How to Book a Conference Room in Outlook

UIS Service Desk
303-860-HELP (4357)
help@cu.edu
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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
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1. With Outlook open, click the **Calendar** button in the bottom left pane.
2. Create a new meeting request by clicking on the **New Meeting** button, located on the ‘Home’ tab of the Outlook ribbon.
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.
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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**.
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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.
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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.