Adding a Room Calendar in Outlook 2011 for PC

Step 1: Open Outlook

Step 2: Click Calendar

Step 3: Click Open Calendar icon on the top toolbar and click on From Room List.

0 1 📑 🥙 1 🗸	@ N	ASE MAE 126 - Calendar	- Microsoft Outlook			
File Home Send / Receive	e Folder View	Adobe PDF				۵ 😭
New New New N Appointment Meeting * Items *	lew Online Meeting	ext 7 Day Work	Week Month O Schedule View	pen Calendar	E-mail	Find a Contact 🔻
New On	line Meeting Go To	Arran	ige 🗔 📸	From <u>A</u> ddress B	ook	Find
♦ November 2012 Su Mo Tu We Th Fr Sa	▲ Novem	nber 2012	1 1 1 1 1	From <u>R</u> oom List From Internet		Calendar (Ctrl 🔎
28 29 30 31 1 2 3	Sun	Mon Tue	e Wed	Create New Bla	nk Calendar	Sat 🔺
11 12 13 14 15 16 17 18 19 20 21 22 23 24	Oct 28 29	9 30	31	Open Shared C	alendar	3
25 26 27 28 29 30 1 2 3 4 5 6 7 8	10/28 -					
	4 5	6	7	8	9	10
▷	4 - 9					

Step 4: Enter "@ MSE" in the search box and the MSE Room Calendars will populate.

2 MSE	Go	Go All Rooms - tom@mse.ufl.edu				Advanced Find	
Name	Location		Business Phone	Description	n E-m		
@ MSE MAE 126	Blda ()719 - Rm 126			Room	MS	
@ MSE NSC 214	Bldg (634 - Rm 214			Room	MS	
@ MSE PERC 202	Bldg 0746 - Rm 202				Room	MS	
@ MSE PERC 205D	Bldg 0746 - Rm 205D				Room	MS	
@ MSE Rhines 100C	Bidg (184 - Rm 100C			Room	MS	
@ MSE Rhines 125	Bldg (184 - Rm 125			Room	MS	
@ MSE Rhines 157	Bldg (184 - Rm 157			Room	MS	
@ NEB-RM-550 (Classroom)					Room	NE	
@ OUR Criser - 201A L. Vernor	n V Bidg 3	31 - Rm 201A	(352) 392-1365 x737	79	Room	OL	
🗧 @ OUR Criser - 204 Conference	e Bidg 3	31 - Rm 204	(352) 392-1365 x73	13	Room	OL E	
🗧 @ OUR Criser - 215E Training I	Room Bldg 3	31 - Rm 215E	(352) 392-1374 x795	57	Room	OL	
@ OUR Criser - 222 Lobby	Bidg 3	1 - Rm 222	(352) 392-1374 x70	50	Room	OL	
a @ OUR Criser - 223 Conference	e Rm Bldg 3	1 - Rm 223			Room	OL	
a @ OUR Criser - 302A Conferer	nc Bidg 3	31 - Rm 302A	(352) 392-1374 x72	11	Room	OL	
@ OUR Criser - 304 DP Confer	en Bldg 3	31 - Rm 304	(352) 392-5298 x70	50	Room	OL .	
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Step 5: Double left click the Room Calendars you want to add so they appear in the **Rooms box** and then click **OK**.

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⊉ MSE	Go All Rooms	Go All Rooms - tom@mse.ufl.edu			nced Find	
Name	Location	Business Phone	Capacity	Description	E-ma	
@ MSE MAE 126	Bldg 0719 - Rm 126	; ;		Room	MS 🔺	
@ MSE NSC 214	Bldg 0634 - Rm 214			Room	MS	
@ MSE PERC 202	Bldg 0746 - Rm 202			Room	MS	
@ MSE PERC 205D	Bldg 0746 - Rm 205	iD D		Room	MS	
@ MSE Rhines 100C	Bldg 0184 - Rm 100	C		Room	MS	
@ MSE Rhines 125	Bldg 0184 - Rm 125			Room	MS	
@ MSE Rhines 157	Bldg 0184 - Rm 157			Room	MS	
encontra sso (classroom)				Room	NE	
a @ OUR Criser - 201A L. Verno	n V Bldg 31 - Rm 201A	(352) 392-1365 x737	9	Room	OL	
🗧 @ OUR Criser - 204 Conferen	ce Bldg 31 - Rm 204	(352) 392-1365 x731	.3	Room	OL	
🗧 @ OUR Criser - 215E Training	Room Bldg 31 - Rm 215E	(352) 392-1374 x795	7	Room	OL	
@ OUR Criser - 222 Lobby	Bldg 31 - Rm 222	(352) 392-1374 x705	0	Room	OL	
🗧 @ OUR Criser - 223 Conferen	ce Rm Bldg 31 - Rm 223			Room	OL	
🗧 @ OUR Criser - 302A Confere	nc Bldg 31 - Rm 302A	(352) 392-1374 x721	1	Room	OL	
🗖 🔊 OLIR Criser - 304 DP Confe	ren Blda 31 - Rm 304	(352) 392-5298 x705	in	Room	01	
•					•	
Rooms -> @ MSE MAE 126 @ MSE Rhines 1	; @ MSE NSC 214; @ MSI 57	EPERC 202; @MSEPERC 2	205D; @MSE Rhine	es 100C; @ MSE Rhine	es 125;	

Step 6: The Room Calendar you chose is now added to your Outlook.

