

ADDING/USING RESOURCES IN OUTLOOK CALENDAR

The Dean's Office uses Outlook to publish key school dates and meeting room availability. Please use this guide to add resources to your Outlook calendar. If you wish to book available space, you may submit request using the [event request form](#). If you need assistance accessing the calendars, contact Tom Rose (tdr3r@virginia.edu).

HOW TO FOR PC USERS

Adding Room Calendars

1. Open Outlook
2. Select **Calendar Icon** (bottom left corner)
3. Select **Home** top menu
4. Select **Add Calendar** on menu
5. Select **From Room List** on drop down menu
6. Type EHD into search window
7. Double click any EHD room you would like to have available for viewing (*see list below*)
8. These rooms will now be saved on the left navigation of your calendar window

Checking Space Availability

1. Open Outlook
2. Select **Calendar Icon** (bottom left corner)
3. Select the Room Calendars you would like to view
 - a. Depending on the number of rooms you select, your view may adjust
4. Navigate to the date you would like to view
 - a. If there is no block on the date/time it is currently available
 - b. If there is a block on the date/time it is NOT available
5. Note the name of the room and select in preferred room field in your event request form

HOW TO FOR MAC USERS

Adding Room Calendars

1. Open Outlook
2. Select **Calendar Icon** (bottom left corner)
3. Select **Open Shared Calendar** (top tool bar)
4. Select **From Room List** on drop down menu
5. Enter EHD for the pull down list to populate locations
6. Double click any EHD room you would like to have available for viewing (*see list below*)
7. These rooms will now be saved on the left navigation of your calendar window

Checking Space Availability

1. Open Outlook
2. Select **Calendar Icon** (bottom left corner)
3. Select the Room Calendars you would like to view
 - a. Depending on the number of rooms you select, your view lay out may change
4. Navigate to the date you would like to view
 - a. If there is no block on the date/time it is currently available
 - b. If there is a block on the date/time it is NOT available
5. Note the name of the room and select in preferred room field in your event request form

Recommended Calendars to Add

- EHD Operations
- EHD-Bavaro 104
- EHD-Bavaro 116 / Holloway Hall
- EHD-Bavaro 206A
- EHD-Bavaro 234A
- EHD-Bavaro 307
- EHD-Bavaro 318
- EHD-Bavaro 331
- EHD-Ridley 106
- EHD-Ridley 200
- EHD-Ridley 206
- EHD-Ridley 302