

JR Level 5 Hot Desks

There are now two hot desks located in the office on Level 5 in the JR Hospital. These are meant to be for all part-time staff, students and visitors who have not been provided with a permanent desk space or usually work at a different site(s). Both of the desks have access to a PC, which can be used as usual with your Novell credentials. To use one of the hot desks, you simply book it through the NDS calendar. Both hot desks can be found through the address book under 'NDS Hotdesk 1' and 'NDS Hotdesk 2'.

How to gain access to the calendars via Outlook Web App

- Log into <https://owa.nexus.ox.ac.uk/owa/>
- Once logged into webmail please click the calendar icon in the bottom left hand corner.
- Once in the calendar section please click "Share" which should be near the top middle of the screen under the picture of Oxford.
- Choose the option "add calendar".
- Select the option 'calendar for your organisation'
- Enter email addresses hotdesk1@nds.ox.ac.uk; hotdesk2@nds.ox.ac.uk. These might need to be done individually.
- You should then be able to view the calendars.