

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
If you do not use Outlook, 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
6. Select your room and click **Required** at the bottom of the dialog
7. 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**. It will look like this:

To:	MSB - ZR - GSB 3.130
Subject:	
Location:	https://utexas.zoom.us/j/95902670719

8. Now set your meeting start time, the end time (or duration), the first and last date and the weekdays (recurrences).
9. 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.