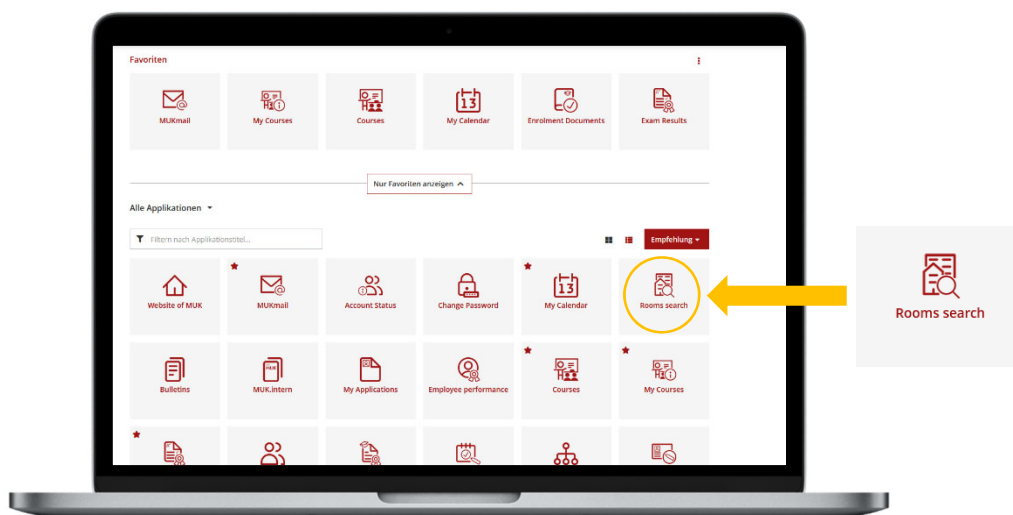


# Book free practice rooms for students

At the MUK, students have exclusive bookable extra rooms at their disposal. With the application “Rooms search” it is possible for students to book these extra rooms in MUKonline. Each student can currently book a contingent of 8 hours per calendar week.

## 1. Open application

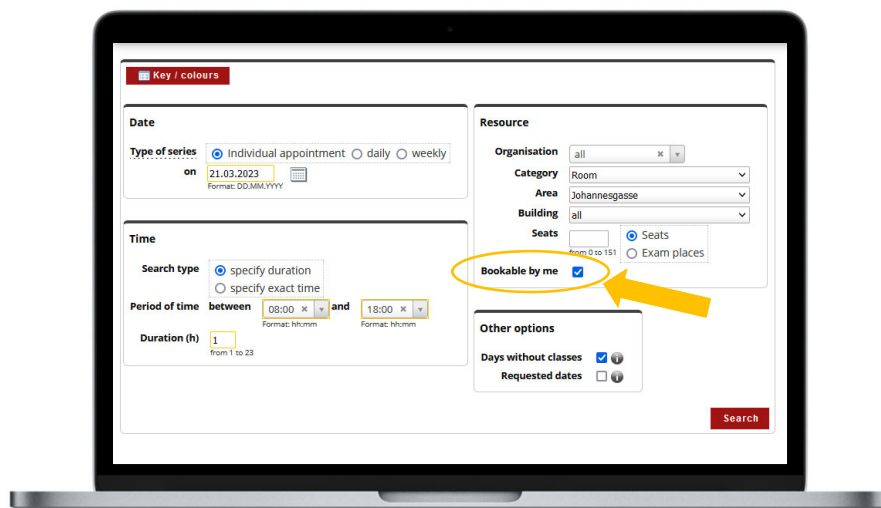
To search for a free room, please open the application "Rooms search" on your desktop in MUKonline (login is required!).



## 2. Enter search criteria

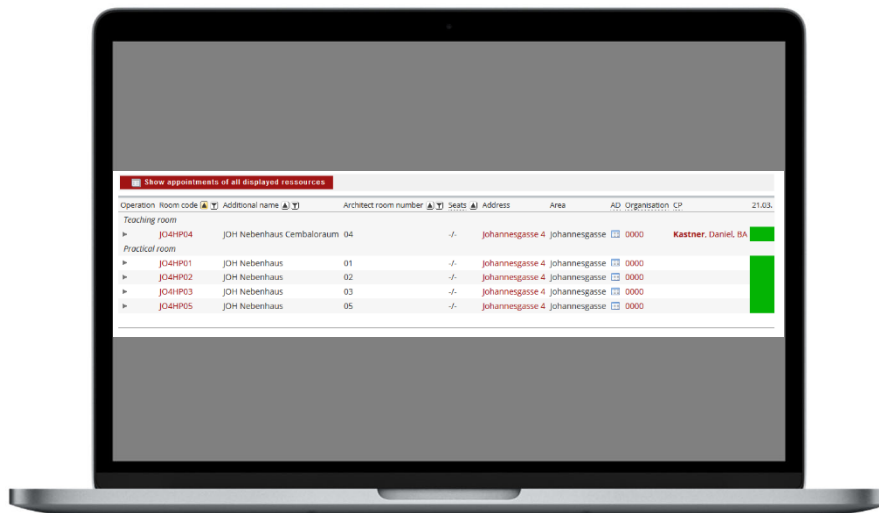
Enter your search criteria (date, search type, duration, ...). The search starts with a click on the “Search” button. Make sure that the checkbox "bookable by me" is activated.

Yellow marked fields are mandatory fields. This means that an entry must be made.

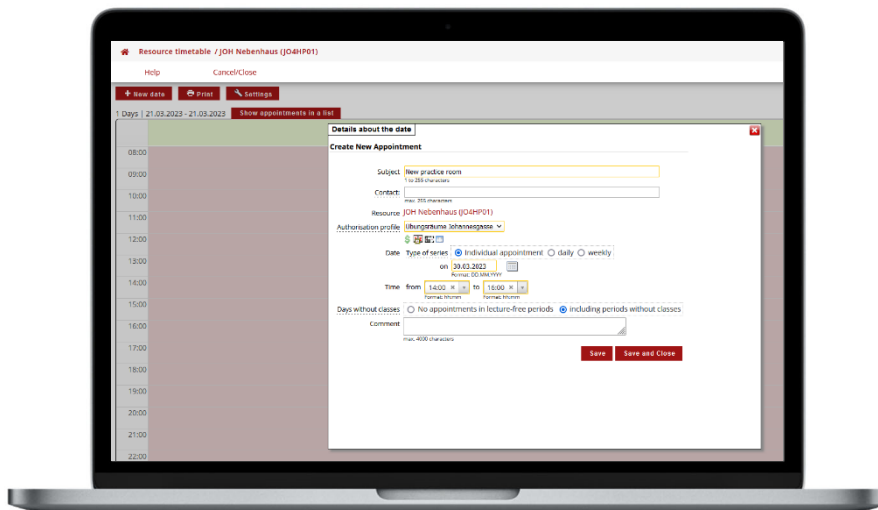


### 3. Book room

After the search, the available rooms are listed.



Click on the desired room to go to the room's calendar. Click on “+ New appointment” to display a window with the search criteria (location, date and time). If the room is to be booked, confirm with “Save” or “Save and close”. To cancel the booking, click on the red X in the window.



Rooms are only to be booked for your own practice needs. Bookings that cannot be used must be released as soon as possible in the sense of fair use.

Of course, all free rooms of the MUK are still available for practice purposes. These will be allocated as usual via the porters and cannot be reserved via the room search.