How To Reserve a Sargent SIM Lab Room

Note: To reserve a Sargent Sim Lab room, you will need to use Outlook. Even if you do not use Outlook as your primary email program, faculty and staff can use this website below to reserve a room. Students will not have access to book these rooms.

You can use either the desktop or web versions of Outlook. For simplicity, we are giving the Outlook web version here, which is very similar to the Outlook desktop version. Please use these directions first and then try it in your desktop application. Mac users can use the web instructions here, or the Mac desktop instructions located here.

1. Please go to https://outlook.office.com/calendar/view/week.
2. After logging in with your full email address and BU credentials, you will see your Outlook calendar.
3. Click on New Event in the upper left corner (or - if you already have a meeting scheduled that you want to hold in a SIM Lab room - open that event to edit it, instead).

4. Set up your meeting as usual.
5. Click into the “Search for a room or location” field and type the word “Sim”

6. Choose the Sim room that you want. As a reminder, Sim Lab 01 is in between the Sim Lab Conference Room and Sim Lab 02. (They run West to East.)

7. Once you choose a room, you can click on Scheduling Assistant at the top of the box to double-check that it is available when you need it.
8. Once you are done, you can add your attendees if you want, or just click Send as it is.

Please Note:

Your reservation for the Sim Lab 01 and 02 rooms will be automatically accepted if the room is available but are subject to change by the Sim Lab managers if necessary for course scheduling purposes.

The Sim Lab conference room requests will be sent to the Academic Service Center for approval before they are scheduled.