Find the Classrooms Prepared for Hybrid Meetings in KronoX

Log in to KronoX web client. You will find it among the shortcuts on hb.se/staff

Click on the tab called Booking.

Choose the date and time for when you need to book the facility for your hybrid meeting.
After that, click on the link to the right of Room where it says List.

New booking

Date:

Week: 37 ✚ ➖ Thursday ▾ ✚ ➖ Week: 37 ✚ ➖ Thursday ▾ ✚ ➖

Start: 20-09-10   10:00 [hh:mm]   End: 20-09-10   11:00 [hh:mm]

Select your booking: **I have selected booking:**

Programme: [_____] [List]

Course: [_____] [List]

Signature: [_____] [List]

Room: [_____] [List]

Resource: [_____] [List]

☐ Search only for ID ❓
☐ Check availability ❓

A separate window listing all the facilities under "Room" opens up on top of your KronoX view. In the field Quick search (top right), you type **hybrid**, and you will find the classrooms prepared for hybrid meetings below. Mark the room you wish to book and then click on Select.

You can now continue with your booking as usual.