FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt College of Medicine

Outlook Room Calendar Availability

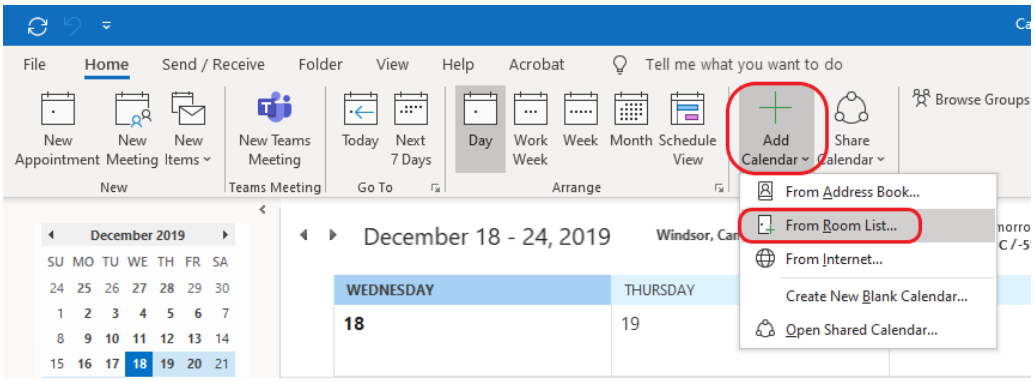
Christine Clevenger - 2023-09-26 - Classroom/Conference Room Technology

Viewing College of Medicine Room Availability Calendars

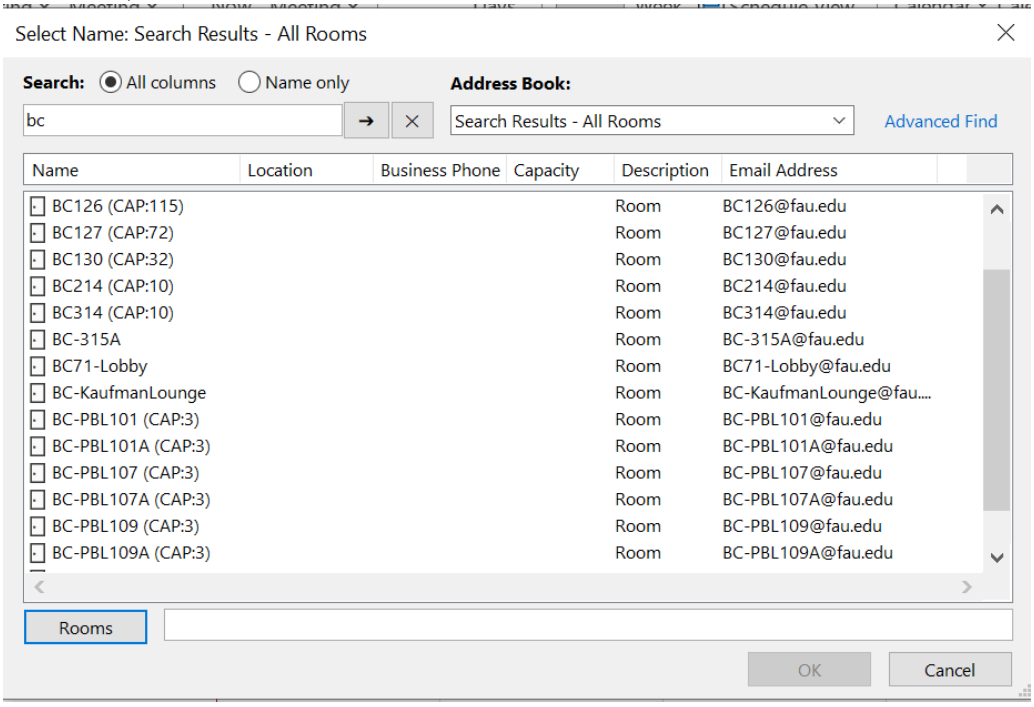
This section applies to Outlook desktop app

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.

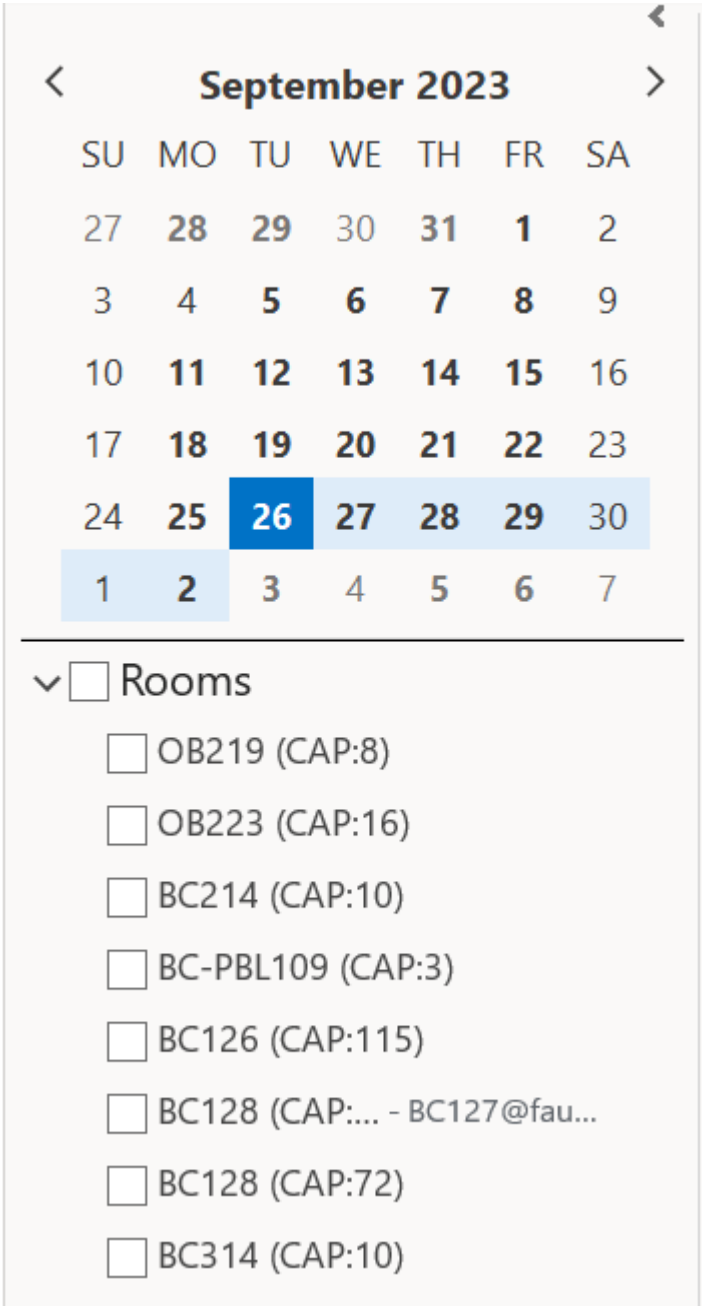
1. Open your **Calendar** section in Outlook
2. Click on the **Add Calendar** button on the ribbon, then select **From Room List** on a drop-down menu.



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



4. 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.