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.

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.

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