Scheduling UTO Conference Rooms in Computing Commons

The UTO Conference Rooms all have Resource Calendars in Outlook which are used to reserve the rooms for meetings. UTO Staff have the ability to schedule most rooms themselves for any meeting or event. Certain rooms have restricted booking permissions, and can be reserved for you by your Department Administrative/Executive Assistant. You should not be able to move, delete, or overwrite anyone else’s appointments. Admin/Exec Assistants can do this for you if necessary, or contact Classrooms Support for help.

PLEASE DO NOT PLACE OR ATTEMPT TO PLACE MEETINGS OR EVENTS DIRECTLY ONTO THE RESOURCE CALENDARS.

1. Create a new appointment on your calendar. This is the most important step in the process. You will be included as a meeting attendee, and we will be able to see who booked the room. If you are not actually attending the meeting, you may remove it from your calendar later.

2. On the Scheduling tab, list the names of the others who will attend the meeting. You will be able to see a graphical representation of their free and busy times, and place the meeting in a space that is open on everybody’s schedule. (Fig. 1)

3. Also list the name of the room you would like to use to hold your meeting. You will be able to see the free and busy times for the room. If the room you chose is not available, delete it and select another. If you like, you can list several rooms until you find one that is available, then delete all the others, as shown here:

![Diagram of scheduling a meeting in Outlook](image)
4. This is the next important thing to do, in order to get the room calendar to book your meeting and acknowledge your reservation. To the left of the room name is a red circle, up-arrow icon. Click on this and a drop-down menu will appear. Change the room type to “Resource (Room or Equipment)”: 

This will cause the room to be recognized as a Resource instead of as a person attending the meeting. The Location field will be automatically filled, and the room calendar will respond when you Send the meeting notice to let you know the resource has been booked.

Policies, Procedures, and Rules for using CPCOM Meeting/Conference Rooms:

- Use the booking procedure outlined above and on the web page to reserve rooms.
- Try to reserve rooms that are the right size for your meeting based on the capacity and equipment listed. Do not select a larger mediated room for a smaller meeting that does not require media equipment.
- Please do not move any equipment, including computers, monitors, speaker phones, or chairs, from room to room. If you need something that isn’t already
there, please call 5-3342 for assistance. Doing this in advance will help us help you make your event a success.

- Food and Beverages are permitted in the rooms, as long as you clean up after yourself. This includes throwing all food waste, paper wrappers, cups, bottles and other garbage away, and wiping up any spills and crumbs. Remember, others have to use the room after your lunch meeting, and we may not have time to clean up after you.
- If you turn the video projector on, please turn it off when you leave. If you can’t get it to turn off, call us. If you are in a room where the video projector is turned on and not being used, please turn it off or call us.
- If you must rearrange the furniture, please put it back the way you found it.
- If you encounter problems with the technology, please do not disconnect or re-wire anything for us. Call and we will come to help – usually within 5 minutes or less.

Computing Commons Conference/Meeting Rooms,
and the UTO Training Facility
are managed and supported by

Tempe Campus Support
(480) 965-3342
Classroom.Support@asu.edu