MB&B E-Calendar Overview

**“Resource” Room Availability**

- MB&B faculty, students, and staff can see room availability by accessing the view-only “resource” calendars on the web.
- **Non-delegate resource rooms:** BASS 228, 326, 424 and SHM C125A and CE-27.
- **Delegate resource rooms:** BASS 205, 305, 405 and SHM C-103.

**Reservations for Non-delegate Rooms**

- Faculty Support Admins and Room Coordinators can reserve non-delegate rooms (BASS 228, 326, 424 and SHM C125A and CE-27) for others by creating and using a personal Master Room Reservation calendar to “invite” a non-delegate resource room as the location for the meeting.
- **NOTE** – please do not include individuals in these invitations.

**Reservations for Delegate Rooms**

- Resource calendars for large “class” rooms (BASS 205, 305, 405, SHM C-103) are managed by MBB Business Office staff who have been assigned the role of “delegate”.
- Reservations are made by sending an email to mbb.businessoffice@yale.edu.

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N/A