



Outlook Room Calendar Availability

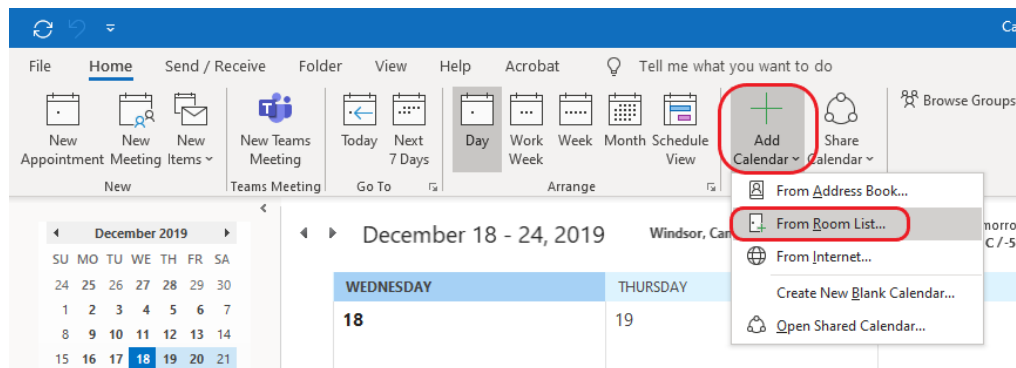
Christine Clevenger - 2023-09-26 - Classroom/Conference Room Technology

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**

Select Name: Search Results - All Rooms

Search: ☒ All columns ☐ Name only

Address Book: bc → × Search Results - All Rooms Advanced Find

Name	Location	Business Phone	Capacity	Description	Email Address
<input type="checkbox"/> BC126 (CAP:115)				Room	BC126@fau.edu
<input type="checkbox"/> BC127 (CAP:72)				Room	BC127@fau.edu
<input type="checkbox"/> BC130 (CAP:32)				Room	BC130@fau.edu
<input type="checkbox"/> BC214 (CAP:10)				Room	BC214@fau.edu
<input type="checkbox"/> BC314 (CAP:10)				Room	BC314@fau.edu
<input type="checkbox"/> BC-315A				Room	BC-315A@fau.edu
<input type="checkbox"/> BC71-Lobby				Room	BC71-Lobby@fau.edu
<input type="checkbox"/> BC-KaufmanLounge				Room	BC-KaufmanLounge@fau...
<input type="checkbox"/> BC-PBL101 (CAP:3)				Room	BC-PBL101@fau.edu
<input type="checkbox"/> BC-PBL101A (CAP:3)				Room	BC-PBL101A@fau.edu
<input type="checkbox"/> BC-PBL107 (CAP:3)				Room	BC-PBL107@fau.edu
<input type="checkbox"/> BC-PBL107A (CAP:3)				Room	BC-PBL107A@fau.edu
<input type="checkbox"/> BC-PBL109 (CAP:3)				Room	BC-PBL109@fau.edu
<input type="checkbox"/> BC-PBL109A (CAP:3)				Room	BC-PBL109A@fau.edu

Rooms

OK 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.

<

September 2023

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SU	MO	TU	WE	TH	FR	SA
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

►

Rooms

☐ OB219 (CAP:8)

☐ OB223 (CAP:16)

☐ BC214 (CAP:10)

☐ BC-PBL109 (CAP:3)

☐ BC126 (CAP:115)

☐ BC128 (CAP:... - BC127@fau...

☐ BC128 (CAP:72)

☐ BC314 (CAP:10)

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.