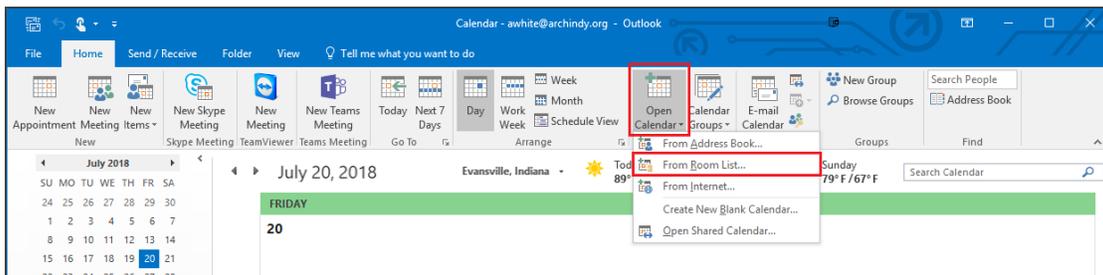# Viewing Room Calendars and How To Reserve A Room Using Your Outlook

This document is provided as a How To for users needing assistance on how to reserve a room for an event or meeting through their Outlook calendar.

How To View Room Calendars

1) In Outlook you can add the room calendars to your Calendar view. However, this option will only allow you to view the availability of the room. This will now allow you to reserve the room for your event or meeting. To add them to your calendar to be able to view them;

   a. Switch to Calendar view
   b. Select **Open Calendar** across the top
   c. Select **From Room List…** from the drop down

   d. Select the room or rooms that you want to be able to view and click **OK**.
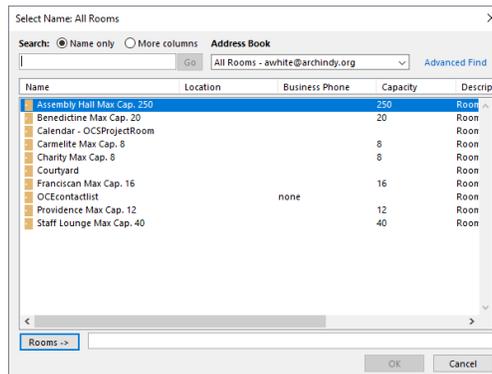
   e. This will add the room calendars into your Outlook calendar view to be able to view for availability.
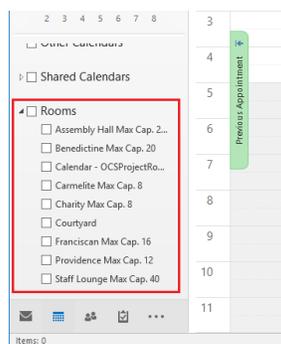
How To Reserve A Room

2) After verifying that the room you want to reserve is available, create a new calendar event on your calendar or open the existing event that you already have created.

3) Select the **Scheduling Assistant** button from across the top. This will allow you to add others to the event as an Attendee and allow you to reserve a room.

4) To reserve a room, click on the **Add Rooms…** button in the bottom left corner of the event window.
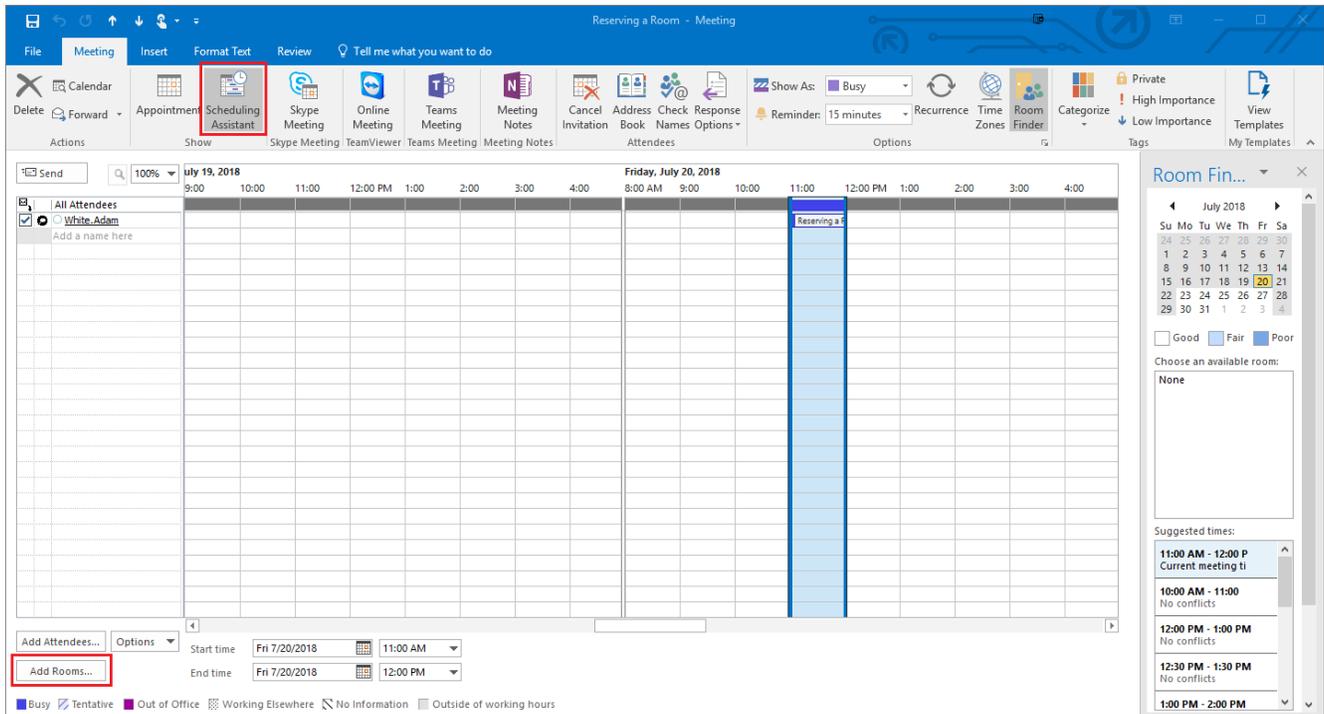
5) Select the room you want to reserve and click **OK**.
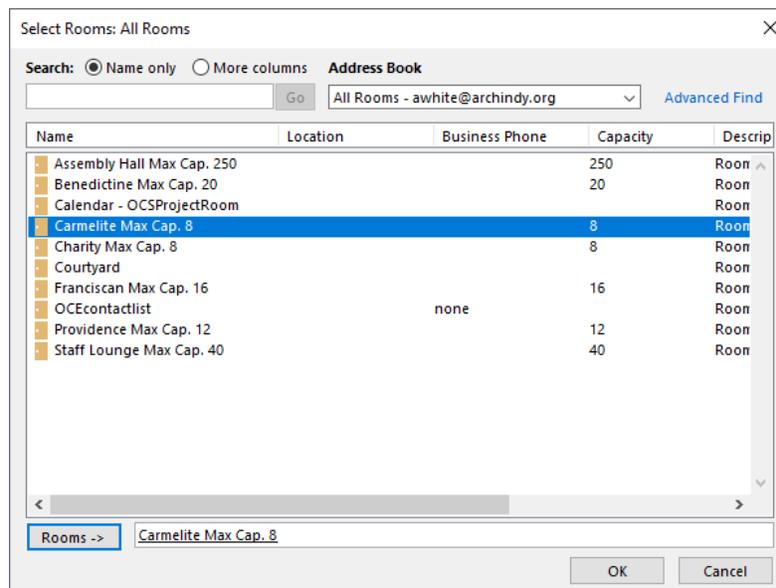
6) Once you have all your Attendees added and your Room selected for your event, click **Send**.
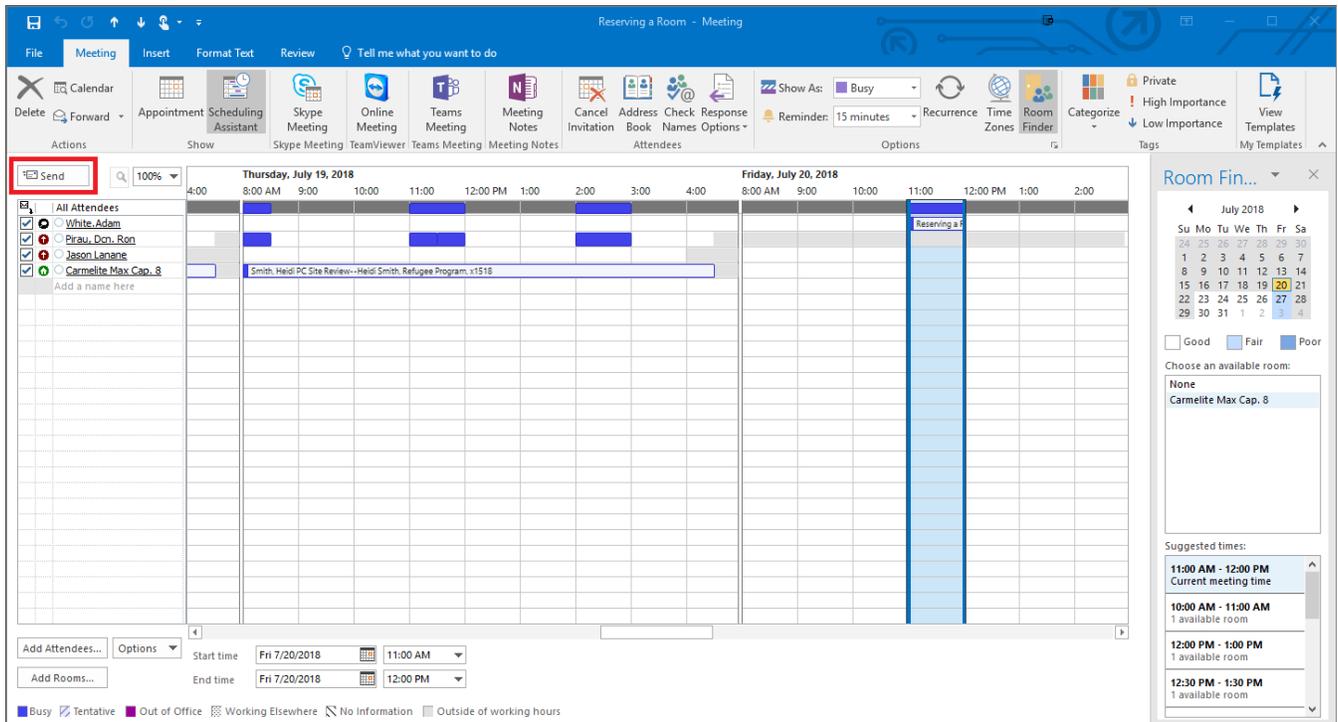
7) Your reservation request has now been submitted. You will receive a response from Management Services to confirm your reservation.

If you have any questions about this process or are in need of assistance, please feel free to contact the Operation Support Center by dialing **Extension 1420, Option 1** or **888-453-3161**, or by **emailing osc@archindy.org**.