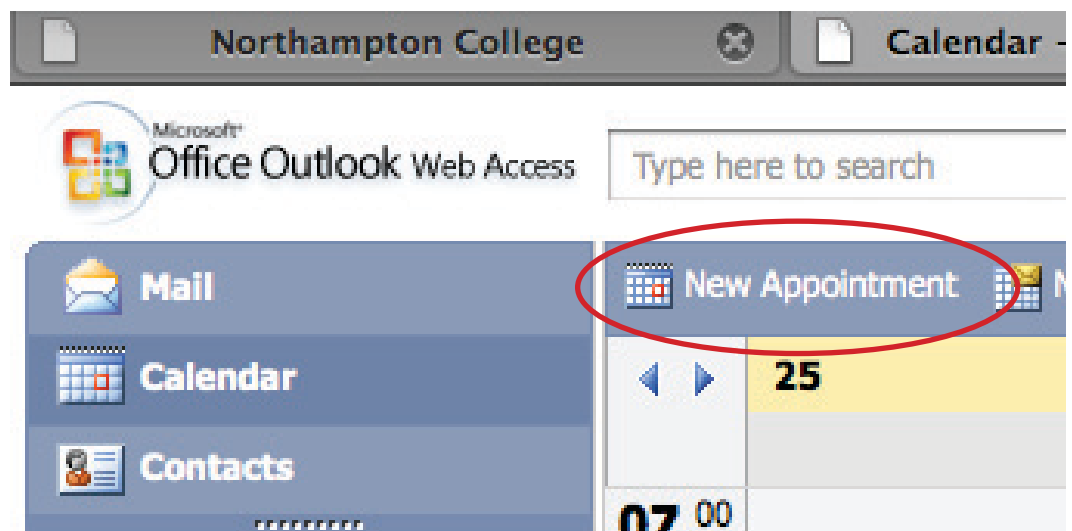
- 1: Log into your Moodle Account
- 2: Click the 'Web Mail' Link

- 3: User Name: tvbookings
or User Name :radiobookings
- 4: Password for both is: student10



5: Select Calendar

6: Click 'New Appointment'



How to Book the TV / Radio Studio

7: Add your 'Name' and Time '12pm to 4pm' to the subject line.

Now select the Day and Times you require the Studio for.

Appointment | Scheduling Assistant

Subject: **'Add your name and time here'**

Location:

Start time: November 26 2010 12:00 All day event

End time: November 26 2010 15:00

Show time as: Busy Private

[Attachments...](#)

8: Add any additional information here.

9: Once you have selected Time and Date, select 'Save and Close'. Return to the Calendar to check the booking has been entered, then 'Log Out'

Appointment | Scheduling Assistant

Subject: **'Add your name and time here'**

Location:

Start time: November 26 2010 12:00 All day event

End time: November 26 2010 15:00

Show time as: Busy Private

[Attachments...](#)