

Zoom Room Scheduling

[Mac user instructions](#)

[Windows user instructions](#)

[Outlook Web App user instructions](#)

[Confirmation Email](#)

NON-BUSINESS FACULTY and others needing assistance -

Please refer to this documentation: [How to schedule a Zoom recording \(non-business\).pdf](#)

BUSINESS FACULTY

Please refer to this documentation: [How to schedule a Zoom recording \(McCombs\).pdf](#)

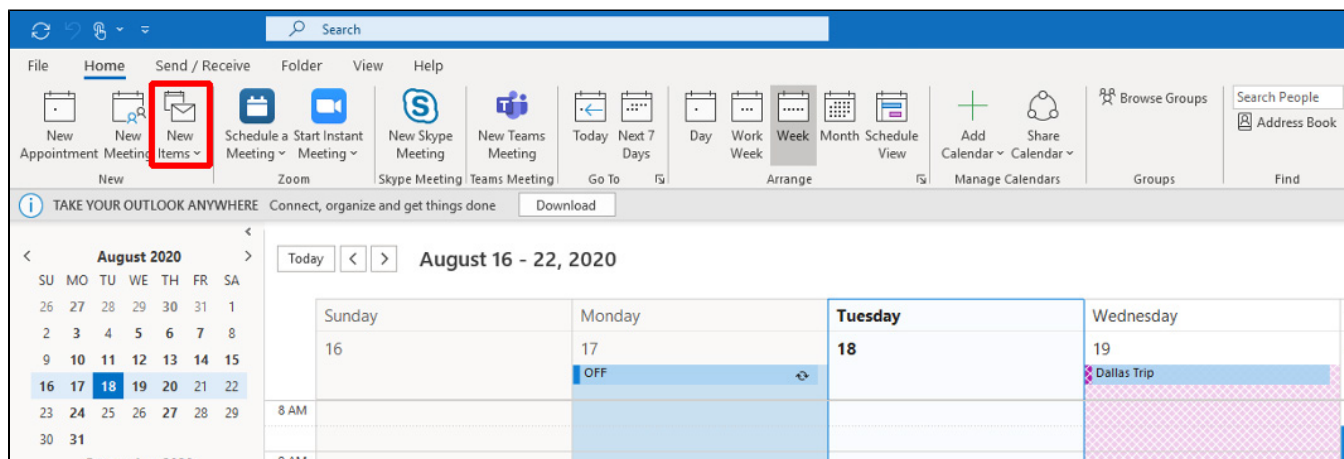
Please follow the instructions below for Windows, Mac, and Outlook Web App Zoom Room scheduling:

Note: Students can only see an invite when you schedule in Canvas, not when you schedule in Zoom or MS Outlook. The three things that are required for appearing on the room touch panel are:

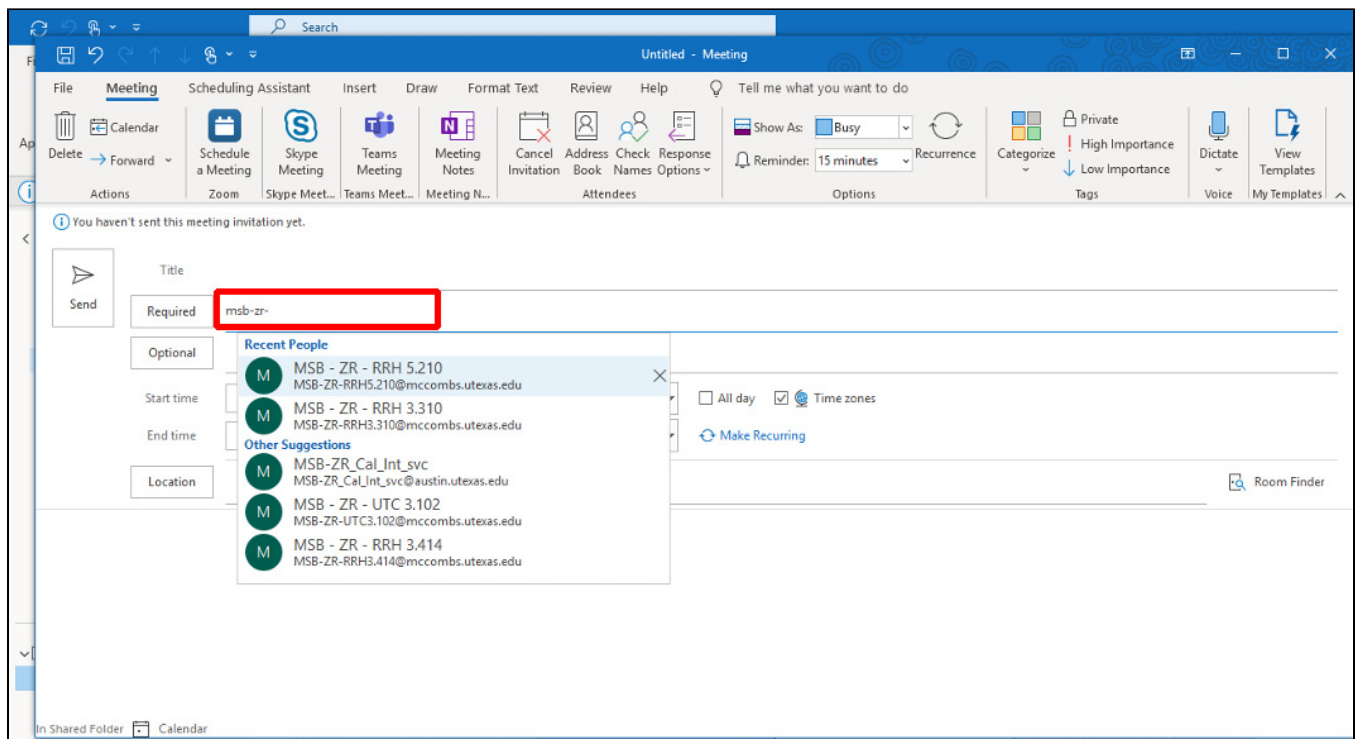
1. That you send the invite to the room e.g. MSB – ZR - GSB 3.130
2. Title the meeting or event
3. Paste the Zoom link into the location field. This is essential for the touch panel to show your meeting and the zoom computer to know which meeting to join. In the meeting settings, you select record automatically when the meeting starts.

Windows User

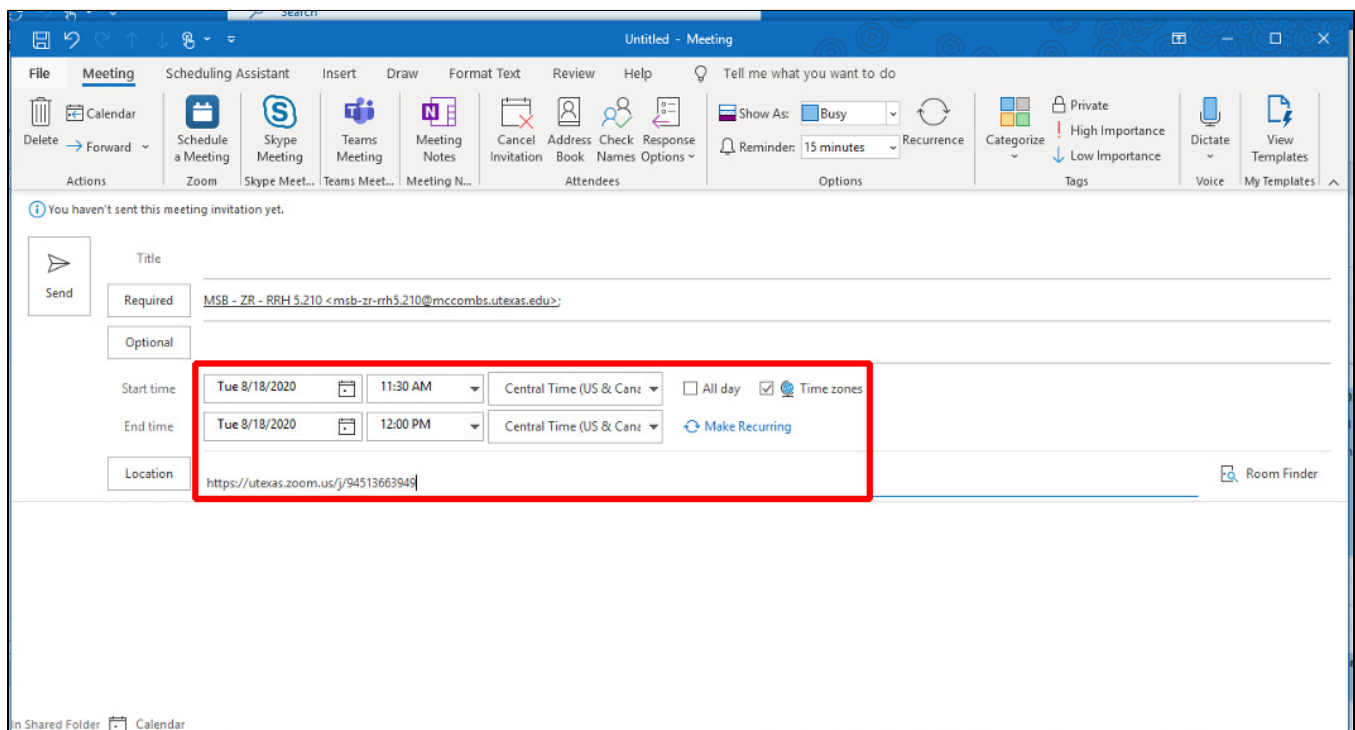
- Open up Outlook
- Create a new meeting



- In the **Required** field, invite the room
- The room's address is: **msb-zr-(The physical room number)@mcombs.utexas.edu**
 - Ex. for RRH 5.210, it would be: msb-zr-rrh5.210@mcombs.utexas.edu



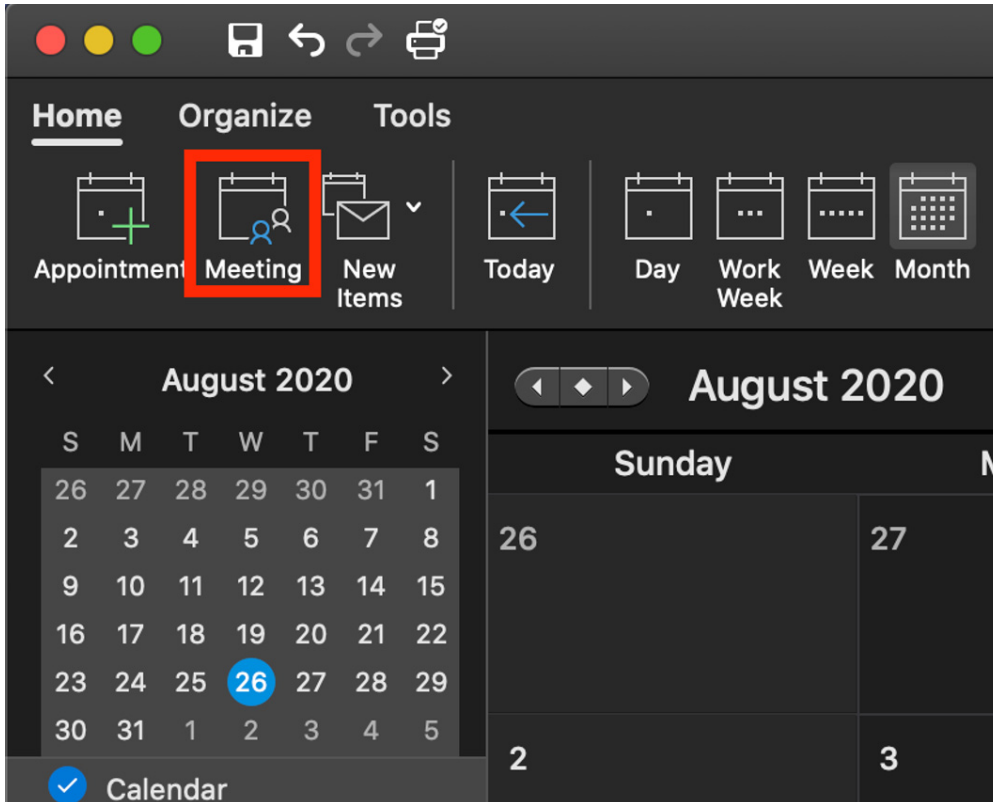
- Go to your class in Canvas and copy the URL for your zoom meeting
 - In the Canvas dashboard click on your **Published Course**. Click on the **Zoom** section. Click on the **Topic** link of your meeting. Copy the **Join url** for the meeting
- Paste this URL into the **Location** field
- Set the date and times for your class. Make sure the recurrences (ex. every Tuesday and Thursday) are set with the correct end date
- Do **NOT** pad the time. Use your actual class times
- Click Send



- You should receive an email after submission, please refer to the **Confirmation** section below

Mac User

- Open up Outlook
- Create a new meeting



- In the **To** field, invite the room
- The room's address is: **msb-zr-(The physical room number)@mcombs.utexas.edu**
 - Ex. for CBA 4.304, it would be: **msb-zr-cba4.304@mcombs.utexas.edu**

From: Calendar - alyssa. [redacted]@mcombs.utexas.edu

To: **msb-zr-cba4.304@mcombs.utexas.edu**

Subject:

Location: **<https://utexas.zoom.us/j/8987573229>**

Duration: **30 Minutes** ☒ **All day event**

Starts: **8/26/2020** **9:00 AM**

Ends: **8/26/2020** **9:30 AM**

! This invitation has not been sent.

- Go to your class in Canvas and copy the URL for your Zoom meeting
 - In the Canvas dashboard click on your **Published Course**. Click on the **Zoom** section. Click on the **Topic** link of your meeting. Copy the **Join** url for the meeting
- Paste this URL into the **Location** field

- Set the date and times for your class. Make sure the recurrences (ex. every Tuesday and Thursday) are set with the correct end date
- Do **NOT** pad the time. Use your actual class times
- Click Send

From: Calendar - alyssa._____@mcombs.utexas.edu

To: msb-zr-cba4.304@mcombs.utexas.edu

Subject:

Location:

Duration:

Starts: 8/26/2020 9:30 AM

Ends: 8/26/2020 9:30 AM

Contacts and Recent Addresses (no matches)

Directory

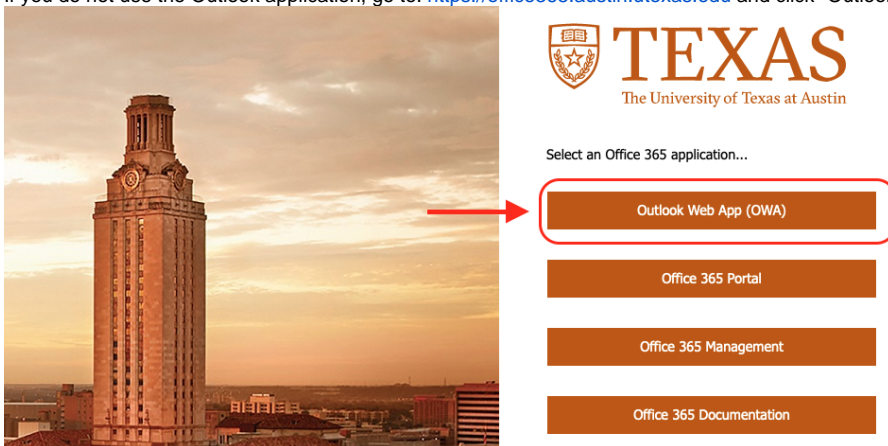
MSB - ZR - CBA 4.304 MSB-ZR-CBA4.304@mcco...

! This invitation has not been sent.

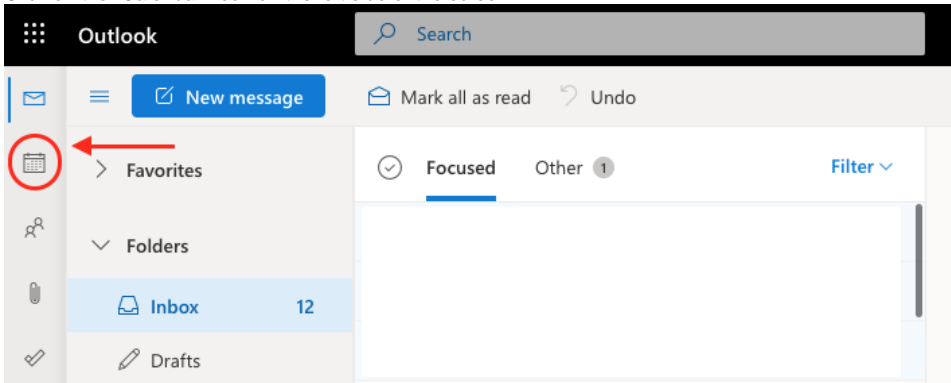
- You should receive an email after submission, please refer to the [Confirmation](#) section below

Outlook Web App

- If you do not use the Outlook application, go to: <https://office365.austin.utexas.edu> and click "Outlook Web App (OWA)"



- Click on the "Calendar" icon on the left side of the screen



- 1 - Click on **New Event**
- 2 - 'Add a title' field - Enter the title of your course
- 3 - 'Invite attendees' field - The room's address is: **msb-zr-(The physical room number)@mcombs.utexas.edu**
(Ex. for CBA 4.304, it would be: msb-zr-cba4.304@mcombs.utexas.edu)
- 4 - 'Dates' Field - Set the date and times for your class. Make sure the recurrences (ex. every Tuesday and Thursday) are set with the correct

end date. These are chosen in the **Repeat** drop-down menu. Do **NOT** pad the time, please use your actual class times
 5 - 'Location' field - paste the Zoom meeting URL for your course in this field (i.e. <https://utexas.zoom.us/j/9997000000>)

The screenshot shows the Outlook 'New event' form. On the left is a calendar view for September 2021. The main form on the right has several fields highlighted with red boxes and numbers: 1. The 'New event' button in the top left of the form. 2. The 'Add a title' text field. 3. The 'Invite attendees' text field. 4. The date and time selection area, which includes two rows for dates (9/23/2021) and times (5:00 PM and 5:30 PM), along with an 'All day' toggle and a 'Repeat' dropdown set to 'Never'. 5. The 'Search for a room or location' text field, which also includes an 'Add online meeting' link.

- Click **Save** in the upper left corner to submit your Zoom Room request.
- You should receive an email after submission, please refer to the **Confirmation** section below

Confirmation - There are different email replies you may receive after your submission:

1. Your meeting request was declined.

You may not have permission to book this resource.

Solution: email: media.services@mcombs.utexas.edu the Zoom Meeting Invitation and include your Building and Room number in the email. We will put you on the Zoom Room Schedule and confirm with an email. ([Zoom Room Scheduling Instructions](#))

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 that the Location field has a valid Zoom Meeting ID link

Note: Have your meeting ID and password with you in case the link does not work or is not present. You can enter this information to connect manually.

- Common reasons for a rejected request include a schedule with no end date or the end date is past end of semester, and no Zoom url in the location field. Please ensure that you have accurately filled all fields
- Please email ZoomHelp@mcombs.utexas.edu if you suspect an issue and have not received information from our team