

Conference Room Reservations

UCOP conference rooms can be reserved via the [Outlook Web App](#) or by the [Outlook Calendar](#). For a video tutorial and instructions for both Mac and PC users, visit the IT Service Hub and search the Knowledge Base for "reserving conference room." Contact the Work Management Center if you have questions. [UCOP IT Service Hub](#) [Lobby 1 Conference Room](#)

To help facilitate long-range meeting planning, UCOP has extended the reservation period to allow conference rooms to be booked up to two years in advance. All room reservations are available on a first come/first served basis. If you urgently need a room, you can always communicate with the person who booked a room on the date/time you want and ask if they can be flexible and change rooms.

Questions about the conference rooms should be directed to the Work Management Center in Building and Administrative Services at workmanagementcenter@ucop.edu or 987-0600.

Questions about using Outlook should be directed to the Technology Service Desk: techdesk@ucop.edu; 510-987-0457

Reserve a conference room using your Outlook Calendar

- 1) Open calendar appointment window
 - a. Select meeting date and time
- 2) Click on Scheduling assistant
- 3) Click on [add rooms button](#) (located at the bottom left of your screen)
- 4) Click on conference room to select conference room (to select multiple rooms at the same time - hold Ctrl key while clicking)
- 5) Once you selected your room (or rooms) click the rooms button (located bottom left of screen); then click OK
- 6) Look for available conference rooms within your designated time.
- 7) Select your room (de-select all other rooms)
- 8) Click send; Outlook will send you a confirmation/ room acceptance via e-mail
- 9) Please do not forget to release the conference room if your meeting is canceled.