Innovation and Discovery Conference Room List and Capacity:

W108 (cap 10) DiscoveryW108.rs@uvm.edu

W305 (cap 10) DiscoveryW305.rs@uvm.edu

E219 (cap 10) InnovationE219.rs@uvm.edu

E325 (cap 12) InnovationE325.rs@uvm.edu

E425 (cap 12) InnovationE425.rs@uvm.edu

E100 (20?) InnovationE100.rs@uvm.edu

To reserve a conference room:

From Outlook

1. Select the date and time that you would like to have your meeting or press "Appointment", "New Appointment", or "New Meeting"
2. Click on "Invite attendees"
3. Invite the room that you would like to reserve, please see the above list.
4. To locate a room quickly press "To…" and type in the conference room that you would like to reserve starting with "Discovery" or "Innovation", press "Go", Double click on the room that you would like to reserve and then hit "OK"
5. Confirm that the room that you have selected is available by clicking on "Scheduling Assistant"
6. You will be able to see from here if the room has been reserved for that date and time.
7. If the room is available, click "Appointment"
8. If this meeting has a Teams option, click "Teams Meeting"
9. Invite all other attendees
10. Press "Send" and the reservation request will be sent for approval.
11. An Admin from CEMS or Chemistry will approve your request. If the admin is not sure that you are affiliated with CEMS or Chemistry, you may be contacted before the reservation is approved.
12. Your room reservation must be approved before it is final.
13. You will receive an e-mail letting you know that your room reservation has been accepted and is final.

From Teams

1. Select the date and time that you would like to have your meeting
2. "Add Required Attendees"- Begin typing the conference room that you would like to reserve starting with "Discovery" or "Innovation"
3. Click on "Scheduling Assistant"
4. Confirm that the room is available for the date and time that you have selected
5. Click "Details"
6. Invite other attendees
7. Click "send"

8. An Admin from CEMS or Chemistry will approve your request. If the admin is not sure that you are affiliated with CEMS or Chemistry, you may be contacted before the reservation is approved.
9. Your room reservation must be approved before it is final.
10. You will receive an e-mail letting you know that your room reservation has been accepted and is final.

If you no longer need the conference room that you have reserved:

From Outlook

1. Click on the meeting in your Outlook calendar
2. Press "Cancel Meeting"
3. Press "Send"
4. A notice will be sent to a CEMS and Chemistry admin that the reservation was cancelled and it will be removed from the conference room calendar.

From Teams

1. Press "Cancel Meeting"
2. A notice will be sent to a CEMS and Chemistry admin that the reservation was candled and it will be removed from the conference room calendar.

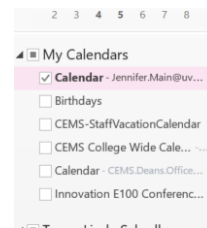**Viewing the calendar for a conference room:**

From Outlook Calendar

1. Go to "My Calendars"

2. Hold your mouse over "My Calendars" Right click
3. Click "add Calendar"
4. Click "from address book" or " from room list"
5. Search "Innovation"
6. Select the conference room calendar that you would like to view.

FAQ's

Sharepoint scheduling is for the room only, whereas Outlook allows you to also invite attendees all in one-step. However, if an admin sets up a meeting on behalf of someone else, there does not seem to be a way for the faculty/staff member who requested the meeting to add additional attendees themselves.

For conference room scheduling, admins will no longer be needed, and should not be scheduling conference rooms for faculty or staff. Faculty and Staff are now able to do this conference room reservation themselves. This process removes the middle person from the reservation and should make reserving a conference room faster and easier for all.

Outlook sends out an email to all of the admins every time a meeting is requested or changed.

There are a handful of admins that receive approval emails. Not all admins get the requests, just a handful. These admins are asked to approve the rooms for those faculty and students that they are familiar with. Should someone request a room, and an admin does not recognize who that person is, the admin will reach out to the requesting party and ask how they are affiliated with STEM.

I cannot see the conference room calendars in Outlook for Mac. Everyone can see the Sharepoint calendars in a web browser. How can I see what rooms are available?

Conference room calendars are viewed in the same way that an individual's calendar is viewed through "schedule assist". If you would like to reserve a conference room for 5:00 p.m. on Monday, you would begin the meeting set-up process in outlook or Teams calendar, invite the conference room(s) to the meeting that you have created, hit "schedule assist" to see if the room(s) is available, if the room is available, and then hit "send". If the conference room were not available, you would need to look up a different conference room, or find another day and time for your meeting.

I do not use Outlook, how can I make a conference room reservation?

Please refer to the directions for how to schedule a conference room through Teams in the document above. If someone does not use Outlook or Teams and needs to schedule a conference room then they would need to ask an admin or colleague to do it for them.