

Granite State College

Meeting Room Scheduling

When booking a meeting room, please follow these key steps:

- 1. In Outlook, click on "Calendar" followed by "New Meeting." Fill in:**
 - Subject
 - Start and End Time
 - A message in the message area
- 2. Click on the "Scheduling Assistant" tab.**
- 3. Click "To" and add invitees' email addresses.**
Be sure to select "required" to fully add them.
- 4. Next, in the "To" section, add a meeting room by typing "GSC" in the search bar. You will see options arranged by campus.** Example: "GSC - Concord_Room_106"
(See full list of rooms on back)
- 5. Once you are finished adding invitees and selecting a room, you'll need to check to see what is available.**
Click on the time slot you want to reserve to confirm availability.
- 6. Review the appointment details and click, "Send" to finish your reservation.**

Considerations When Reserving a Meeting Room ...

- Be mindful that classes are the highest priority for room usage. Special circumstances may require executive approval, coordinated through the receptionist or facilities assistant.
- Try not to book meetings back-to-back because sometimes meetings go longer than anticipated.
- Classroom doors are guaranteed to be open by 9:00 am.
- Classes start at 5:30 pm, but classroom spaces must be available by 5:00 pm for student and faculty use.
- Contact Cheryl Cates in advance for your meeting if you have placed an order for food delivery so she may assist the delivery person.

Granite State College

Campus	Room Number	Capacity/Cap
Concord	101	14
Concord	102	12
Concord	103	24
Concord	106	8
Concord	107	50
Concord	120 - Computer Lab	20
Concord	315	12
Concord	Event Center*	90
Manchester	105	12
Manchester	106 - Computer Lab	16
Manchester	107	20
Manchester	108	10
Rochester	102	20
Rochester	124	12
Rochester	105	20-23
Rochester	106 - Computer Lab	20 Terminals
Rochester	107	21
Rochester	121	13
Portsmouth	100	18
Portsmouth	101	12
Portsmouth	102	16
Portsmouth	103	16
Conway	119	16
Conway	205 - Computer Lab	16 Terminals
Conway	206	18
Conway	208	14
Conway	211/212	30

➔ Questions? Contact:

Cheryl Cates/Ext. 300 or Cindy Guvelis/Ext. 501

➔ Meeting Room Request Form:

my.granite.edu/meeting-room-request-form

*To request the event center, please use the meeting room request form.