

How to Book a Conference Room in Outlook

UIS Service Desk

303-860-HELP (4357)

help@cu.edu



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

How to Book a Conference Room in Outlook

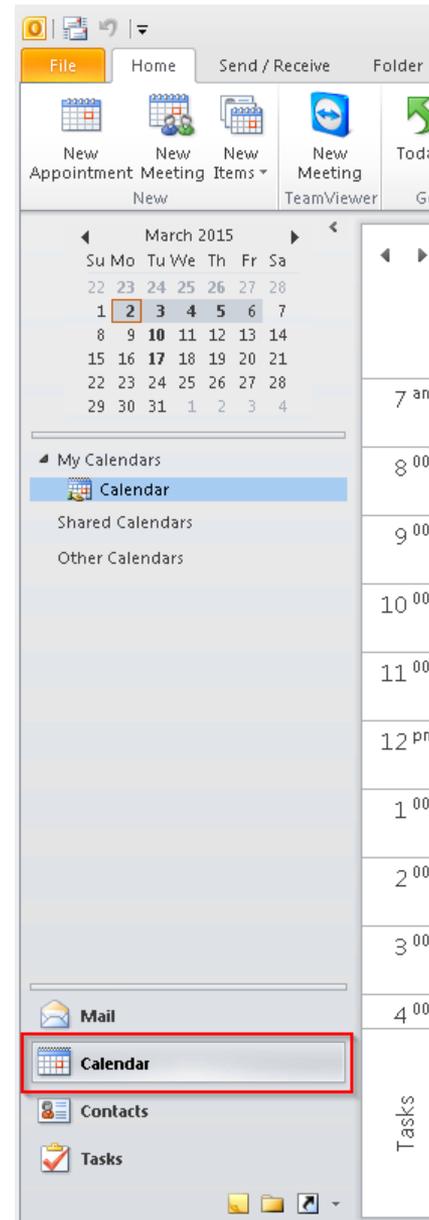
This document contains instruction on how to

- Book an 1800 Grant conference room in Outlook
- Find an available conference room using the Scheduling Assistant in Outlook



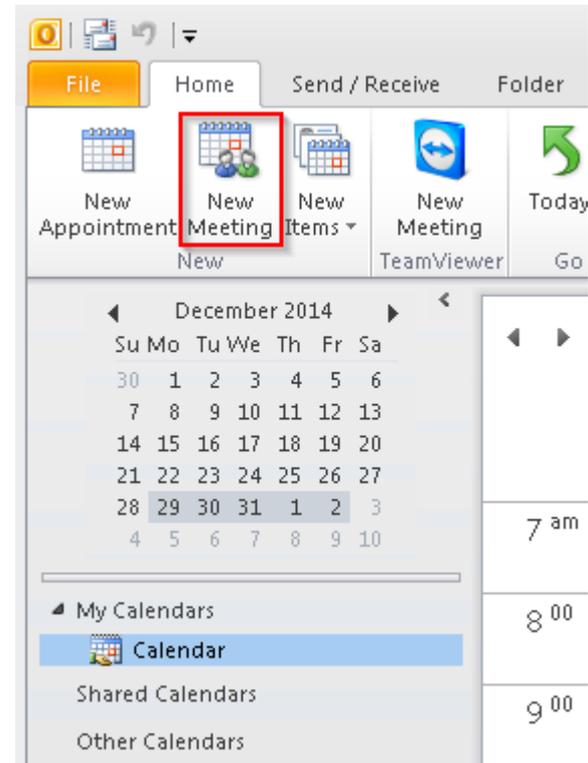
How to Book a Conference Room in Outlook

1. With Outlook open, click the **Calendar** button in the bottom left pane.



How to Book a Conference Room in Outlook

2. Create a new meeting request by clicking on the **New Meeting** button, located on the 'Home' tab of the Outlook ribbon.

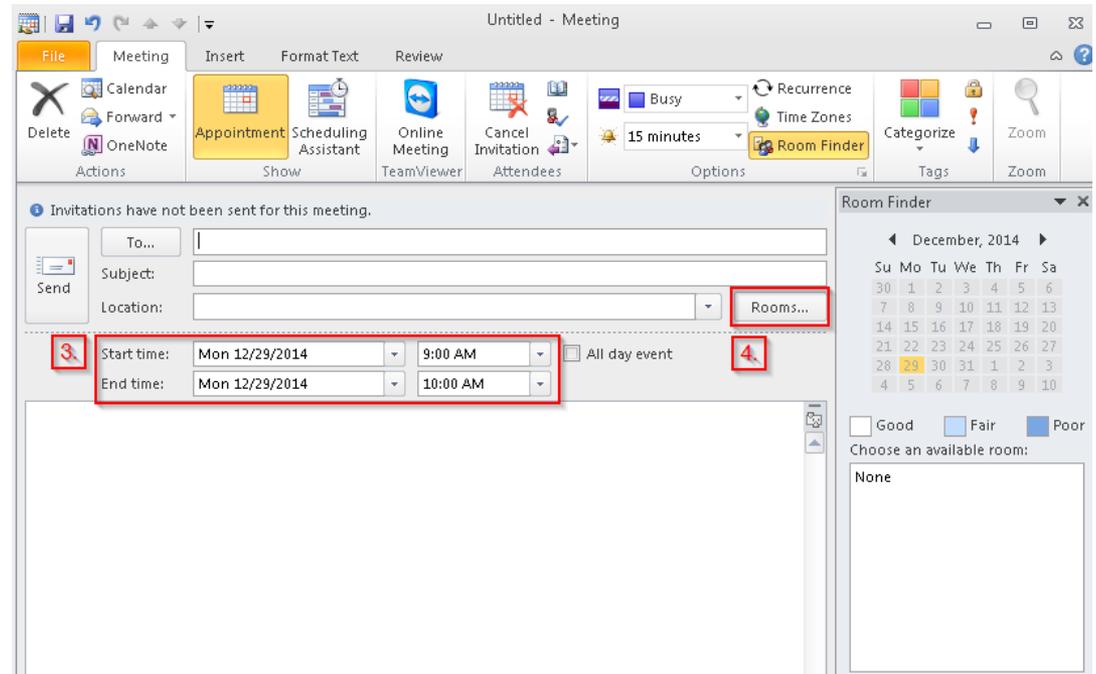


How to Book a Conference Room in Outlook

3. Use the dropdowns beneath the 'Location' field to select and start and end time/date for the meeting.

4. After you have selected times, click the **Rooms...** button.

Note: Conflicts will appear on the right hand side of the meeting request in the **Room Finder** section.

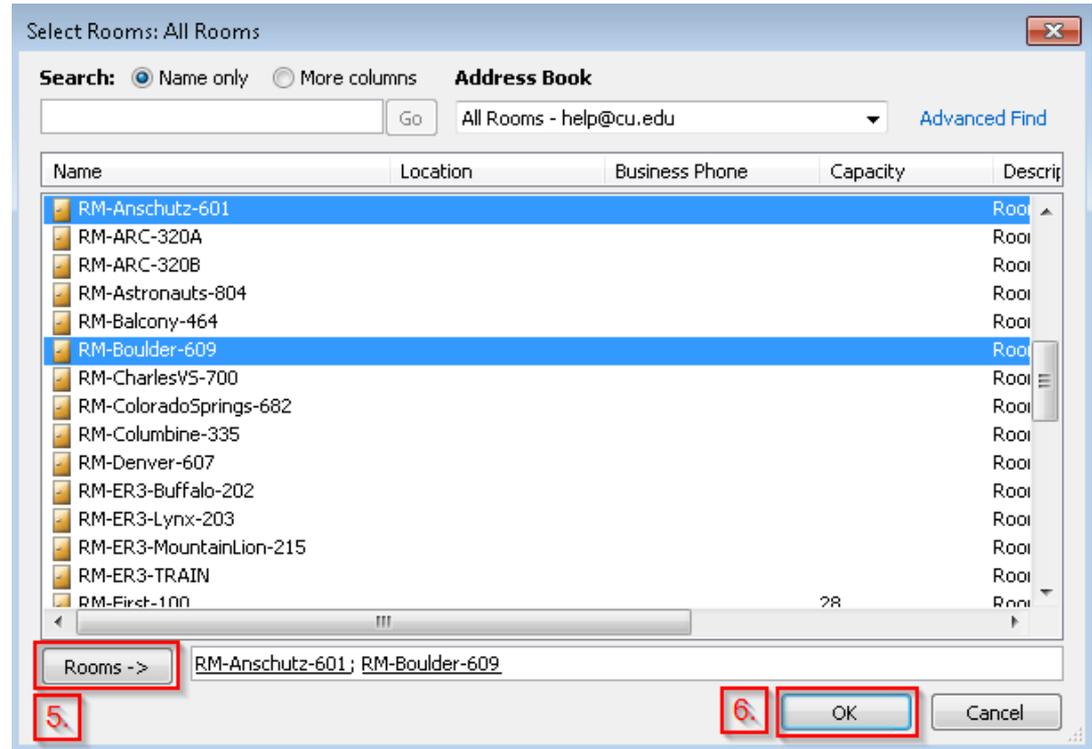


How to Book a Conference Room in Outlook

5. In the All Rooms list, conference rooms are prefixed with “RM-”. Select one or multiple conference rooms in order to check for availability and click the **Rooms ->** button to add the room(s) you have selected.

Note: Additional information such as capacity, availability of conference phones and video projection are listed as columns to the right of the room name.

6. Once you are done selecting conference rooms, click **OK**.

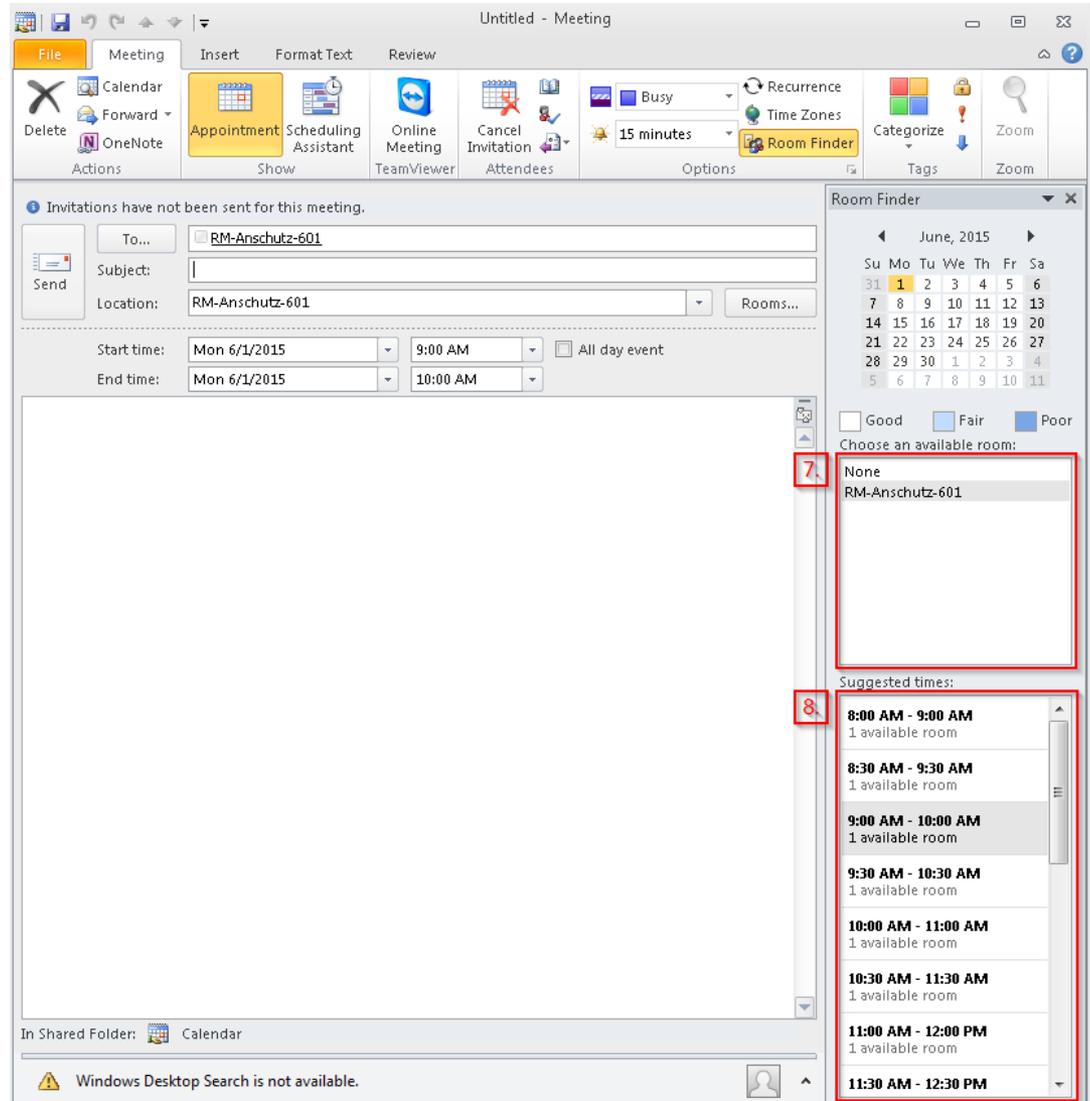


How to Book a Conference Room in Outlook

7. If a conference room is available at your desired time, it will be listed in the 'Choose available room' section of the meeting request form. Click the desired conference room from this listing in order to add it to your meeting request.

Note: If the conference rooms you have selected do not appear in this list, they are unavailable at the time you have. Return to step 4 to select different conference room(s).

8. Additional availability for the conference rooms you have selected is listed in the 'Suggested times' section of the meeting request form.



How to Book a Conference Room in Outlook

9. Once a conference room has been identified and added to your meeting request, be sure to add any additional meeting participants in the 'To' field of the meeting request. Also be sure to fill in the subject and body of your meeting request.

10. When you are ready to send your invite, click the **Send** button.

Note: Some conference rooms required approval by a room delegate. In these instances, you will receive a Tentative response shortly after requesting the conference room. Once a delegate approves or denies the use of the room, you will receive a follow up confirmation.

For more information on 1800 Grant conference rooms, please visit the UIS Service Desk website.

The screenshot shows the Outlook 'Meeting' window. The 'To' field contains 'RM-Anschutz-601', the 'Subject' is 'Test meeting', and the 'Location' is 'RM-Anschutz-601'. The 'Start time' is 'Mon 6/1/2015 9:00 AM' and the 'End time' is 'Mon 6/1/2015 10:00 AM'. The 'Send' button is highlighted with a red box and the number '10'. The meeting body contains the text 'This is a test meeting.' followed by contact information for the UIS Service Desk: 'UIS Service Desk', '303-860-4357', and 'help@cu.edu'. The 'Room Finder' pane on the right shows a calendar for June 2015 and a list of suggested times from 8:00 AM to 11:30 AM, each with '1 available room'. The 'RM-Anschutz-601' room is selected in the list. A red box with the number '9' is placed over the 'Send' button in the meeting details pane.