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 web version here. Please use these directions first and then try it in your desktop application. The process is very similar, but please see a note about Mac Outlook below.

1. Please open your calendar

2. Click on File->New->Meeting (or open the meeting you already have scheduled).

3. Click on Scheduling in the toolbar

4. Select Add New
5. Search for “Sim” and change the drop down on the left to “Search All Fields” and the one on the right to “Meeting Rooms”.

6. Choose the room you want and then click Add to Meeting.

7. At this point, put in the desired day and time for your meeting and make sure your room is available.

8. If it is, click on “Appointment” in the toolbar.
9. Enter a **Subject** for your email (usually the course ID).
10. If you would like to add attendees, add them to the To field behind the room.

11. **Click Send**

**Please Note:**

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

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