

Detail instruction on How to Schedule a Room with Zoom

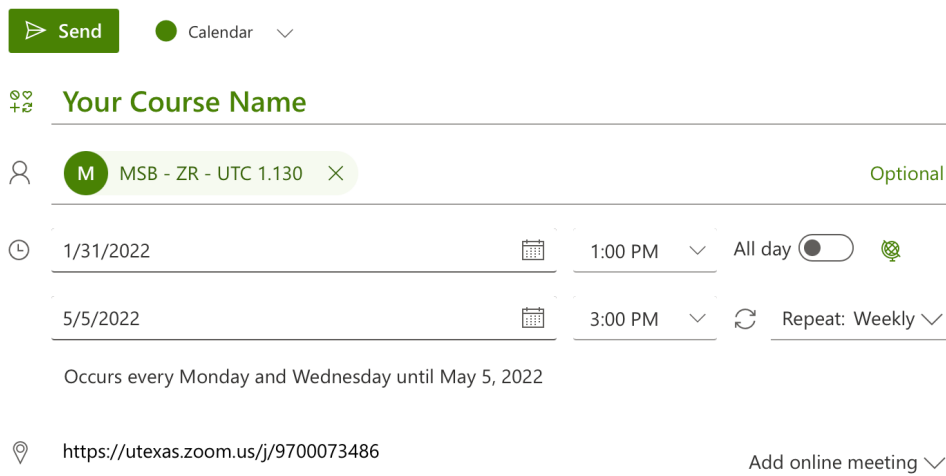
1. Create your class meeting in Canvas and Zoom
2. Copy the meeting link, which looks like this:

<https://utexas.zoom.us/j/95902670719>

If you set a password, it looks like this:

<https://utexas.zoom.us/j/95902670719?pwd=cjQvUi9HcjZocE5NR3BXWHRBYnpJQT09>

3. Open your Outlook Calendar or go to: <https://office365.austin.utexas.edu> and click OWA (top button)
4. In the calendar create a new meeting and invite the room. You can accomplish this in many ways, the most reliable way is by clicking the **To:** button on the left (little address book on the right on Mac)
5. Start typing "MSB - ZR -" followed by the building code (CBA, GSB, RRH or UTC) and all the rooms will appear in the list for that building e.g. MSB – ZR – GSB 2.124
6. This is an on-line meeting, so the **Location** is actually the link you copied in Canvas/Zoom, Outlook may put the room into location as it thinks that you just booked that resource, **you must replace it.**



The screenshot shows the Outlook 'New Meeting' dialog box. At the top, there is a green 'Send' button and a 'Calendar' dropdown menu. Below this is the meeting title 'Your Course Name'. The 'To' field contains 'MSB - ZR - UTC 1.130' with an 'Optional' label. The 'Start' time is set to 1:00 PM on 1/31/2022, and the 'End' time is 3:00 PM on 5/5/2022. The 'Repeat' option is set to 'Weekly'. The 'Location' field contains the Zoom link 'https://utexas.zoom.us/j/9700073486' and an 'Add online meeting' dropdown menu.

7. Now set your meeting start time, the end time (or duration), the first and last date and the weekdays (recurrences).
8. Click send.

Confirmation - There are different replies you may receive:

1. **Your meeting request was declined.**

You don't have permission to book this resource.

Solution: email: vc-trouble@mcombs.utexas.edu we have to add you to the permitted schedulers list.

2. **Your meeting request was declined.**

The invitation was declined because it occurred in the past.

Solution: You likely added an incorrect date or included today and the beginning time has already past.

3. **Your request was declined because there are conflicts.**

The conflicts are:

Organizer and Time of Conflicting Meeting

Conflicting Faculty – Meeting days, date and time

Solution: You likely added an incorrect date or included today and the beginning time has already past.

4. **Your request was accepted.**

If it was accepted, but when you get to the room the link does not work, recheck #7.

Have your meeting ID and password with you in case the link does not work or is not present.