

# Booking Zoom meeting with a room resource(s)

**Note: Rooms Must Be Booked in EMS to be Approved  
Rooms not Booked in EMS will be Denied**

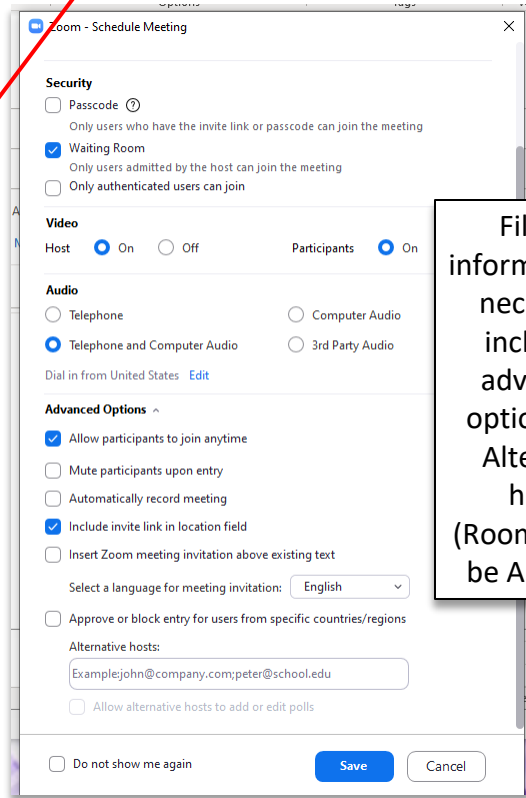
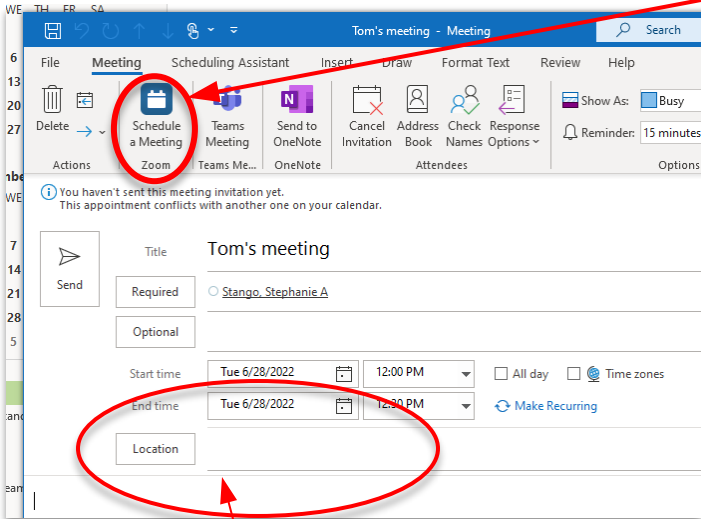
## Prerequisites:

Installation of zoom Plugin for Microsoft Outlook

[https://minnstate.zoom.us/download#client\\_4meeting](https://minnstate.zoom.us/download#client_4meeting)

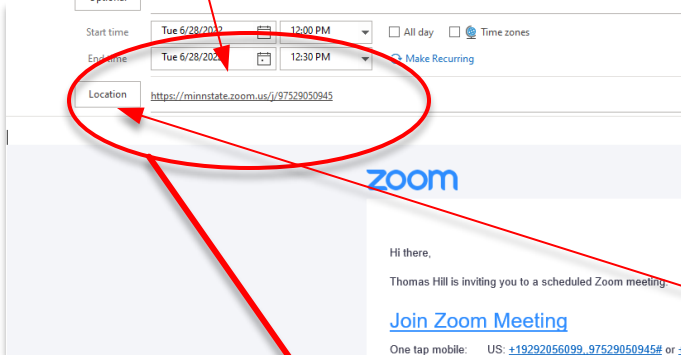
Create and schedule a meeting in outlook as normal

Select 'Schedule a meeting' Zoom



Fill out information as necessary including advanced options and Alternate hosts (Room should be Alt Host)

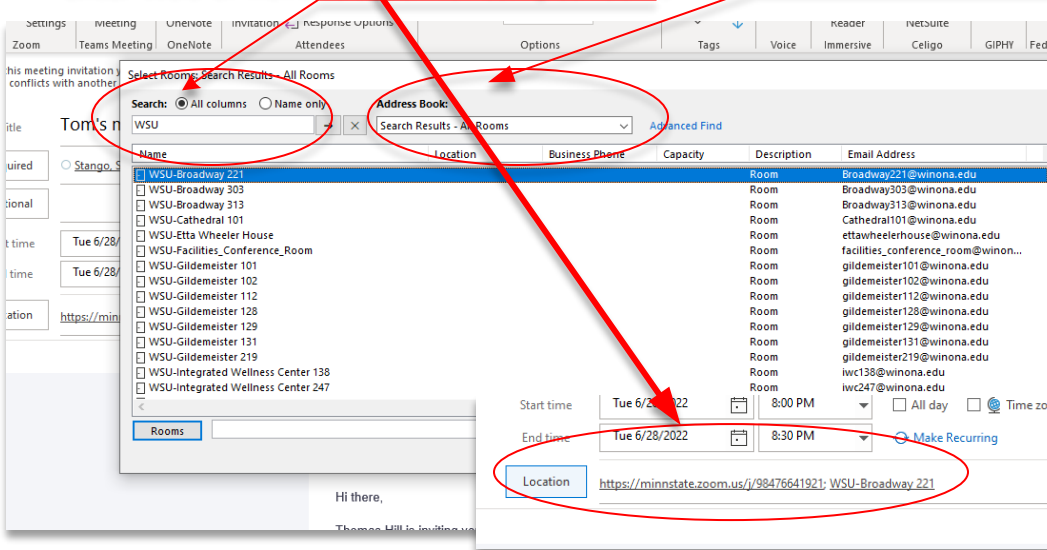
Notice change with your meeting ID added



Select Location

Enter WSU or RCTC to search for campus rooms

Use the pull down to search all rooms or WSU or RCTC



- Currently usable WSU
  - Maxwell 160
  - Maxwell 151
  - Watkins 103
- Currently usable Rochester
  - Broadway 221
  - Broadway 303 (zoom only)
  - Broadway 313 (zoom only)
  - RCTC-ST110
  - RCTC-ST118
  - RCTC-ST108 (zoom only)
  - RCTC-SH101 (zoom only)
  - RCTC-SH201 (zoom only)