



How to Reserve SPA Conference Space

First view SPA conference room schedule online for availability at:

Classroom 500 -

<http://www.ucdenver.edu/Academics/Colleges/SPA/About/Pages/Room500Calendar.aspx>

Conference room 525 -

<http://www.ucdenver.edu/Academics/Colleges/SPA/About/Pages/Room525Calendar.aspx>

Once you find an open time from the online calendars open your Outlook and:

2. Click on "FILE", then "NEW", then "Meeting Request". Another option is to hit "CNTR-SHIFT-Q".
3. Invite your meeting participants in the "TO" section including the Room you want (spa-Classroom500 or spa-525a).
4. Enter meeting times in "START TIME" and "END TIME".
5. Click "SEND".

Once your request is received and processed, you will receive a confirmation message or declined if the room is unavailable.

For additional support, contact Gabrielle.Sawusch@ucdenver.edu

Updated by Gabrielle Makray July 2010

Modified by Rob Drouillard December 2009

Modified by Eric Howell February 2011