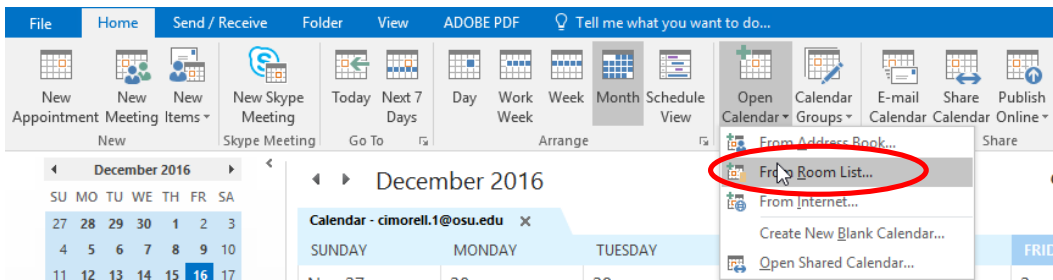


Opening a Room Calendar in Outlook

The instructions below may not be applicable to some Outlook users. If you experience trouble in finding the menus or tabs, please let Yesim Anter or Alissa Comella know.

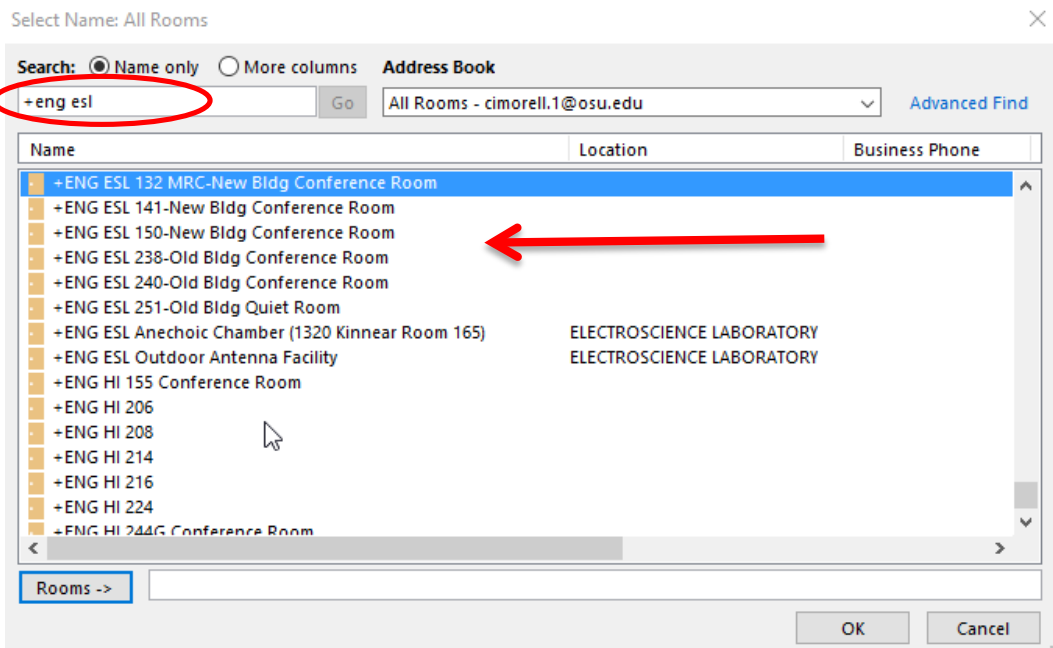
Go to your calendar in Outlook and then follow these steps:

1. In **Calendar**, on the **Home** tab, in the **Manage Calendars** group, click **Open Calendar**. Select **From Room List...** from the dropdown menu.



NOTE: If your Open Calendar selection does not have a dropdown menu, please type +ENG ESL in the dialogue box to see CR listing.

2. The entire room list available on the University email service will appear, which you could scroll through until you get to the Engineering section. However, if you type +ENG ESL (don't press Enter) in the Search box, you can filter right to the ESL rooms.



Select any/all of the rooms you would like to open. NOTE: you can make multiple selections at the same time. As you make the selections, you will see the names populating in the **Rooms ->** field.

The shared Calendar appears next to any calendar that is already in the view.

After you access a shared or room Calendar for the first time, the Calendar is added to the Navigation Pane. The next time that you want to view the shared Calendar, you can click it in the Navigation Pane without the need to follow the above steps again.

The screenshot displays a calendar application interface. At the top, there are two calendar views: 'January 2017' and 'February 2017'. The 'January 2017' calendar shows the days of the week (MO, TU, WE, TH, FR, SA, SU) and the dates from 26 to 31. The date '24' is highlighted in blue. The 'February 2017' calendar shows the days of the week and the dates from 1 to 12. Below the calendar views is a navigation pane with the following sections:

- My Calendars
 - Calendar
 - Personal
 - Team: Anter, Yesim
- Shared Calendars
- Rooms
 - +ENG ESL 132 MRC-New...
 - +ENG ESL 141-New Bldg...
 - +ENG ESL 150-New Bldg...
 - +ENG ESL 238-Old Bldg...
 - +ENG ESL 240-Old Bldg...
 - +ENG ESL 251-Old Bldg...
 - +ENG ESL Lobby-New Bldg
 - +ENG DL 260 Conference...
 - +ENG BE 281 Classroom
 - +ENG CAR 210 Conferen...

A red circle is drawn around the 'Rooms' section of the navigation pane.