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How to reserve a meeting room at 1800 Grant St. [1]

November 25, 2025 by ES and UIS Communications [2]

Conference rooms at 1800 Grant can be reserved in Outlook, and staff who work fewer than three days a week in the building do not need to reserve workstations. Unassigned workstations are available on a first-come, first-served basis. If an office or cubicle is assigned to a person or department, it will be labeled.

Reserve a meeting through Outlook

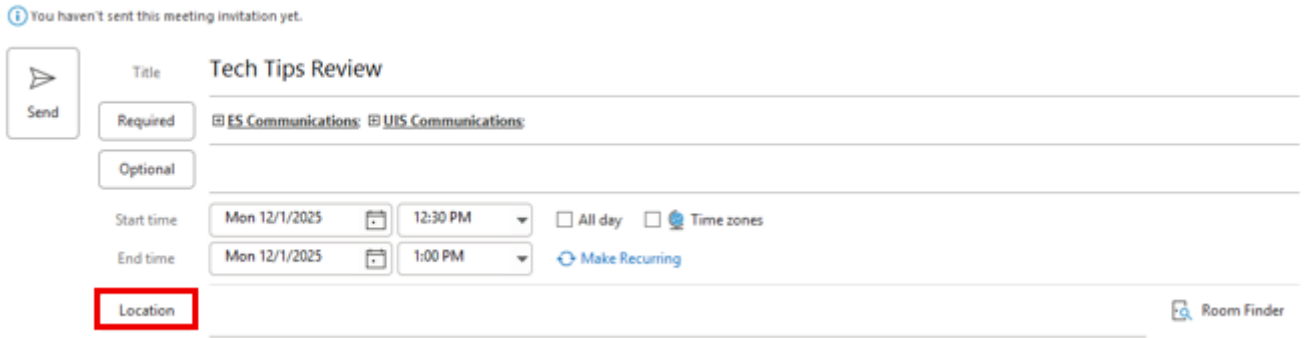
Booking a room in Outlook works much like scheduling a meeting with colleagues.

1. In the Outlook desktop app, create a **new meeting** from the **Calendar** tab.

2. Enter your meeting details, including the title, date, attendees and start and end times (if already determined).

3. Select a room:

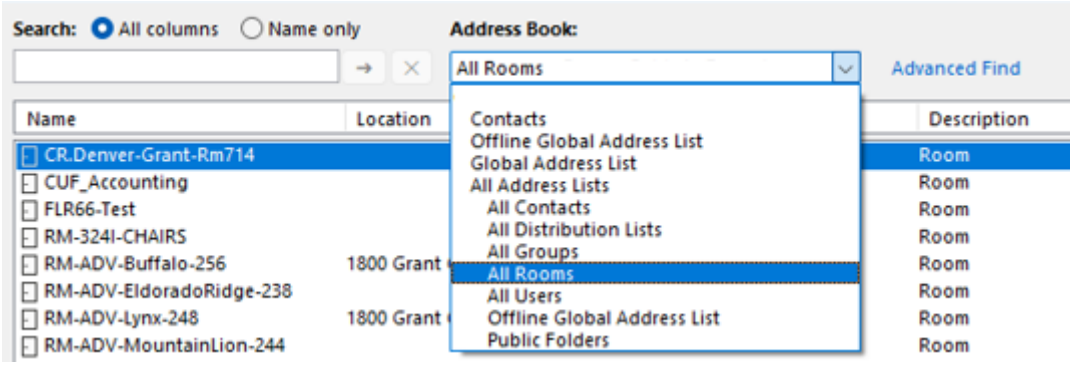
a. Click the **Location** button to see 1800 Grant's bookable rooms, or type in one of the following room names:



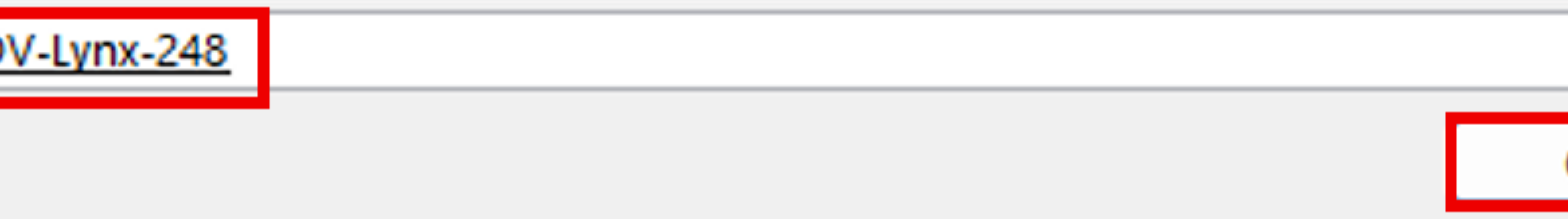
ROOM address (type into outlook)	room #	room name
RM-First-100	100	Benson
rm-lactation-room-106	106	Lactation Room
RM-Spruce-304	304	Spruce
RM-Columbine-335	335	Columbine
RM-Stegosaurus-341	341	Stegosaurus
RM-Pikes-Peak-402	402	Pikes Peak

ROOM address (type into outlook)	room #	room name
RM-Mount-Evans-441	441	Evans
RM-Grays-Peak-448	448	Grays Peak
RM-South-501	501	501 5th Floor
RM-Middle-502	502	502 5th Floor
RM-Presidents-804	804	Presidents
RM-Regents-899	899	Regents

b. In the window that appears, make sure the **All Rooms** option is selected in the **Address Book** drop-down.



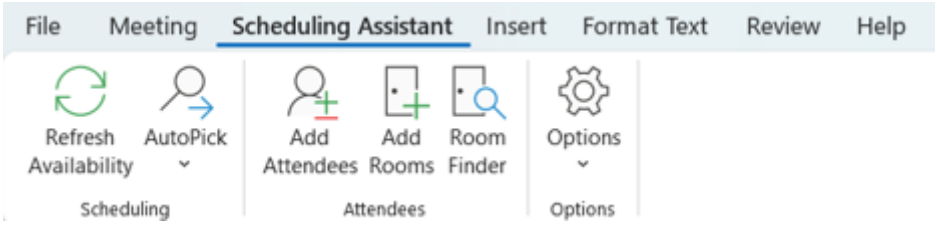
c. Double-click any 1800 Grant room to add it to your invite, then click **OK**.



3. Check availability:

a. The room will appear in both the **Location** and **Required** fields.

b. Click the **Scheduling Assistant** tab to confirm the room is open during your desired time.



c. Use the availability key at the bottom of the window to review free/busy status.



TIP: Not sure which rooms are open? Add multiple rooms to your invitation and compare their availability in the Scheduling Assistant. Visit our Find suitable times and schedule meetings with Outlook's Scheduling Assistant [3] tip for more information.

4. Click **Send**. Your meeting room is now booked. If reserving the following rooms, please wait for confirmation approval as they are reviewed by priority:

- **Benson:** RM-First-100
- **Presidents:** RM-Presidents-804
- **Regents:** RM-Regents-899

5. Request AV setup (optional):

- If you need AV equipment set up before your meeting, schedule an appointment [4] with the UIS Service Desk at least one hour prior.

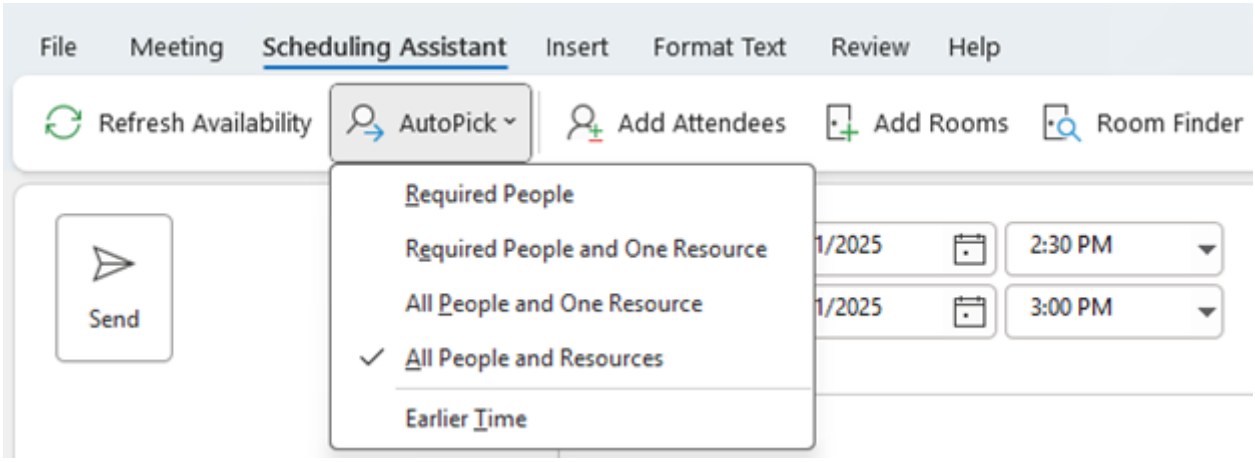
TIP: If you're trying to schedule an in-person meeting with several attendees and aren't sure when everyone is available, Outlook can suggest a time for you.

1. Click **Scheduling Assistant**.

2. Select **AutoPick** from the top ribbon.

3. Choose your preferred option.

a. All People and Resources will automatically select the earliest time when all attendees and the selected room(s) are available.



Finally, keep in mind that if you need to reschedule an in-person meeting, you will also need to confirm whether the same conference room is available for your new time and communicate with the UIS Service Desk if you requested AV assistance.

Outlook Calendar [5], 1800 Grant [6], hybrid work [7]
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