

Knowledgebase > Classroom/Conference Room Technology > Outlook Room Calendar Availability

## Outlook Room Calendar Availability

Christine Clevenger - 2023-09-26 - Classroom/Conference Room Technology

Viewing College of Medicine Room Availability Calendars This section applies to Outlook desktop app

If you want to access and view the schedule for a particular room or resource for which you do not have admin access, you can add the respective room's calendar to Outlook's Calendar section by following the steps below.

- 1. Open your **Calendar** section in Outlook
- Click on the Add Calendar button on the ribbon, then select From Room List on a drop-down menu.

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File Home Send / Receive	e Folder View Help Acrobat 🤇	요 Tell me what you want to do
New	w leams loday Next Day Work Week N Aeeting 7 Days Week	Aonth Schedule Add Share View Calendar - Jalendar -
New Team	ns Meeting Go To 🕞 Arrange	From Address Book
◆ December 2019 ►	<ul> <li>December 18 - 24, 2019</li> </ul>	Windsor, Car From <u>Room List</u>
SU MO TU WE TH FR SA		From Internet
24 <b>25</b> 26 <b>27 28</b> 29 30	WEDNESDAY	THURSDAY Create New Blank Calendar
1 2 3 4 5 6 7 8 9 10 11 12 13 14	18	19 🖒 Open Shared Calendar
15 <b>16 17 18 19 20</b> 21		

 Select the desired room from the list (TIP: "BC" indicates BC71 and "OB" indicates OB1/ME 104) and click Rooms, then OK

Select Name: Search Re	sults - All Rooms							×
Search:      All columns	O Name only		Addres	s Book:				
bc	-	×	Search	Results - Al	Rooms	✓ Adva	nced Fir	nd
Name	Location	Business	Phone	Capacity	Description	Email Address		
BC126 (CAP:115)					Room	BC126@fau.edu		^
BC127 (CAP:72)					Room	BC127@fau.edu		
BC130 (CAP:32)					Room	BC130@fau.edu		
BC214 (CAP:10)					Room	BC214@fau.edu		
BC314 (CAP:10)					Room	BC314@fau.edu		
BC-315A					Room	BC-315A@fau.edu		
BC71-Lobby					Room	BC71-Lobby@fau.edu		
BC-KaufmanLounge					Room	BC-KaufmanLounge@fau		
BC-PBL101 (CAP:3)					Room	BC-PBL101@fau.edu		
BC-PBL101A (CAP:3)					Room	BC-PBL101A@fau.edu		
BC-PBL107 (CAP:3)					Room	BC-PBL107@fau.edu		
BC-PBL107A (CAP:3)					Room	BC-PBL107A@fau.edu		
BC-PBL109 (CAP:3)					Room	BC-PBL109@fau.edu		
BC-PBL109A (CAP:3)					Room	BC-PBL109A@fau.edu		$\mathbf{v}$
<							>	
Rooms								
						ОК	Cancel	

 All room calendars will show in a separate section on the left side. You can check/uncheck the box next to room's name to include/exclude the particular room's calendar from your calendar view.



NOTE: in order for you to see all details of the room bookings, you must have full admin access to that room. By default, you will only see the availability information for all rooms.