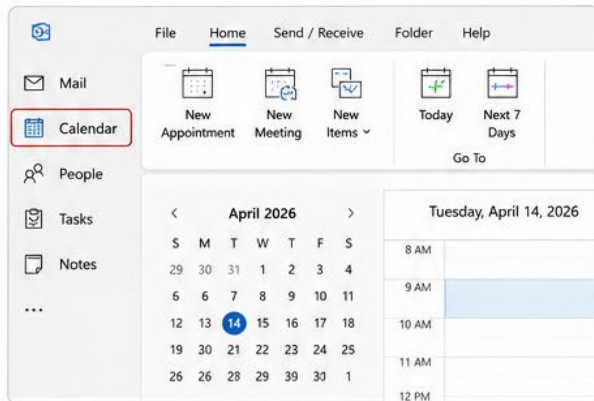


How to Add a Room Calendar in Outlook

A simple step-by-step guide for faculty and staff

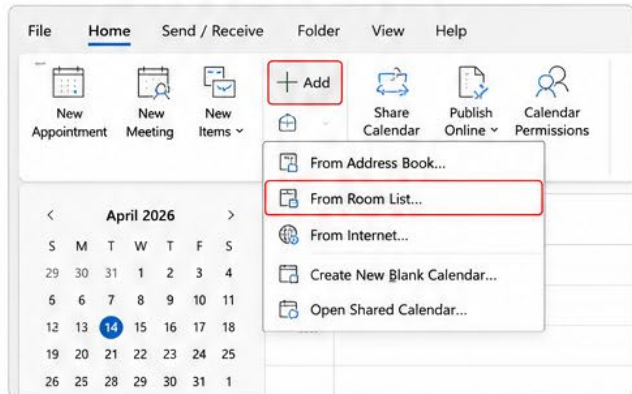
1 Step 1 — Open your Outlook Calendar

1. Open Outlook.
2. On the left, click **Calendar** (the calendar icon).



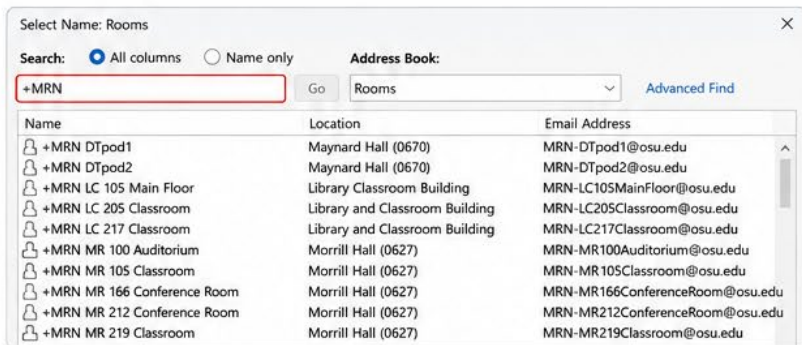
2 Step 2 — Open the “Add Calendar” menu

1. At the top ribbon, click “+ Add” menu
(Found under the **Home** tab)
 - o On Macs, look for **File** → **Open** → **Shared Calendar...**



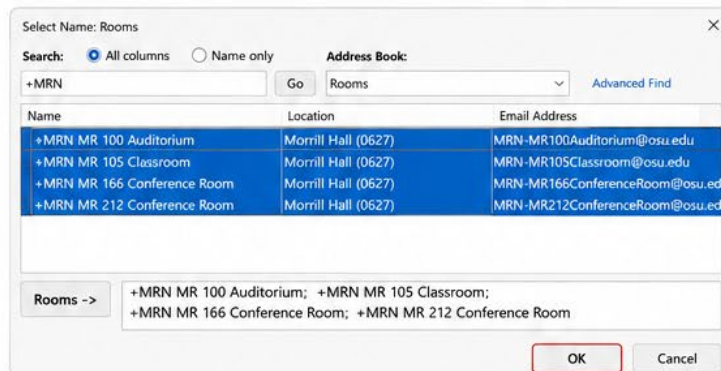
3 Step 3 — Choose “From Room List”

1. Select **From Room List...**
2. In the search bar type **+MRN** and press enter for a searchable list of all campus room calendars to appear.



4 Step 4 — Double click on the room you are searching for

1. Select the room calendar(s) you'd like to add and click on **Rooms** or you can also double click on the room.
2. Before selecting **OK**, make sure all selected rooms show in the rooms space.
3. Select **OK**.



The room calendar will now display in your left-hand calendar list.

5 Step 5 — View or hide the room calendar

1. In the Calendar pane, you will now see the room listed under: “**Rooms**” or “**Shared Calendars**.”
2. Click the checkbox next to the room name to toggle visibility.
3. Add multiple rooms to compare availability side-by-side.

