

Due to administrative staff work in shifts recently, if you'd like to book the meeting room on 1st floor, please follow the instruction below:

1. Check the booking situation on the bottom of College of Nutrition Official Website's home page.


Calendar

營養學院活動及會議室行事曆

今天 2021年5月

週日	週一	週二	週三	週四	週五	週六
25 08:00 忙碌 10:00 忙碌 +2 更多	26 08:00 忙碌 12:00 忙碌	27 10:00 忙碌 12:00 忙碌 +2 更多	28 08:00 忙碌 10:00 忙碌 +3 更多	29 10:00 忙碌 15:00 忙碌	30	5月1日
2 08:00 忙碌 10:00 忙碌 +3 更多	3 08:00 忙碌 12:00 忙碌	4 10:00 忙碌 12:00 忙碌 +2 更多	5 08:00 忙碌 10:00 忙碌 +2 更多	6 10:00 忙碌 15:00 忙碌	7	8
9 08:00 忙碌 10:00 忙碌 +3 更多	10 08:00 忙碌 12:00 忙碌 13:30 忙碌	11 10:00 忙碌 12:00 忙碌 14:00 忙碌	12 08:00 忙碌 10:00 忙碌 +4 更多	13 10:00 忙碌 12:00 忙碌 +2 更多	14	15
16 08:00 忙碌	17 08:00 忙碌 10:00 忙碌 +2 更多	18 15:00 忙碌	19 12:00 忙碌 13:00 忙碌	20 08:00 忙碌 10:00 忙碌 +2 更多	21 10:00 忙碌 11:45 忙碌 15:00 忙碌	22
23 08:00 忙碌 10:00 忙碌 +2 更多	24 08:00 忙碌	25	26 12:00 忙碌 13:00 忙碌	27 08:00 忙碌 10:00 忙碌 +2 更多	28 10:00 忙碌 15:00 忙碌	29
30 08:00 忙碌 10:00 忙碌 +2 更多	31	6月1日	2 12:00 忙碌 13:00 忙碌	3 08:00 忙碌 10:00 忙碌 +2 更多	4 10:00 忙碌 15:00 忙碌	5

+ Google 日曆



臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

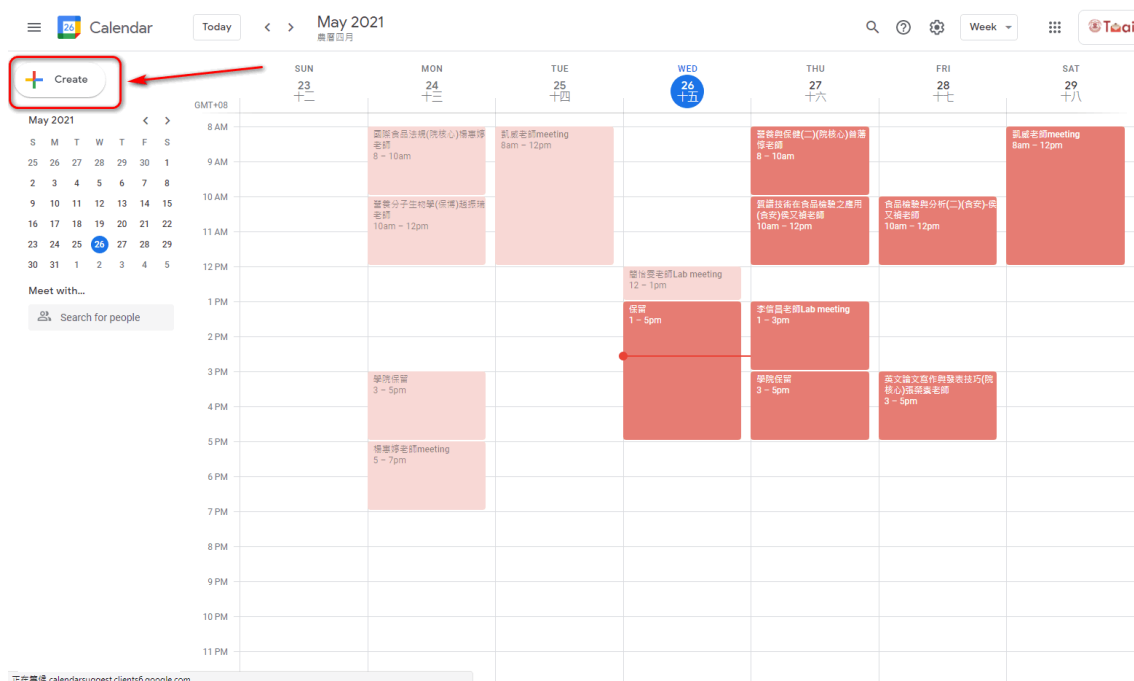
CONTACT US

Address : 250 Wuxing St. Taipei, Taiwan 11031

Phone : (02) 2736-1661#6540

E-Mail : cn@tmu.edu.tw

2. Log into google calendar with TMU account and create event.



Calendar Today < > May 2021 農曆五月

Create

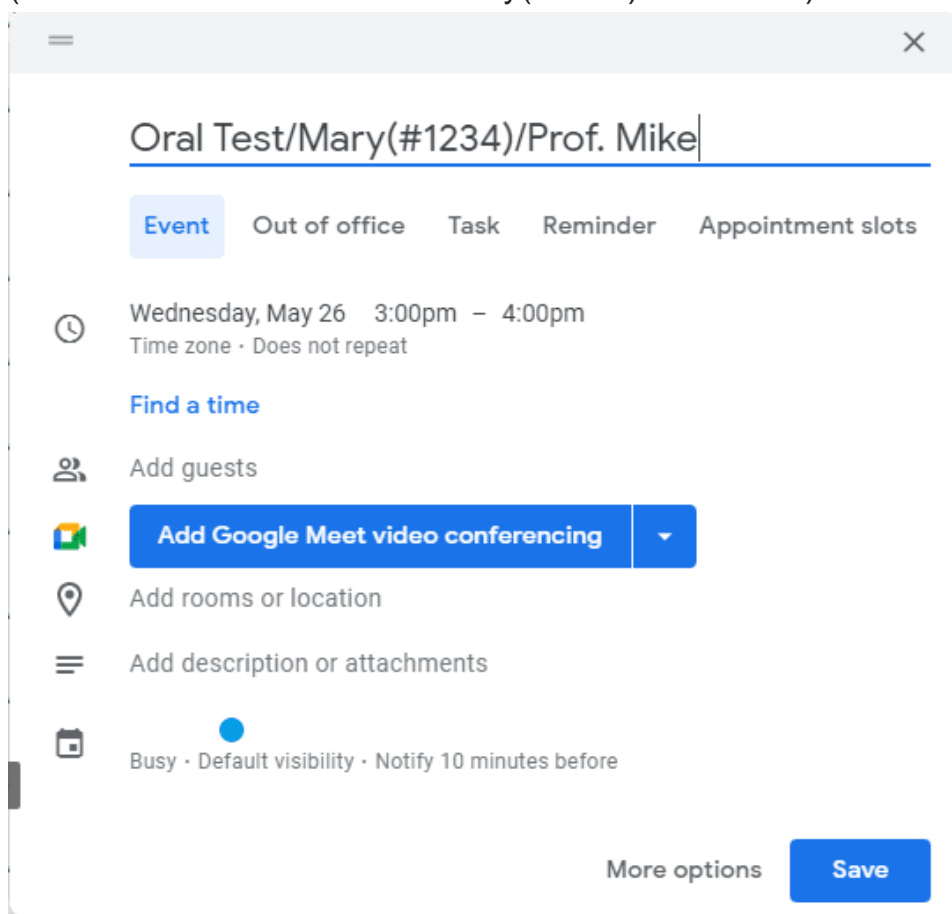
GMT+08

SUN	MON	TUE	WED	THU	FRI	SAT
23 十二	24 十三	25 十四	26 十五	27 十六	28 十七	29 十八
8 AM	國際食品法規(院核心)標準課 8 - 10am	院室室訓meeting 8am - 12pm		院室室訓(二)(院核心)標準 課室訓 8 - 10am		院室室訓meeting 8am - 12pm
9 AM						
10 AM	營養分子生物學(院傳)遠端補 考期 10am - 12pm			實驗室在食品檢驗之應用 (院院)院文研老師 10am - 12pm	食品檢驗與分析(二)(院院)院 文研老師 10am - 12pm	
11 AM						
12 PM			院室室訓Lab meeting 12 - 1pm			
1 PM			院室 1 - 5pm	院室室訓Lab meeting 1 - 3pm		
2 PM						
3 PM	院室室訓 3 - 5pm			院室室訓 3 - 5pm	英文論文寫作與發表技巧(院 核心)院傳編老師 3 - 5pm	
4 PM						
5 PM	院室室訓meeting 5 - 7pm					
6 PM						
7 PM						
8 PM						
9 PM						
10 PM						
11 PM						

正在尋找 calendarsuggest.clients6.google.com...

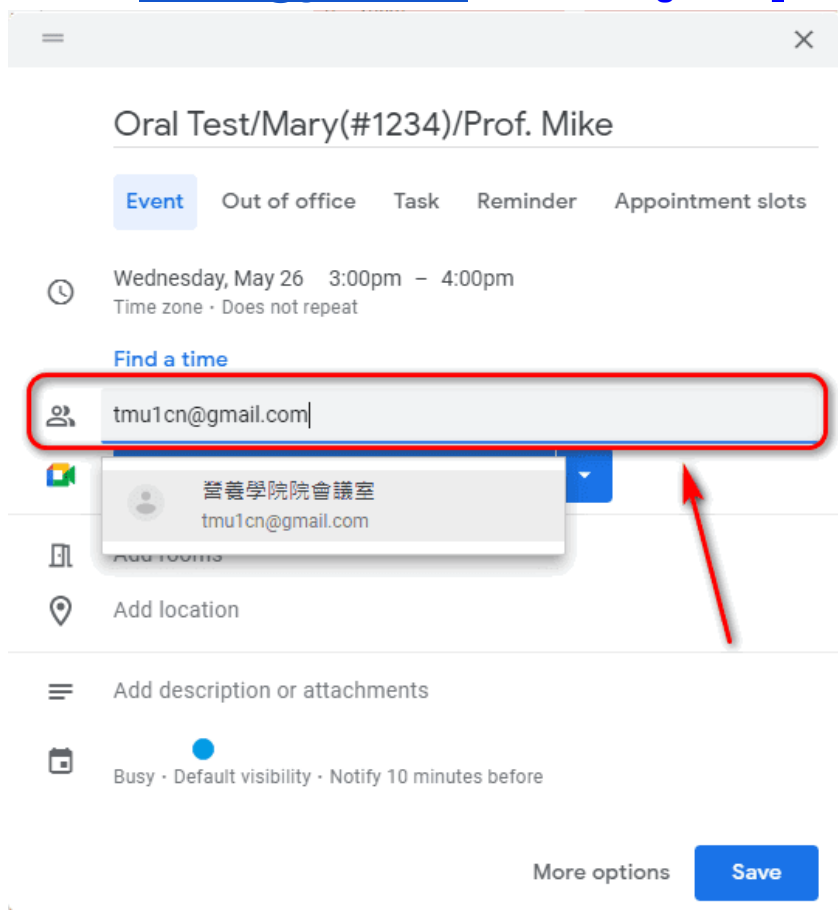
3. Please use the following content to name the event: "[Purpose/ you name and contact phone no. /instructor or your advisor](#)"

(Ex : Master thesis defense/Mary(#1234)/Prof. Mike)



A screenshot of the Google Calendar event creation interface. The event title is "Oral Test/Mary(#1234)/Prof. Mike". The event type is set to "Event". The date and time are "Wednesday, May 26 3:00pm - 4:00pm". The interface includes options for "Add guests", "Add Google Meet video conferencing", "Add rooms or location", "Add description or attachments", and "Busy" status. A "Save" button is visible at the bottom right.

4. Enter tmu1cn@gmail.com into 「Add guests」 then press Enter key



A screenshot of the Google Calendar event creation interface, showing the "Add guests" field. The email address "tmu1cn@gmail.com" has been entered and is highlighted with a red box. A dropdown menu is open below the field, showing a suggestion for "營養學院院會議室" (Nutrition College Meeting Room) with the email address "tmu1cn@gmail.com". A red arrow points to the dropdown menu. The "Save" button is visible at the bottom right.

5. Then click 「**Save**」 → 「**Send**」 → 「**Invite external guests**」 to finish the booking procedures.

Would you like to send invitation emails to Google Calendar guests?

⓪ Back to editing Don't send **Send**

Guests from outside your organization

The following guests are from outside your organization: tmu1cn@gmail.com. Are you sure you would like to invite them?

Continue editing **Invite external guests**

If you have any questions, please feel free to contact us at cn@tmu.edu.tw, thank you.