



# 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.

New event - Calendar

Save Event Series Busy Calendar (sara@ig.utexas.edu) Sensitivity

Add title

Invite required attendees

Mon 2026-01-05 11:30 AM - 12:00 PM Scheduler

Add a room with Copilot

Teams meeting

Suggestions

- ROC 2.201 UTIG conference room Available
- ROC 2.125 UTIG Conference Closet Available
- ROC 2.104D UTIG Director Conference Available
- ROC 1.603 UTIG Seminar Room Available

Browse all rooms

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).