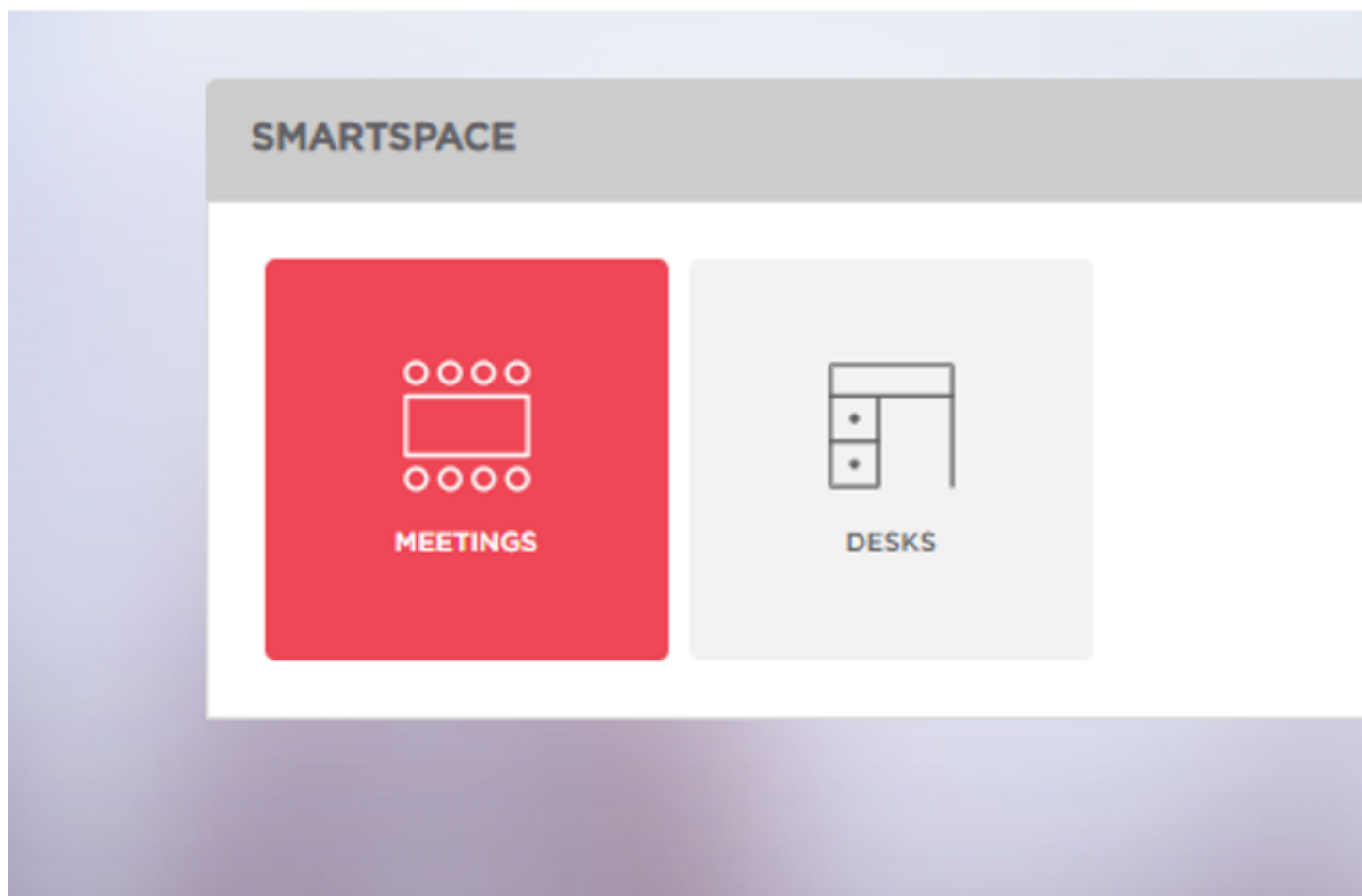


Reserve a meeting space at 1800 Grant St. [1]

March 17, 2022 by [UIS Communications](#) [2]

1. Go to the [SmartSpace](#) [3] [desktop app](#) [4] or use the [SmartSpace Mobile app](#) [5].
2. Select **Meetings**.



[6]

SmartSpace

3. Select the date and requirements of your meeting room and click **Search**.

The screenshot shows a web interface for finding meeting rooms. On the left, there are several filter sections: 'Find Rooms' with location filters for 'Colorado' and 'Denver', address '1800 Grant St.', and 'First Floor'; 'Room Size / Availability' with 'Minimum room capacity' set to 1 and 'Minimum duration (hours)' set to 1; 'Room Type' set to 'Room type'; and 'Room Features & Facilities' with a dropdown menu showing 'Large', 'Medium', 'Small', 'Training', and 'Zoom Room'. On the right, the search results are displayed for 'Wednesday 16 March 2022 (UTC-07:00)'. A single room, 'Benson', is listed with an unchecked checkbox.

Search

4. You can view results either by **Schedule**, **Map** or **List** to make your selection.

5. Review the room capacity, features and selected time for your meeting. You must enter the meeting's name in the **Event Name** field.

6. Click the **Book Room** button to continue.

7. You will receive an email confirmation for the booking.

Reminders:

- Some meeting rooms require approval to book. You will receive an email that your reservation is pending if the booking requires approval.
- Within 10 minutes of your reservation time, you need to check in with the QR code on the desk or wall, or the room will be released. Please only make your desk or meeting room reservation for when you need it.
- You can still use Outlook to book meeting rooms at 1800 Grant St. SmartSpace and Outlook are integrated, so your reservation will show in both systems.

SmartSpace App [7], hybrid work [8]

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