Book a Meeting Room or Location in Outlook

Students, faculty, and staff can reserve a specific meeting room or location for a meeting invitation created in Outlook.

Article Overview

- Outlook for Windows
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Outlook for Windows

Outlook 2013 and 2016

1. Open the Outlook Desktop application.
2. Create a meeting invitation. You can do this task in multiple ways:
   a. In the Mail screen, click on New Items in the upper left bar and then select Meeting.
   b. Click Calendar in the bottom bar and then either click New Meeting in the upper left bar or right click on the desired meeting date and select New Meeting Request from the right-click menu.
3. Beside the Location box, click the “Rooms…” button.
4. Search for the conference room you wish to book and double-click your choice.

Note

If you do not see a list of rooms, click the drop-down arrow under the Address Book field at the top of the box. Select Global Address Book or All Rooms.

5. Click OK.
6. The dialog box will close, and you will see that your selected room is listed in the “To:” and “Location” fields.
7. Complete the other fields in your meeting invitation. You can use the Scheduling Assistant, located in the top bar, to check the availability of your meeting participants and the conference room.
8. Click Send. You will receive a message from the calendar account for the room accepting your request if the room is available during the selected day(s) and time(s).

Outlook 2016 for Mac

1. Open the Outlook Desktop application.
2. Click on the Calendar tab at the bottom bar to get to the calendar selections.
3. Click on Meeting at the top left to create a new meeting.
4. Under “Location”, click on the address book icon located to the right.
5. You will have many different options to search under. Change your options to “Search All Fields” in the “Default Global Address List”.
6. Type the name of the room you would like to reserve in the search field.
7. Click on the desired location.
8. Click on Resource at the bottom right of the contacts search window. This will add your chosen room as a contact for the meeting and as the location.
10. Click on Scheduling at the top right of your meeting ribbon to check the availability of your meeting participants and the conference room.
11. Click Send. You will receive a message from the calendar account for the room accepting your request if the room is available during the selected day and time.

Using Calendar in Office 365

Note

Students who need to access these resources must have UConn Student Worker Accounts (usernames in the format student#### or NetIDwork)

1. Sign in to Office 365 Web Access by going to email.uconn.edu and clicking on Office 365. You can also go directly to the login page at login.microsoftonline.com.
2. Log in with:
   a. Username: UConn email address (firstname.lastname@uconn.edu, student####@ad.uconn.edu OR netidwork@uconn.edu)
   b. Password: NetID password or student worker account password
3. Once logged in, you will see the tiles of the apps available to you. Click on Calendar.
4. Click on New in the upper bar.
5. Complete the information for your meeting.
6. Click within the second field, "Add a location or a room." Select a room from the list that appears, then click Add room at the bottom of the list, or search by the room name (e.g., ~UITS – Conference Room).
   - If you select Add room, select All rooms to view rooms in the Global Address list.
7. To check availability of the room and participants, click the calendar icon to the right of "People".
8. Click on Send. You will receive a message from the calendar account for the room accepting your request if the room is available during the selected day(s) and time(s).

Related articles

- Configuring Mail Clients Using IMAP for Office 365 Mailboxes
- Book a Meeting Room or Location in Outlook
- Setting Up Office 365 Email on Mobile Devices
- Joining an Outlook Group
- Inviting Others to Join an Office 365 Group