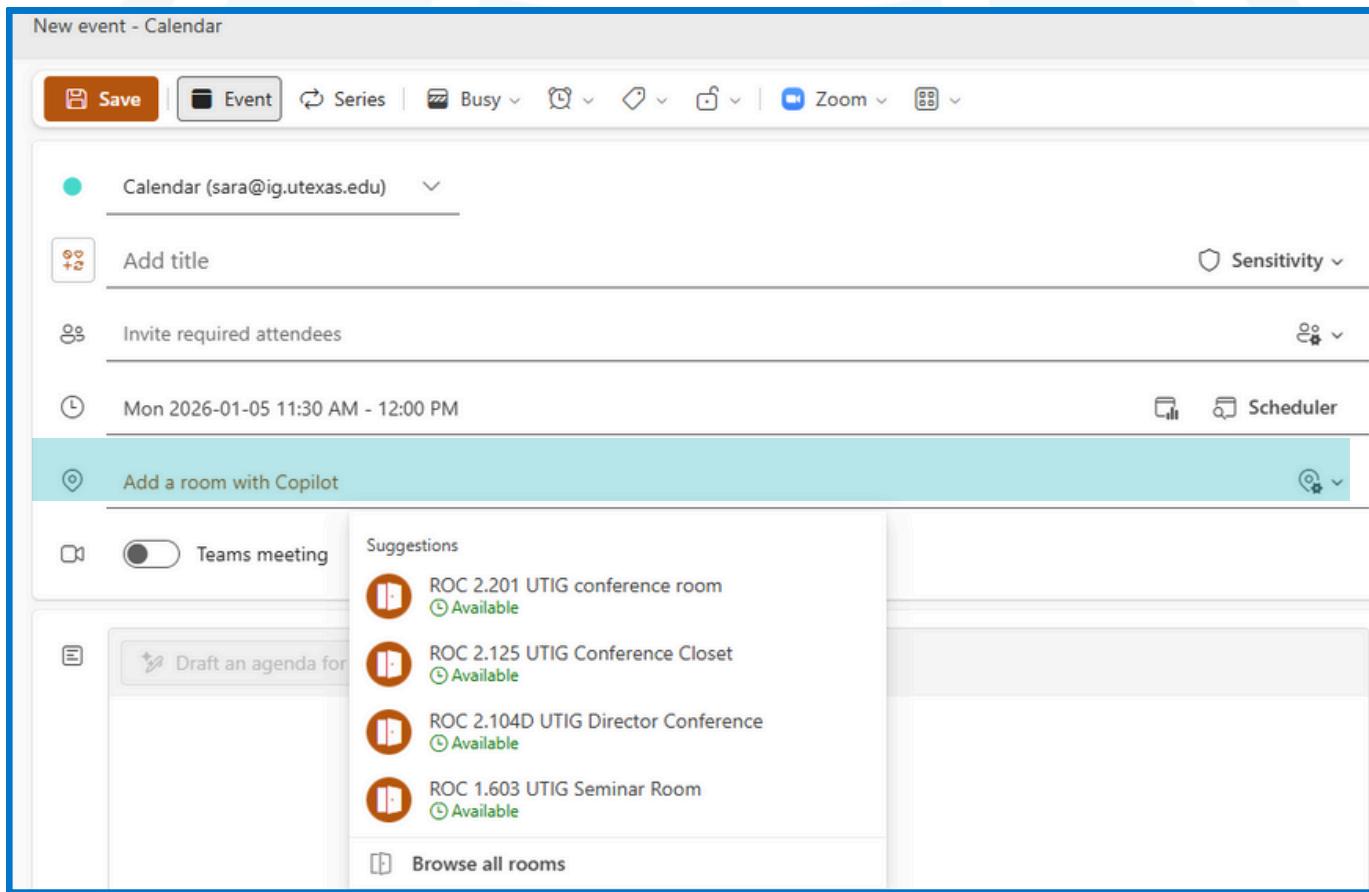




Conference Room Reservation Instructions

For desktop and online Outlook app

Through the **desktop or online Outlook app**, create an event or meeting. Type in the room number beginning with ROC directly into the “Add a room with Copilot” field, highlighted below. Room availability will automatically populate.



Once you “Send” your appointment, a notice to approve the room will be sent to UTIG support staff. You will receive confirmation upon reservation approval.

For questions about room reservations, contact **Rosalind Gamble** (rgamble@ig.utexas.edu) or **Sara Sieberath** (sara@ig.utexas.edu).