SGPP Conference Room Reservations

SBS-SocSci-Room- 311   OR   SBS-SocSci-Room-332

NOTE: *All semester-long classes held in the SGPP conference rooms will be reserved for instructors. There is no need to submit course reservations unless you are submitting additional course meetings.*

To make a new reservation:

1. *Always check the Conference Room calendar availability before you submit a reservation.*

   ** Room Availability can be reviewed in your personal outlook calendar. Check the box next to the calendar you wish to see and review the calendar.
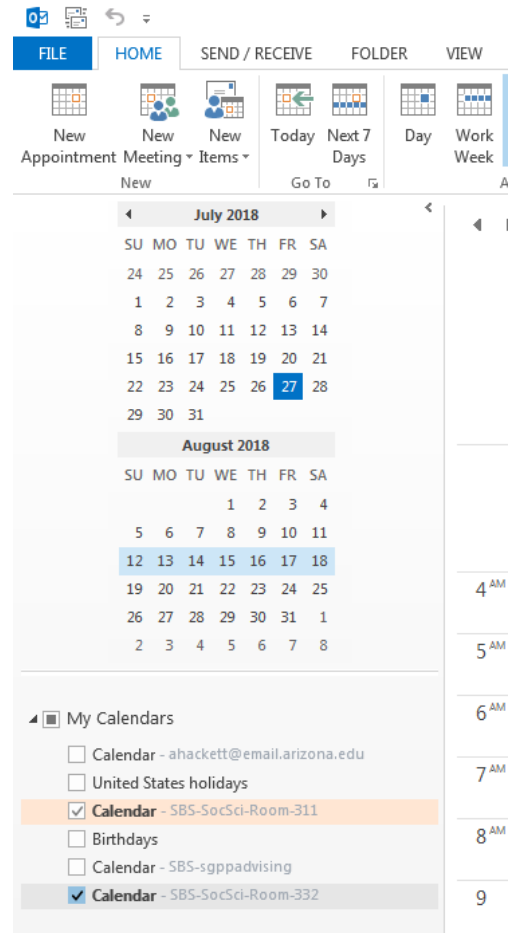
2. Open your personal **Outlook** email on your computer. On the **Home** tab, choose **New Items** > **Meeting**.

   Or, from your Outlook Calendar, just choose **New Meeting**.

   Do not use 'appointment' because it will not allow you to add the conference room space as the meeting location.
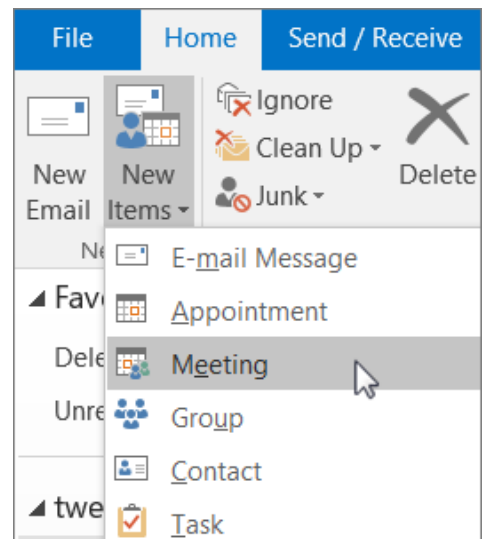
3. In the **To** field, type the name of the conference room you want to reserve:

SBS-SocSci-Room-311

OR

SBS-SocSci-Room-332

4. In the **Subject** line, type the **purpose of the reservation** and your last **Name**.

5. Change the **Start time** and **End time**.

   *To make the reservation a repeated event, choose **Recurrence** at the top and note the recurrence pattern you wish to reserve.*

6. When finished, choose **Send**. An email confirmation will be sent to you once the reservation has been approved. Once you receive this confirmation, please email the attendees to let them know of the time and location of your meeting.

7. To **Cancel** a reservation, please email Alma or Angela the date, time and reservation name and we will remove it from the calendar. You will receive a confirmation email that it has been deleted.

If you will need SBS TECH support for your reservation/ event, you will need to submit a Ticket Dog Request at https://eagle.sbs.arizona.edu/ticket/index.php