

Reserve a Meeting Space in EXi

1. Login to EXi at <https://exi.matc.net/exi>
2. Navigate to the Core/Facilities Hub in the upper left-hand corner and choose Browse Locations
3. Search for the room you want to reserve
4. Click on an open space in the calendar to start the reservation process OR click the edit button next to Selected Date/Time
5. Choose Save and Continue, enter meeting details, and click Create Meeting

Navigation



Hubs

st Student



hr Human Resources



Core



Facilities



System Administration



- Browse locations
- Create place
- Manage regions
- View places

Bookmarks

Page Pins

Meeting

Meeting



/ Date / Time

Required *

Save and continue

Create Meeting

Create Event

Cancel

Selected Location *

406 Conference Room

Selected Date / Time * 

None selected

[← Back to filter](#)

406 Conference Room

[←](#) Jan 19 — 25, 2020 [→](#) Current  

	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sat 1/25
all-day							
8am							
9am							
10am							
11am						+	
12pm							
1pm							
2pm							

Create Meeting

Create Meeting

Required *

Subject *

Test Meeting

Category *

General

Requester

[Josh Gfeller](#) 

Description

Instructions on how to reserve a space



462 remaining

Location / Date / Time



Please include any setup and teardown time in your appointment as necessary.

[Edit location, date, or time](#)

Location *

[406 Conference Room](#) 

Building B | MATC Main Campus

Date / Time *

Fri, 1/24/2020, 12:30 pm - 1:30 pm

 Create meeting

Cancel