

INSTRUCTIONS FOR BLOOMBERG TERMINAL (BB231) SIGN UP

1. Use of the Bloomberg Terminal Room (BB231) is to complete work assigned by your Professor or to complete the Bloomberg certification.
2. No food or drink are allowed in this room. No exceptions.
3. Students may submit a calendar request to use the room for no more than 2 hours at a time.
4. To sign up for a time slot, submit a calendar request (through your TCNJ Gmail account).
5. Sign in to your TCNJ Gmail Account, open the calendar in your Google Apps.
6. Select date, start and end time.
7. Enter your full name and TCNJ email address.
8. Click on “More Options” and add a guest “bb231@tcnj.edu”. You can click on the “Find A Time” tab to see if there is a conflict (if it is greyed out there is another booking)

File Edit View Favorites Tools Help

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Add title

SAVE

Dec 25, 2018 11:00am to 12:00pm Dec 25, 2018 TIME ZONE

☐ All day Does not repeat

EVENT DETAILS FIND A TIME

ADD location

ADD conferencing

Notification 10 minutes

ADD NOTIFICATION

Stephanie Horner

Busy Default visibility

Add description

GUESTS ROOMS

Add guests

horners@tcnj.edu Organizer

bb231@tcnj.edu

SUGGESTED TIMES

Guests can:

☐ Modify event

☒ Invite others

☒ See guest list

9. Click on “Save”. The request will be sent.
10. The calendar is checked frequently throughout the day. Your calendar request should be approved within 2 business hours.
11. Any issues or questions regarding BB231, please email bb231@tcnj.edu.